

Framework Order Directions for all wireless equipment and service.

Things to remember when setting up your framework orders:

- The services and equipment set up for payment through Procurement Services **MUST** be under UAMS liability.
If it is not then it must be moved to a UAMS account before it can be paid with UAMS funds.
- No equipment is to be paid through the service line of your PO. You can't mix a commodity and a service on the same line. You need to add a separate line to your requisition for any new or upgraded equipment that require payment through your framework order. Make sure you list all the equipment purchased for that phone number in the item text. It is also helpful to reference the line number it was purchased for. This will have to go through the department release strategy.
(See pg 7)
- **Any equipment purchased through the State cell phone contract has a 30 (15 for Alltel) day return policy. We recommend immediately adding your line for equipment to your existing requisition once you receive confirmation from the vendor so it can go through the release strategy approvals or in case you do not like it. This way there is still time to return it without cost to UAMS. Also attach a copy of equipment confirmation or vendor email to your requisition.**
- Make sure you reference last years framework in your item text even if it was with a different vendor. (See pg 8)
- Each service line should have funds to cover the entire monthly service for the year. Refer to last years service order totals in SAP (**Go to <ME23N> and look under purchase order history for each line**) to see your annual expenditure. **Do not take this from last year's requisition.** Then make sure you input the current plan with price and user for this year's frame work requisition you set up. If you need help with the amount to add please contact the wireless buyer, Layton Perry.
ldperry@uams.edu
- Anytime you change service plans or phone numbers you need to contact the wireless buyer by email to update your service order immediately. This might require adjusting the amount on the service line.
- If a new person takes over an existing plan you need to contact the wireless buyer by email to update your service order line information.

1. Input your Header Note

This is very important in case there are any questions about your req. Your requisition is created in ME51n.

Contact me if you need instructions on how to save your header information.

Framework requisition

FO Framework requisition

Source Determination

Texts

Header note

Layton D. Perry
Procurement Services Slot 542
526-6570

- This information is required on all requisitions:
- Name of the dept person paying the bills
 - Department Name
 - Direct phone number
 - Slot number

2. Short Text

1 EACH ALWAYS

Send to purchasing group CE

Item A	I	Material	Short Text	Quant...	Un	Delivery Date	Material Group	Purch. Grp	Requisnr.	Tra
Status K	B		Mobile Service 501-555-1212 Foster	1	EA	06-30-2009	Telephone -Cellular	CE	perrylaytond	O

Use a cost center (K) unless your grant allows the purchase of cellular equipment and service. Put a "B" for each service line. This allows you to set limits.

To standardize all wireless service orders:
Use the formats above. For equipment start off with the type of unit purchased and the users last name. Bundle an individual's equipment purchase on one line.

Use "U16 (Telephone- Cellular)" for all monthly service.

- Enter a "B" in the item category of the service lines. If you omit this, the requisition cannot be pulled into a purchase order.
- Short text should be Service Type .
- Quantity is always 1 EA
- The delivery date is always the end of the current fiscal year. Use 06/30/09.
- Use "U16" (Telephone- Cellular) as the material group.
- The Purchasing Group is always "CE" (Cell Phones).

EXAMPLES
of
SERVICES
FOR SHORT
TEXT

Item	A	I	Material	Short Text	Σ Quant...	Un	Delivery Date	Material Group	Purch. Group
1	K	B		Blackberry Service 501-555-1212 Foster	1	EA	06-30-2009	Telephone -Cellular	CE
2	K	B		Wireless Internet 501-987-1234 Foster	1	EA	06-30-2009	Telephone -Cellular	CE
3	K	B		Family Talk 4000 501-612-1973 Perry	1	EA	06-30-2009	Telephone -Cellular	CE
4	K	B		FT Add On Perry 501-554-8654 Williams	1	EA	06-30-2009	Telephone -Cellular	CE

3. Setting the Framework limits and account information.

- This is the amount you expect to spend during the life of the framework order. Example- If your monthly charge with **taxes** is \$100 then you should have at least \$1200 for that line.
- The same amount should be in both boxes.
- The amount can be increased or decreased during the year if you have overages or change plans.

Click on the yellow arrow. This will take you to the account assignment screen.

Step 4. Applying your vendor.

Look on your first invoice to verify the address to send you payment to.

The screenshot shows the SAP 'Source of Supply' tab for item [6] Internet service 501-555-5678 Less. The 'Desrd Vndr' field is highlighted with a yellow callout box containing instructions to enter a vendor number. The 'Assign Source of Supply' button is also visible.

Field	Value
Agreement	
Fixed Vendor	
Desrd Vndr	

Assign Source of Supply

VENDOR NUMBERS ARE BASED ON YOUR REMIT TO
Alltel: 26213 (For El Dorado, Pine Bluff, Texarkana 30308)
AT&T Mobility: 26482
Sprint: 25910
Verizon*: 39425

Examples of your Item Text. This need to be done for each line of service.

This is a line for mobile service only

- | Item Texts | A.. | |
|------------------|-----|----------------------------|
| Item text | | for Betty Foster |
| Item note | | National Freedom Pool 1000 |
| Delivery text | | Account #9280092165 |
| Material PO text | | FY08 PO T283700112 |

Blackberry or Treo service* Line should contain the phone plan and data plan

- | Item Texts | A.. | |
|------------------|-----|------------------------------|
| Item text | | for Betty Foster |
| Item note | | Nation450 W/ Rollover |
| Delivery text | | Unlimited Blackberry Connect |
| Material PO text | | Account #82812312 |
| | | FY08 PO T283700112} |

Wireless internet

- | Item Texts | A.. | |
|------------------|-----|------------------------|
| Item text | | for Betty Foster |
| Item note | | Unlimited data connect |
| Delivery text | | Account #826158000 |
| Material PO text | | FY08 PO T283700112 |

FamilyTalk Plan

- | Item Texts | A.. | |
|------------------|-----|------------------------------|
| Item text | | for Layton Perry |
| Item note | | Family Talk 4000 for 5 users |
| Delivery text | | Account #826158000 |
| Material PO text | | FY08 PO T283700112 |

Family Talk add on

- | Item Texts | A.. | |
|------------------|-----|------------------------------------|
| Item text | | for Ted Williams |
| Item note | | Add on to L. Perry @ \$9.99/month |
| Delivery text | | |
| Material PO text | | |

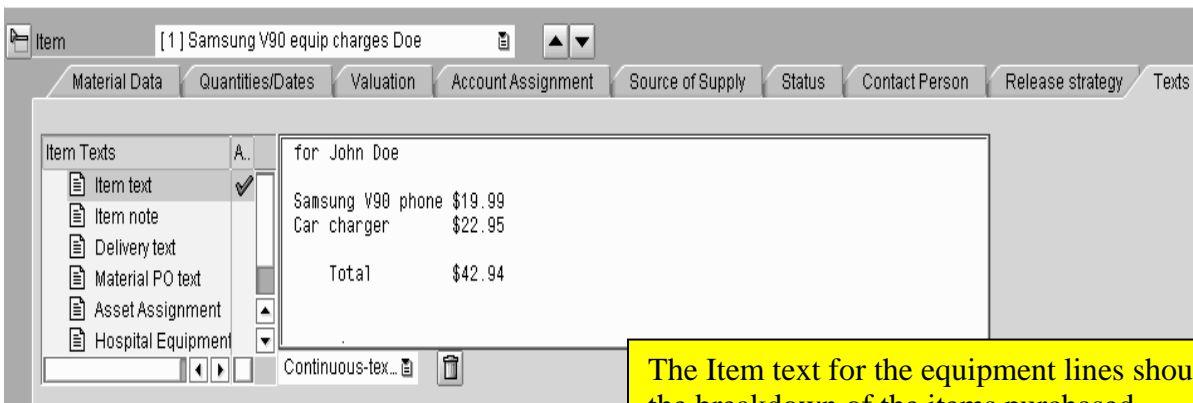
For the service lines they should include the following:

- Users full name
- Plan and monthly price
- Account Number
- Previous year's PO (or NEW if 1st time service)

