1) Start at the Shop tab on the left-hand bar in Buyways. Under Purchasing Links select Services over $50k Form regardless of the total amount of the subaward. Because there is not a specific option for subaward PO requisitions, this selection ensures that all significant details of the subaward agreement will be captured to issue a purchase order.

2) Click Next
3) **Search** for the Subrecipient and then **Select** the correct fulfillment center. Then click **Next**. Note: the subrecipient must already be an active Registered Supplier in the UMass Supplier Portal before you can select them here.

4) **Attach** the page(s) from the **subaward contract** that shows the full amount and dates of the agreement to match the PO (an example image is shown on the next page). Then click **Next**.

An example of a Federal subaward contract is shown below (the subaward agreement may look different for non-Federal awards):
FDP Research Subaward Agreement
Amendment (Number 03)

Pass-Through Entity (PTE)  Subrecipient
The University of Massachusetts, Amherst  The Brigham and Women’s Hospital
Office of Post Award Management  opam@umass.edu
Email Address  bwhgc@partners.org
Principal Investigator

Project Title: Enogenous hormones and postmenopausal breast cancer: Etiologic insights and improving risk prediction

PTE Federal Award No: R01 CA207369
Federal Awarding Agency: National Institutes of Health (NIH)

Revised Subaward Period of Performance:
Start Date: April 1, 2018  End Date: March 31, 2021
Amount Funded This Action: $243,595.37

Subaward No: 13-009932 C03
Effective Date of Amendment: April 1, 2020
Total Amount of Federal Funds Obligated to Date: $1,303,578.37

Subject to FFATA: Yes
Automatic Carryover: Yes

Amendment(s) to Original Terms and Conditions
This Amendment revises the above-referenced Research Subaward Agreement as follows:

This amendment is issued to revise the period of performance of the existing Subaward Agreement and to increase funding for the budget period.

Accordingly:
1. Funding is increased by the amount of $243,595.37 for the budget period.
2. Total funding for the project not to exceed $1,303,578.37
3. No change in the Scope of Work.
4. NIH Notice of Award, Exhibit 1
5. Please check here if personnel changes or contact information has been changed from originally submitted Attachment 3B listing. If yes, attach an updated Attachment 3B contact list when returning the signed subaward agreement.

5) Fill out the form fields on this page. Please follow the example below for completing “PO Form Request Data”.
For **Is the total value of this purchase less than $50k?** Please answer NO. Even if the current subcontract value is under $50k this answer must be “no” to match with the services over $50k selected at the beginning.

For **Sourcing Method** under the “Services” section, select **Sub-award on Sponsored Funds**

Follow the example below and answer the questions.

For **Line Item Description**, if the total-dollar value of your subaward is over $25k, put $25k here; the remaining amount must be added later in the requisition cart on a second line. If the total subaward amount is less than $25k, enter that amount here.

Put **Quantity as 1**, and **Unit of Measure as EA – Each**. Required questions are indicated with a star.

The **Product Description** should contain the information shown in the example below, including subaward number and period of performance.

**A Service Start and End Date** should be the dates shown on subaward agreement.

Once Form Fields are filled out, **click Next**.
6) Click Add and go to Cart
7) Enter the Commodity Code as **Sub awards/Sub recipients** by clicking the magnifying glass, searching for ‘Subaward’ then clicking the fillable circle to select the correct Commodity Code. Then Click **Save Changes**.

You can enter an optional **Cart Name** on this screen. Then click **Proceed to Checkout**.

8) Add a **Shipping** address by clicking the pencil icon next to shipping. While no goods will be shipped here, a shipping address is required to submit a requisition. Your department’s business office can be used.
Confirming/ Not sent to vendor should be checked. This will prevent a copy of the PO from going to the subrecipient with conflicting billing instructions. Subrecipients send invoices to UMass Amherst through the Controller’s Office at rainvoices@umass.edu. This is different than other vendors. UMass POs include standard language instructing vendors to send invoices to UPST for payment directly and this is NOT correct for subrecipients. Subrecipients do not need a copy of the PO because they are not required to include the PO# on invoices. The department is responsible for adding PO numbers to subrecipient invoices for payment. This is part of our subrecipient monitoring control.

