

The University has contracts with various Charter Bus companies utilizing Outline Agreements to expedite requests for this service in a simpler way. Should you need a Charter bus please follow these directions.

1. Contact the Bus Companies via phone or email to confirm the date and availability of the bus(s) required. They will then send you a "Charter Reservation".
2. Create a requisition in SAP – this will be entered against the Outline Agreement and will require a few additional steps in the creation of a PR:

Account Assignment Category = **K**

Item Category = **D**

Material Group = **SRVC-TRANSPORTATION**

Short Text = **"Deluxe Pass – date – city"**

Quantity = **1**

Unit of Measure = **AU**

Delivery Date = **date of trip**

Item	A	I	Material Group	Short Text	Quantity	Unit	Delivery Date
1	K	D	SRVC-TRANSP...	55 Delux - 04/18 Harrisburg	1	AU	02/13/2017

Valuation Price = **Leave Blank**

Purchasing Group = **300** Plant = **30** Purch Organization (POrg) = **locl**

Outline Agreement = **47xxxxxxx**

Principal Agreement Item = **1**

PGr	Plant	POrg	Agreement	Item
304	East Stroud...	LOCL	4700002966	1

<Enter>

SAP will prompt to "Maintain Services or Limits" - **<Enter>**

SELECT the **"Limits tab"**.

Enter total amount in the **"Overall Limits"** and **"Expected Value"**:

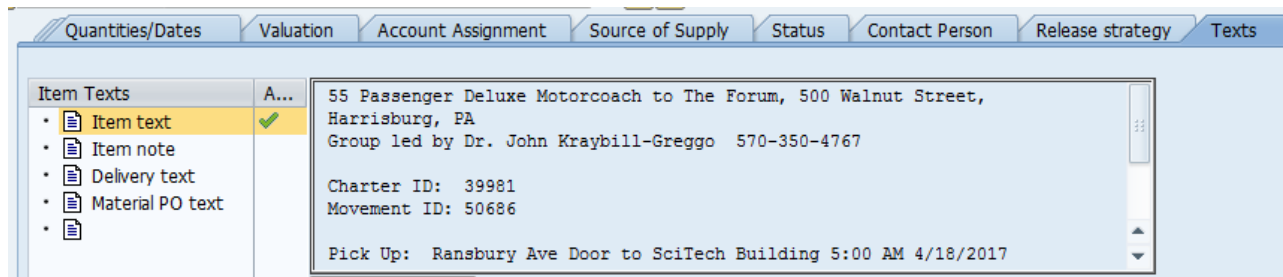
E X A M P L E :

The screenshot shows the 'Limits' tab in SAP. It contains three input fields: 'Overall Limit' with the value '10,000.00', 'Expected value' with the value '10,000.00', and '"Actual" Value' with the value '0.00'. There is also a 'USD' button and a 'No limit' checkbox.

<Enter>

SAP will expose the **"ACCOUNT ASSIGNMENT"** tab to be completed

<Click> on the **TEXTS** tab and populate with trip information within the **"Item Text"**



<SAVE>

Note:

Entering the Outline Agreement Number and Item #, SAP transfers information from the Service Outline Agreement that has been previously approved by PASSHE Legal. Procurement will process the Requisition (PR) once approved/released.