

Entering the Subaward Requisition

- Tip: Limit one subaward per requisition*
- Tip: Only end users with PO Manager end user responsibility should create and submit requisitions for subaward.*
- Tip: If the initial year of a subaward on a federal project exceeds \$25,000, then a two-line requisition must be created. The first \$25,000 will be on line 1 of the requisition; and the balance, exceeding \$25,000, will be on line 2 (much like ordering red pens on one line, and green pens on the second line).*
- Tip: Use object code 5332 for total subcontract costs for non-federal projects (commercial entities, foundations and associations) AND for federal projects up to \$25,000.*
- Tip: Because lines may be re-sorted when the requisition becomes a purchase order, adding an **a.**, **b.**, etc., at the beginning of the line description on a multiple-line, non-catalog requisition will keep the lines in the same order. This is important so that, when invoices are matched by Accounts Payable, F&A costs are charged in the appropriate manner.*
- Tip: Use object code 5333 only for federal projects AND only after a cumulative \$25,000 threshold per subrecipient on federal projects is reached. This threshold pertains to each project period (typically multiple years) and not to each budget period (which is typically no more than one year).*

Find Vendor Name
and Ship To Site
before you start

Non-Marketplace Request

- Item Type:* **Services by quantity**
- Item Description:* The MM-DD-YY for final itemized invoice should be 45 days before the final report due date, or as indicated on the signed agreement. Use the exact language as written below:
a.) Allocation set forth in award document issued by SPONSOR NAME for research services related to SPONSOR AWARD NUMBER [not Penn fund number]. Final itemized invoice must be received by the University of Pennsylvania no later than MM-DD-YY.
- Category:* **SERVICES.SUBCONTRACTS**
- Quantity:* Dollar amount, or part thereof, of the subaward on a federal project to be charged F&A costs (via object code 5332). (F&A cost reimbursements on federal projects are limited to the first \$25,000 of the subaward; contact ORS if questions arise.)
- Unit of Measure:* Type **US Dollar**
- Rate per Unit:* Enter the number **1**.
- Supplier Part Number:* Subaward [enter fund]
- Supplier Name:* As indicated on the signed agreement.
- Supplier Site:* As indicated on the signed agreement.
- (When multiple addresses are available for the same supplier, be sure to choose the correct supplier site when creating the requisition.)

Click **[Add to Cart]**

A second non-catalog request will be required if the amount of the subaward will or has already exceeded the amount to be charged for F&A costs.

Repeat the steps above from above with the following exceptions:

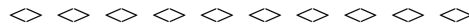
Item Description: The MM-DD-YY for final itemized invoice should be 45 days before the final report due date, or as indicated on the signed agreement. Use the exact language as written below:
b.) Allocation set forth in award document issued by SPONSOR NAME for research services related to SPONSOR AWARD NUMBER [not Penn fund number]. Final itemized invoice must be received by the University of Pennsylvania no later than MM-DD-YY.

Quantity: Dollar amount, or part thereof, of the subaward not to be charged overhead (via object code 5333). (F&A cost reimbursements on federal projects are limited to the first \$25,000 of the subaward; contact ORS if questions arise.)

Click [Add to Cart]

Click [Checkout]

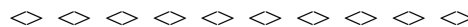
Requisition Information:



Description: Penn PI Name, sub to [subcontractor name] PI: [sub PI], NIH Award number with year.
Need by Date: Change to last day of period covered by subaward as indicated in the signed agreement.
Requestor: Enter Penn principal investigator's name
Deliver-To Location: Change to principal investigator's location.
University Contact: Change to the departmental business administrator indicated in the subaward agreement.
Receipt required: POs \$5,000 or more will automatically require a receipt. **If the total amount of the subaward is less than \$5,000, the Purchase Order must be marked "Receipt Required."** Click the 'No, delivery information differs by item radio button'; click the box in the "Receipt Required" column as shown below. **Check the Receipt Required box** if total amount of subaward PO is less than \$5,000.

Tip: In the event you need to enter this screen and manually select 'Receipt Required', you will also need to re-enter the Deliver-To Location (remember, you previously clicked 'No, delivery information differs by item', so the system pre-populates the screen with your default deliver-to).

Click [Edit Lines]



Requisition Information: Edit Lines

Click [Accounts]

Click in one of the charge account fields to open and edit.
Enter COA combination.

DO NOT click the "select multiple charge accounts" hyperlink.

DO select "Apply this account to all requisition lines" (This applies everything except the object code to all lines of the requisition). Use object code 5332 when F&A costs are allowable.

Click [Next]

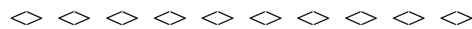
Review charge accounts: Click in the charge account field representing the line of the order not to be charged F&A. Use object code 5333 when no F&A costs are to be charged (federal projects only). Review terms and conditions of non-federal subawards.