Also ensure that Blanket Order has a green check mark as shown below. If not, the PO will close after one payment.

If these are not checked off, click the pencil icon next to General to correct. The PI’s name should also be

The next section covers how to add a second and/or third line item to the PO. This is needed:

- IF THE SUBRECIPIENT CONTACT AMOUNT IS OVER $25K
- IF YOU WANT TO SAFEGUARD THE PO FROM CLOSING BETWEEN FUNDING PERIODS
- ALL OF THE ABOVE
To add a second line item, click the **Ellipses (…)** button under the Line Item details section of the cart, then click **Add Non-Catalog Item** as shown below.

Enter the **Product Description**, **Catalog No.**, **Quantity**, **Price Estimate**, and **Packaging**, then Click **Save**. Follow the example below. **Catalog No = N/A**, **Quantity = 1**.

*The **Product Description** for line two should list the amount over the first $25k along with the subaward number and period of performance (as required with line 1). The **Price estimate** should also list only the amount that is over the first $25k.*

**OPTION:** Complete this step to add a third line (or a second line for agreements under $25k) for $1.00. This $1 will not be paid out and will save the PO from closing between funding years/amendments that increase the PO over time. For this line, use the product description **“DO NOT PAY ON THIS LINE, PLACEHOLDER ONLY”**

! When adding a $1.00 row, please know that the PO will need to be manually closed with a request to UPST. It will not close automatically at any time.
Follow the instructions below to add a Commodity Code, Accounting codes and Speed Type for each additional line. If adding a $1.00 row.

Now that line 2 has been added, the **Commodity Code** needs to be added to line 2. Click the Pencil icon for line 2 and add the **Subawards/Subrecipients** Commodity Code in the same sequence for how we added it for line 1.

9) **Accounting Codes** need to be added for each line item for this requisition. To do so, click the **Ellipses ...** button next to each line item then click **Accounting Codes**.
Enter the Speedtype for your grant. For Line 1 the account code needs to be 757275-A (Subrecipients up to $25K). Then hit Save.

Repeat for Line 2 by clicking the Ellipses … button then clicking Accounting Codes. For Line 2, the account code needs to be 757270-A (Subrecipients over $25K). Then hit Save. If adding a line 3 to your PO to ensure the PO does not close out between funding years/amendments, then repeat these steps again for line 3. The accounting code should be 757270-A.

10) Now that accounting codes have been added for all lines. The Cart is ready to be submitted. Click the Blue Button on the Top Right of the Screen. If you are a requisitioner this will read as Submit Requisition. If you are a shopper this will read as Assign Cart which will allow you to assign the cart to a requisitioner to submit.
Once submitted, the req will pass through Department Approval (PI or delegate approver) and the Controller’s Office before UPST will issue a PO number.

<table>
<thead>
<tr>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>5/17/2024 12:16 PM Karren Sacco</td>
</tr>
<tr>
<td>Initial Validation</td>
<td>Completed</td>
</tr>
<tr>
<td>Department Approval</td>
<td>Approved</td>
</tr>
<tr>
<td>Fund Approval</td>
<td>Approved</td>
</tr>
<tr>
<td>Procurement Approval</td>
<td>Active</td>
</tr>
<tr>
<td>Final Validation</td>
<td>Future</td>
</tr>
</tbody>
</table>

![Workflow Diagram]

! Remember to process PO requisitions as soon as subaward agreements are finalized at Research Accounting. DO NOT wait until an invoice arrives to set up a PO.

**CHANGE REQUEST (CHANGE ORDER) INFORMATION**

After a Purchase Order requisition is complete and the PO is active, change order requests may be needed as agreements change over time. Any modification to a subaward agreement that changes the total commitment requires an update to the PO so it matches the new total. This allows for timely payments of subrecipient invoices.

The UPST website offers a job aids and a video on Change Requests, [https://www.umassp.edu/upst/requisitions-purchase-orders](https://www.umassp.edu/upst/requisitions-purchase-orders):

“Creating a Change Request – VIDEO”

“Change Request - Relinking a Contract” and a video on the change order process: