All Telecommunication services will require purchase orders. You must include a separate line for each type of service your department has.

This document describes the specific requirements for submitting purchase orders for CNS-Telecom services, if you are using the Template method.

CNS Information Services

2124 NE Waldo Rd, Suite 2100

Gainesville Florida 32609-8922
(352) 392.2061
<editor@cns.ufl.edu>
Table of Contents

CNS-Telecommunications: Requirements for Processing Orders ........................................3
   Essential Required Elements ......................................................................................3
   Creating a Purchase Order for CNS-Telecommunications Work ..........................3
   Purchase Orders Required for ALL Work .................................................................4
CNS-Telecommunications: Requirements for Processing Orders

Essential Required Elements

The following two items are required for all CNS-Telecom services:

• CNS Customer Number--This number can be found on your Telecommunications monthly invoice or from the CNS-Telecom home page [http://www.cns.ufl.edu/telecom/]:
  1. Scroll down to the Service Offerings and Information section.
  2. Select CNS Customer Information.

• Purchase Order Number--Blanket purchase order or a P.O. created for this order using the information below.

Creating a Purchase Order for CNS-Telecommunications Work

In PeopleSoft you can create a purchase order by creating a requisition or by using the templates. Instructions for both can be found by visiting the Bridges website [http://hr.ufl.edu/training/myUFL/Toolkits/].

The PeopleSoft chart fields are as follows:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Customer number/Type of Service (Line, long distance, or Install/Maint/Repair). For example: 00001200, Basic Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY CODE</td>
<td>Telephone Service (83111500)</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>CNS TELECOMMUNICATIONS (Vendor i.d. 0000002055)</td>
</tr>
<tr>
<td>VENDOR</td>
<td>Ensure distribution is by amount not quantity</td>
</tr>
<tr>
<td>UNDER &quot;TRUCK&quot;</td>
<td>Should not have the word DEFAULT</td>
</tr>
<tr>
<td>SHIPPING INFORMATION</td>
<td>Varies depending on service. Please see description of services and account codes below.</td>
</tr>
</tbody>
</table>

Purchase Orders
All Telecommunication services will require purchase orders.

**Note**

You must include a separate line for each type of service your department has. If you have line charges, long distance and Install/Maint/Repair charges you must include a separate line for each service with the correct account code from the list below.

The PeopleSoft account codes to be used are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC LINE SERVICE</td>
<td>722100</td>
</tr>
<tr>
<td>LONG DISTANCE/TOLL SERVICES/</td>
<td>722150</td>
</tr>
<tr>
<td>INSTALLATION/MAINT/REPAIR</td>
<td>722120</td>
</tr>
</tbody>
</table>

**Important**

In the comment section please include your customer number and your preorder number/work order. Please call Telecommunications at 273-1234 if you do not have this number. Please also check the “send comment to vendor” box. This ensures that your comments will be included on your purchase order. The Purchase Order number is NOT always the same as the Requisition number!!

**Purchase Orders Required for ALL Work**

WORK CANNOT BE DONE UNTIL A PURCHASE ORDER HAS BEEN RECEIVED. YOUR WORK ORDER/PREORDER WILL BE PLACED IN A “HOLD” STATUS UNTIL A PURCHASE ORDER HAS BEEN RECEIVED.

**Your Comments are Welcome**

We welcome your comments and suggestions on this and all CNS documentation. Please send your comments to:

UF Computing & Networking Services

CNS Information Services

2124 NE Waldo Rd, Suite 2100

Gainesville Florida  32609-8922
(352) 392.2061
<editor@cns.ufl.edu>
CNS-Telecommunications: Requirements
for Processing Orders