Click [Check Funds]

- * If funds checking fails, click [Cancel], and check the following information
 - COA combination for errors such as transposition of numbers or incorrect CREF
 - If COA combination is correct, ensure the current year budget has been entered in the correct CNAC/ORG/Fund/CREF combination
 - Ensure a budget has been entered up to PBUD
- * When funds checking passes, click [Continue]

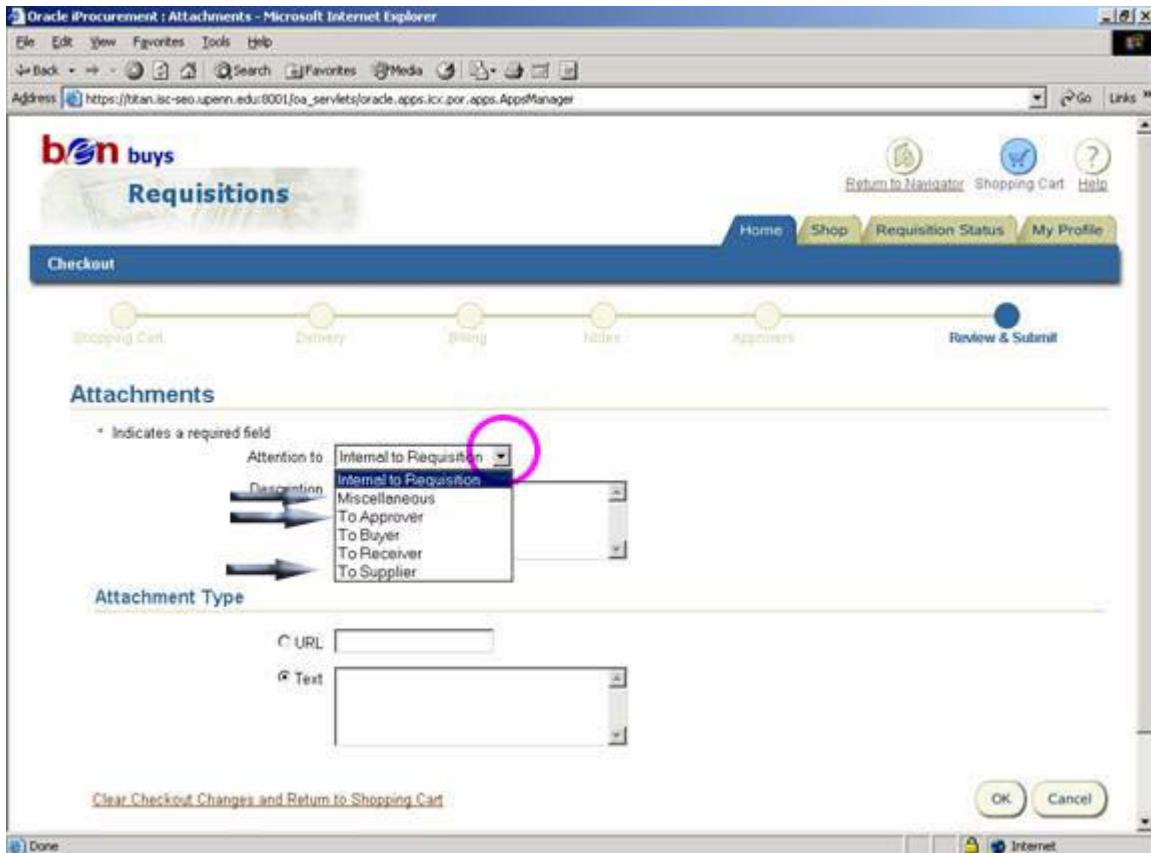
Click [Continue]

Click [Next]



Checkout: Review Approver List:

Click [Add Attachments]



Attach **4 NOTES** for subaward requisitions:

NOTE 1:

Attention to: Miscellaneous (select from drop down menu)

Description: Type **Bid waiver**

Select [Text]

Text Box: Type "**Subaward, Competitive bids are not required**"

Click [Add Another]

NOTE 2:

Attention to: **To Supplier** (select from drop down menu)

Description: Type **Terms & Conditions**

Select [Text]

Text Box: Type "**Subaward in accordance with the terms & conditions of Agreement 5xxxxx (this is the Penn fund number), dated MM-DD-YY, covering the period MM-DD-YY to MM-DD-YY. Subaward of _____ (PRIME SPONSOR NAME), _____ (PRIME SPONSOR AWARD NUMBER) for _____ (SUBRECIPIENT PI NAME).**"

Refer to the signed agreement for the appropriate dates, sponsor name and sponsor award number.

Click [Add Another]

NOTE 3:

Attention to: **To Supplier** (select from drop down menu)

Description: Type **PO/subaward conflict**

Select [Text]

Text Box: Type "**Subaward service, in accordance with the terms and conditions of Subaward # _____, dated _____ (date the last person signed agreement) with an effective date of _____ (first day of current budget period). In case of any conflict between the conditions of the purchase order and the subaward, the terms of the subaward shall take precedence.**"

Refer to the signed agreement for the appropriate dates, sponsor name and sponsor award number.

Click [Add Another]

NOTE 4:

Attention to: **To Supplier** (select from drop down menu)

Description: Type **Invoice number**

Select [Text]

Text Box: Type "**All invoices must reference PO number and display a unique invoice number.**"

Click [Add Another]

See Section 15.4.3 for two additional notes required in subaward requisitions when there is an increase in award amount in an existing subaward period.

Perform a final review of the requisition for accuracy and completeness

Click [Submit]

Requisition creation process will complete and will automatically begin requisition to purchase order creation process via the PO workflow administrator.

Approval Hierarchy

No special approvals are needed. Follow the purchase order approval process based on approval limit and approval hierarchy.