

Custom Columns

Requisition

Column Label*	Column Description	Document Tab
Agency Reference Number	Used for reporting/tracking; enter any applicable Agency-generated reference number	General
Special Procurement Type: If any yes, please complete and attach the applicable Form or Attachment	Select as applicable	General
Link to Original Contract	Allows user to establish a hyperlink to another BidBuy document using an Advanced Search feature	General
Original/ Old Contract Number	Contract/obligation number - on Req for Direct Release Reqs that send to PO (displays on Print PO)	General
Additional NIGP Code	Use to identify additional codes for the BP user to notify vendors on the Bid of the opportunity	Items
Will Federal Funds be used?	Select 'Yes' if Federal Funds will be used	Accounting
If yes, please provide the CFDA#.	Appears when 'Will Fed Funds be used?' is marked 'Yes'	Accounting
Will a Grant Funding Source be used?	Select 'Yes' if Grant Funding will be used	Accounting
Release Begin Date*	Date the Release order begins.	General
Release End Date*	Date the Release order ends.	General

*To Be Added – Not Currently Available.

Bid

Column Label*	Column Description	Document Tab
SPO Name	Enter SPO name	General
Agency Reference Number	Used for reporting/tracking; enter any applicable Agency-generated reference number	General
Special Procurement Rationale	Select as applicable	General
Emergency Rationale	Appears when 'Special Procurement Rationale' is set to 'Emergency'. Enter narrative to provide justification for using this special procurement method	General
Sole Source Rationale	Appears when 'Special Procurement Rationale' is set to 'Sole Source'. Select as applicable to provide justification for using this special procurement method	General
Has the approved State Use Request Form and Authorization Letter been attached?	Appears when 'Special Procurement Rationale' is set to 'State Use'. Indicate whether applicable files/forms have been attached	General
Brand Name	Used for reporting/tracking; mark whether specifications require a Brand Name item or service	General

Column Label*	Column Description	Document Tab
Is this subject to Small Business Set Aside?	Used for reporting/tracking; mark whether this procurement meets the definition of one of the 673 mandated NIGP Code categories and/or dollar threshold that requires soliciting from qualified, registered SBSP vendors	General
Are you utilizing an active, registered Small Business Set Aside Vendor?	Appears when 'Is this subject to Small Business Set Aside?' is marked 'Yes'. Indicate whether a registered SBSP vendor will be solicited	General
Did you complete and attach the Small Business Set Aside Waiver form?	Appears when 'Are you utilizing an active, registered Small Business Set Aside Vendor?' is marked 'No'. Indicate whether a Small Business Set Aside Waiver has been completed and attached.	General
Potential BEP/VBP Participation Goal? Only if estimated amount is >= \$250,000	Used for tracking/reporting purposes; mark whether specifications include BEP/VBP participation goals	General
Link to Original Contract	Allows user to establish a hyperlink to another BidBuy document using an Advanced Search feature. Example: Example: Links a Bid (Renewal, Novation, Assignment) to its original Contract #.	General
Original Bid Number	Allows user to identify an original Bid Number, as applicable. Example: Links a Bid (Renewal, Novation, Assignment) to its original Bid #.	General
Original Reference Bid Post Date	Allows user to identify the date the original Bid was posted, as applicable.	General
Additional NIGP Code	Use to identify additional codes for the BP user to notify vendors on the Bid of the opportunity	Items
Will Federal Funds be used?	Select 'Yes' if Federal Funds will be used	Accounting
If yes, please provide the CFDA#.	Appears when 'Will Fed Funds be used?' is marked 'Yes'	Accounting
Will a Grant Funding Source be used?	Select 'Yes' if Grant Funding will be used	Accounting

Quote - (For Entry of Quote Only – Vendor or State User Manual Entry of Quote)

Column Label*	Column Description	Document Tab
Are you registered and active in the Illinois Procurement Gateway?	Vendor is registered in IPG. Yes/No response.	Quote: General
Did you attach Form B?	Reminder for vendor to attach Form B to the Quote. Vendors registered in the IPG are required to attach Form B.	Quote: General
Did you attach Form A?	Reminder for vendor to attach Form A to the Quote. Vendors not registered in the IPG are required to attach Forms A.	Quote: General

Column Label*	Column Description	Document Tab
If there is a BEP/VBP goal, and you are self-fulfilling the goal, please navigate to the Subcontractor Tab and enter your company name as the vendor fulfilling the goal.	Reminder for Vendors regarding BEP/VBP Goal self-fulfillment.	Quote: General

