The University has renewed the contract with Martz Trailways for Charter Bus Services for trips. This Outline Agreement Contract is in place in order to expedite requests for this service in a simpler, easier way. Should you need a Charter bus please follow these directions.

1. Call Martz at 1-800-432-8069 or via email to Jennifer Stegman jstegman@martzgroup.com to confirm the date and availability of the bus(s) you need. She will then send you a Charter Confirmation Number.
2. A requisition will get entered in SAP – this will be entered against the Outline Agreement, therefore there are a few things that are different.
3. Screen shots of how your requisition will look and what to enter in which fields are available. Contact Purchasing if you would like to have them.

Account Assignment Category = K  
Item Category = D  
Material Group = Professional Services 109000  
Short Text = Charter Bus to NYC – Charter # 123456  
Quantity = 1  
Unit of Measure = AU  
Valuation Price = Leave Blank  
Purchasing Group = 300  Plant = 30  Purch Organization (POrg) = locl  
Outline Agreement = 4700000836  
Principal Agreement Item = 1  
Hit Enter  
It will then ask you to enter Services or Limits (this will be in the Item detail section of your PR, which should have opened up when you hit Enter.)  
Go to the Limits tab.  
Enter total amount under Overall Limits and under Expected Value:  
Overall Limit = $600 (use your actual cost)  
Expected Value = $600 (use your actual cost)  
Hit Enter  
From here a “Pop-Up” Account Assignment Tab will Pop-Up  
Enter the GL = 615100  
Enter the cost center paying for the trip = 3011XXXXXX  
Everything else on this tab will fill in automatic.  
Go to the TEXTS tab In the Item Details Section of you requisition and put in the information about the trip.  
SAVE

Note: By entering the Outline Agreement Number and Principal Agreement Item – this pulls information from the actual Service Outline Agreement that has already gone through the legal process. We will now be able to send Martz a Purchase Order for the trip.