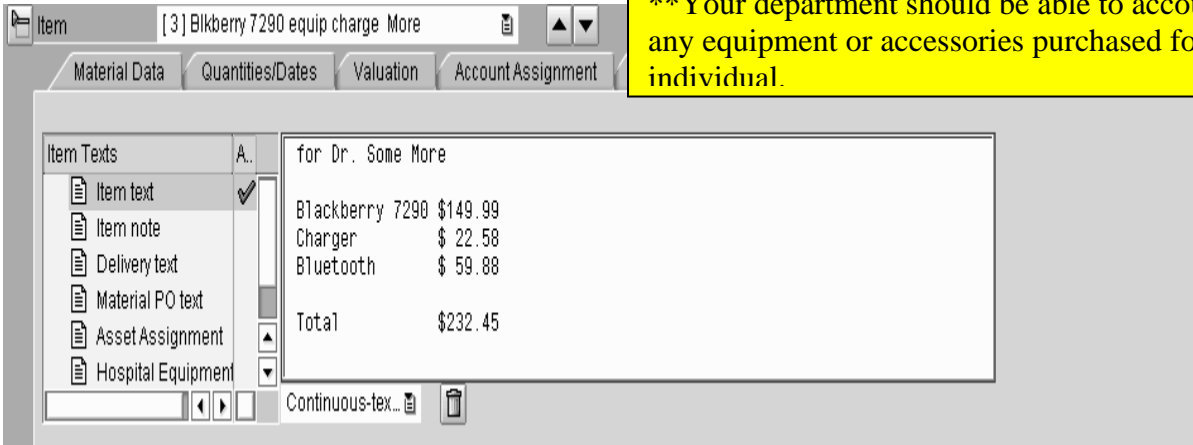
Equipment Line Examples

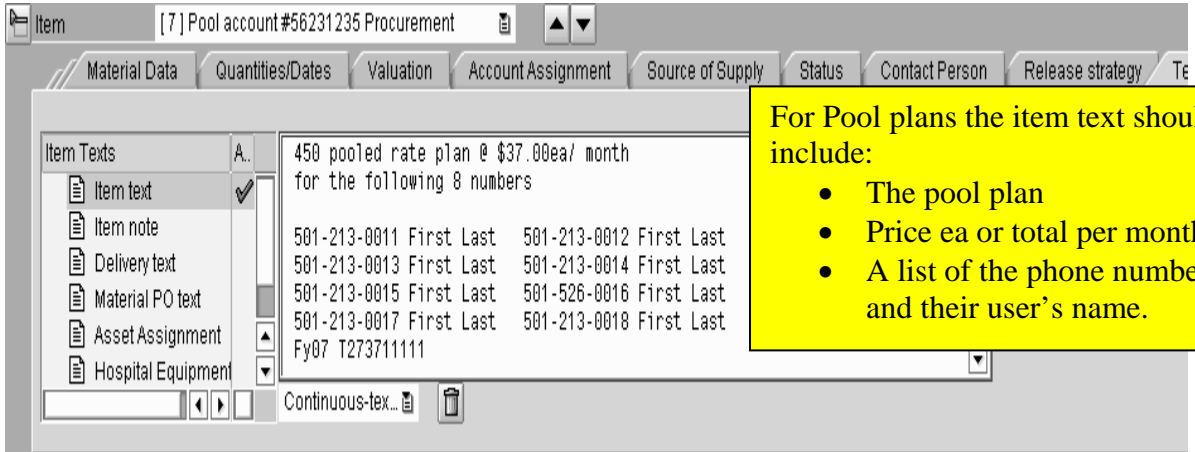
All equipment for a phone number can be created on one line. Make sure you attach the packing slip or email confirmation to your req. If you can't attach write your req or PO on it and fax it to 686-7545.

K		Blackberry Curve 501-555-1212	1	EA	03-26-2008	Telecomm Supplies	CE
K		Razr phone 501-612-1973	1	EA	03-26-2008	Telecomm Supplies	CE

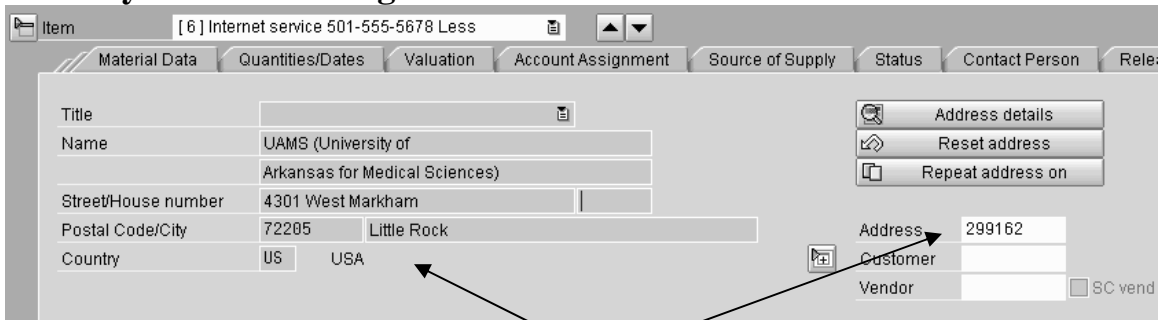


The Item text for the equipment lines should have the breakdown of the items purchased. You don't have to put a line if the equipment is free. **Your department should be able to account for any equipment or accessories purchased for an individual.





Delivery Address Change



Change the default address to your inside delivery address. If you don't have one use the UAMS default **299162**.

Press <SAVE> and your req is complete. Remember there are **2 Release Strategies** for your service lines: your Department release and Telecommunications. Then the req comes to my screen. If you have everything in place correctly on your requisition then I try to verify and process your request in 48- 72 hours. The maximum length of time is 5 days. You will receive an email confirmation (PDF) of your purchase order upon completion.

Using the process above will keep all the wireless service orders uniform and makes the bill paying process from the beginning (requisition) to the end (payment through Accounts payable) very easy to manage. And it also gives us much needed equipment tracking.