CREATING TERM PURCHASE ORDERS: Magnetic Springs

Magnetic Springs Water Company, Inc. is the current contracted provider for office water service and distilled water.

eRequest Details:

When creating a Term Purchase Order for scheduled water orders and chiller with Magnetic Springs, the critical details include:

➢ Where is the service located?
  • Magnetic Springs is location-based for all their equipment, agreements and billing.

➢ What type of water is requested?
  • There are currently two water options: Purified or Spring

➢ Is the chiller included in the eRequest?
  • Even though the chiller has no cost, it must be included on the PO.

➢ What is the delivery frequency?
  • Specify how many bottles of water and how often the delivery is needed.

➢ Who is the contact?
  • Magnetic Springs needs a contact person if there are questions about the request or delivery.

➢ Who is paying for the request?
  • Departments frequently split costs when multiple areas are sharing water services.

➢ What is the term of service?
  • Usually this will be for the next Fiscal Year.

eRequest – Creating a PO:

- Magnetic Springs is a vendor in eStores.
- Identify the correct option for your location.
  - Example: County office delivery, choose ‘Magnetic Springs (WOOSTER)’
• Select which type and amount.
  • POs will span a fiscal year.

  - 5 Gallon Bottles of Purified Drinking Water
    - UNSPSC: 50192701
    - Relevance: 100%
    - Quantity: [0.0]
    - Price: $3.04
    - Add to Cart

  - 5 Gallon Bottles of Spring Water
    - UNSPSC: 50192701
    - Relevance: 100%
    - Quantity: [0.0]
    - Price: $3.04
    - Add to Cart

• Select ‘Add to Cart’ at the top right of the page or the cart symbol by quantity box.

• Add the Cooler/Dispenser to the cart.

• Select ‘Express Checkout’ on the top left. The order will return to the eRequest screen.

• Complete the eRequest with the needed information stated above and submit for approval.
eRequest Example:

- An eRequest for Magnetic Springs using the eStores catalog:

  ![eRequest Example](image.png)

  **Vendor/Payee and Item Details**

  **eStores**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Estimated Amount</th>
<th>Total Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1051RG</td>
<td>5 Gallon Bottles of Purified Drinking Water</td>
<td>EA</td>
<td>36</td>
<td>$3.64</td>
<td>$109.44</td>
</tr>
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<td>7112RG</td>
<td>Regular Hot &amp; Cold Bottled Water Cooler/Dispenser</td>
<td>EA</td>
<td>1</td>
<td>$50.00</td>
<td>$50.00</td>
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</tbody>
</table>

  **Vendor/Payee Information**

  MAGNETIC SPRINGS WATER CO

  **General Request Information**

  **Ship To**

  Sarah Mays  
  OSUE Operations  
  102 Administration Building  
  OARDC  
  1680 Madison Avenue  
  Wooster, OH 44691  
  330-263-3831

  **Additional Information**

  Replaces PO: 550220A/A/04  
  Requested for FY21: 7/1/2020-6/30/2021

  **Business Purpose For Request**

  Three 5-gallon bottles every month.  
  This includes one water dispenser at no cost.

  **Funding Source**

  Org Number 55022  
  Organization Name OSUE Operations

  **Special Funding Instructions**

  **Approved For Org**

  - Bode, Eric Robert  
  - Buxton, Jesse Robert  
  - Concitis, Robert J  
  - Snoddy, Terry Allyn  
  - Wilkins, Jacqueline Kirby

  **BU GL**  
  **Org**  
  **Fund**  
  **Account**  
  **Project**  
  **Program**  
  **User Defined**  
  **Pct**  
  **Estimated Amt**

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<td>UNIV</td>
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<td>530801</td>
<td>61205</td>
<td>WOO</td>
<td></td>
<td></td>
<td>100%</td>
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