Purchase Order

Column Label*	Column Description	Document Tab
Agency Reference Number	Used for reporting/tracking; enter any applicable Agency-generated reference number	General
Bulletin Reference Number	Used to enter IPB reference number for any posting (Original, Cross-Posted).	General
Publication Date	Date Bid Published	General
Special Procurement Type	Select as applicable	General
Emergency Affidavit Date	Official date established on the Affidavit	General
Is this subject to Small Business Set Aside?	Used for reporting/tracking; mark whether this procurement meets the definition of one of the 673 mandated NIGP Code categories and/or dollar threshold that requires soliciting from qualified, registered SBSP vendors	General
Are you utilizing an active, registered Small Business Set Aside Vendor?	Appears when 'Is this subject to Small Business Set Aside?' is marked 'Yes'. Indicate whether a registered SBSP vendor will be solicited	General
Did you complete and attach the Small Business Set Aside Waiver form?	Appears when 'Are you utilizing an active, registered Small Business Set Aside Vendor?' is marked 'No'. Indicate whether a Small Business Set Aside Waiver has been completed and attached.	General
Are there any items on this PO on the current CPO Approved ICI List?	See current published list.	General
Has the ICI Preference Waiver been attached?	If applicable.	General
Actual Contract Begin Date	Per the contract.	General
Actual Contract End Date	Per the contract.	General
Date Contract Executed	Enter when known.	General
Number of Renewals (number of times you can renew)	Enter number.	General
Renewal Bid Available Date	Date for posting.	General
Renewal Bid Number	Allows user to identify a renewal Bid Number, as applicable	General
Number of Renewal Terms (number of units in one renewal)	Number of units in one renewal. Example: 12	General
Renewal Term Units (renewal indicator; ex months, years, etc.)	Unit type.	General
Next Renewal Start Date	Enter date of next renewal period.	General
Fiscal Year of Obligation	Enter FY.	General

Column Label*	Column Description	Document Tab
Master Contract?	For filing with IOC and not obligated. Used for ongoing orders against the filed contract.	General
If yes, please provide the CFDA#.	Appears when 'Will Fed Funds be used?' is marked 'Yes'	General
Release Begin Date	Date the Release order begins.	General
Release End Date	Date the Release order ends.	General
Will a Grant Funding Source be used?	Select 'Yes' if Grant Funding will be used	Accounting
Original/Old Contract Number	Obligation/contract number. May be legacy contract number.	General

PO - ERP ONLY

Column Label*	Column Description	Document Tab
Subcontractor Utilization	Indicate whether subcontractors will be used.	General
Subcontractor Disclosed?	Select "Yes" if subcontractors disclosed. Subcontractor information to be entered on the Vendor Tab/ Subcontractor sub-tab.	General
Travel Indicator	SAP Agencies Only – Select Yes if contract includes travel	General
Travel Amount	SAP Agencies Only – Populate if Travel Indicator is marked "Yes", Enter travel amount	General
Fixed Price?	SAP Agencies Only – Select Yes if contract is a fixed price contract	General
Advance Payment?	Select Yes if advanced payment	General
Incoterm Key (Freight Terms)	CFR- COST AND FREIGHT CIF- COST INSURANCE AND FREIGHT CIP- CARRIAGE AND INSURANCE PAID TO CPT- CARRIAGE PAID TO DAF- DELIVERED AT FRONTIER DDP- DELIVERED DUTY PAID DDU- DELIVERED DUTY UNPAID DEQ- DELIVERED EX QUAY DES- DELIVERED EX SHIP EXW- EX WORKS FAS- FREE ALONGSIDE SHIP FCA- FREE CARRIER FOB- FREE ON BOARD	General
Incoterm Location (Freight Locations)	SAP Agencies Only – Location of delivery	General
Usage % Alert	Please enter the whole percentage, such as 10 for 10%, in which you would like to receive an alert regarding the usage of this contract.	General
Validity Alert (Days)	To receive an alert regarding the number of remaining contract days, please enter a whole number days.	General

SAP Vendor Number	SAP Vendor number specific to vendor address - must be 10 digits	General
Full SAP Contract Value	This will be the overall contract value/target value in ERP or \$9,999,999,999 if no limit.	General
Additional NIGP Code	Text field to note additional codes. Additional codes can be added to the vendor search.	Item
SAP Material/Service Master Number	SAP Agencies Only - Number assigned by SAP to identify different types of materials	Item
Item Target Value	Total value of the item(s) with quantity, unit cost and discount.	Item
Will Federal Funds be used?	n/a	General
If yes, please provide the CFDA#.	n/a	General
Will a Grant Funding Source be used?	n/a	General
No Cost Contract?	Will default to No - if marked Yes, the contract is not created/updated in SAP. It is meant to be used for no-cost or revenue generating contracts which are not maintained in SAP.	General