



Prepare to Procure

November 3, 2014

RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

PROCESS CHANGE: Line Type simplification

We're making changes that will simplify and improve the purchase to payment process. Effective November 10th, we're reducing the list of available line types to Goods and Services only. These two line types will be the only valid selections in the List of Values (LOV); all other line types will be phased out as existing orders are closed.

Goods (receipt basis) guidelines:

- *Quantity based* – Enter both quantity and price.
- Use for goods shipped to RIT that will be physically received.
- List multiple items individually on requisition lines.
- Use *Goods* for shipping/installation charges associated with an order.
- Use *Goods* for standing/blanket orders when ordering goods from a supplier that are based on a “not to exceed” dollar value. For further explanation see FAQ: [How do I set up a Blanket PO?](#)

Services (invoice basis) guidelines:

- *Amount based* – Unit of measure is “dollar”. The price field defaults as \$1; enter the value of the service as the quantity. For example, a \$5,000 service will have a quantity of 5000 and a dollar value of 1.
- Use for all services (includes lease of equipment).

After November 10, 2014, PSO will return requisitions to the preparer for correction when goods are submitted as services or vice versa.

If you have any questions about this information, or if you need assistance when entering a requisition, please contact Sherry Lupo, Senior Procurement Assistant at 475-2107 (salpur@rit.edu).

