PPREQ HOTEL TEMPLATE

The Hotel Room Purchase Order allows payments to be made directly to local Birmingham-area hotels for room charges and related lodging taxes of certain UAB non-compensated visitors who are prospective employees (and their accompanying spouses, where UAB has invited the spouse at UAB’s expense), prospective students, or non-compensated volunteers. This procedure does not apply to individuals who are independent contractors to UAB or who are UAB employees. The hotel room purchase order procedure applies only to the basic room rate (including lodging taxes) and only to local Birmingham-area hotels with which UAB has already negotiated a formal written contract. A current list of these hotels may be accessed at http://main.uab.edu/show.asp?durki=10438

If the visitor has any other charges (such as room service, bar bills, restaurant charges, telephone calls, valet service, etc.), the visitor must pay those upon checkout. To the extent that such costs might be legitimately covered by UAB, the visitor may file for reimbursement after the trip through the host department.
To add a template for hotel reservations, go to the RQH screen. Key "ADD" in the command field and enter a "Y" in the "USE/VIEW TEMPLATE" field. Press enter.
You should now be at the template.

HPNV 
EFS PPORQ TEMPLATE 10/10/00
HOTEL ROOM PURCHASE ORDERS FOR NON-COMPENSATED VISITORS

MARK HERE TO CHOOSE RELATIONSHIP OF THE VISITOR TO UAB =

FIRST ________________________ MI _ LAST ________________________

MARK HERE TO CHOOSE THE HOTEL FROM A LIST OF CONTRACT HOTELS _

ARRIVAL DATE ________
DEPARTURE DATE ________
ROOM RATE PER NIGHT (INCL TAXES) $ _______ NO. OF NIGHTS ___ = TOTAL $
WARNING: REMIND VISITORS IN ADVANCE THAT THEY WILL BE RESPONSIBLE FOR PAYING 
AT CHECKOUT FOR ALL MISC CHARGES THEY MAY HAVE CHARGED TO THE ROOM BILL, AND 
THEN APPLYING TO THE HOST DEPARTMENT FOR REIMBURSEMENT AFTER THE TRIP
OTHER INFORMATION:
_________________________________
_________________________________

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO RQH
REQUIRED FILEDS:

Mark here to choose relationship of the visitor to UAB
First MI Last
Mark here to choose the hotel from a list on contract hotels
Arrival and Departure date
Room rate per night (including taxes)
No. of nights

Complete the required fields beginning with "MARK HERE TO CHOOSE RELATIONSHIP OF THE VISITOR TO UAB". Key a "Y" in this field. You will receive a pop-up screen for the types of relationships.

HPNV EFS PPOREQ TEMPLATE 10/26/00
HOTEL ROOM PURCHASE ORDERS FOR NON-COMPENSATED VISITORS
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MARK HERE TO CHOOSE RELATIONSHIP OF THE VISITOR TO UAB  y

RELATIONSHIP OF THE VISITOR TO UAB

- PROSPECTIVE EMPLOYEE OBJECT CODE 4040 (I.E. EMPLOYEE RECRUIT)
- NON-COMPENSATED VOLUNTEER OBJECT CODE 4180
- PROSPECTIVE STUDENT OBJECT CODE 4040 (I.E. STUDENT RECRUIT)
- OTHER (NOT ALLOWED)

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PRESS ENTER TO UPDATE  F3 TO PREVIOUS SCREEN  F8 TO CONTINUE TO ROH

Choose the relationship of the visitor by keying a "Y" in the appropriate field and press enter.

Once you have pressed enter, you will receive a pop-up screen asking you to provide more information depending on which relationship you have chosen.
The first type could be a prospective employee. Enter the job for which you are recruiting. Indicate if the prospective employee’s spouse was invited. If so, indicate if they will be attending. Once this information has been keyed, press enter to update. You will return to the template.

RELATIONSHIP OF THE VISITOR TO UAB

y PROSPECTIVE EMPLOYEE OBJECT CODE 4040 (I.E. EMPLOYEE RECRUIT)

WHAT JOB ARE YOU RECRUITING THE PROSPECTIVE EMPLOYEE FOR:
ASSOCIATE PROFESSOR FOR THE DEPARTMENT OF ENGLISH

WAS PROSPECTIVE EMPLOYEE’S SPouse ALSO INVITED BY UAB? y IF SO, WILL SPOUSE BE INCLUDED IN THESE TRAVEL COSTS? y

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO RQH
The second type of relationship is a non-compensated volunteer. Indicate if this person is a non-compensated volunteer. Once this is keyed, press enter and you will return to the template.
The third type of relationship is a prospective student. Indicate what program you are recruiting. Key this information and press enter. You will return to the template.

If the relationship is anything other than a prospective employee, non-compensated volunteer, or prospective student you may not use this template for hotel reservations.
Once you have made your choice for the relationship you will see the information on the template. For example purposes, a prospective employee will be shown.

HPNV

EFS PPOREQ TEMPLATE

HOTEL ROOM PURCHASE ORDERS FOR NON-COMPENSATED VISITORS

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MARK HERE TO CHOOSE RELATIONSHIP OF THE VISITOR TO UAB =

PROSPECTIVE EMPLOYEE

ASSOCIATE PROFESSOR FOR THE DEPARTMENT OF ENGLISH

FIRST ___________________ MI __ LAST ___________________

AND SPOUSE

MARK HERE TO CHOOSE THE HOTEL FROM A LIST OF CONTRACT HOTELS _

ARRIVAL DATE 10/26/2000 THURSDAY

DEPARTURE DATE 10/27/2000 FRIDAY

ROOM RATE PER NIGHT(INCL TAXES) $ _______ NO. OF NIGHTS ___ = TOTAL $

WARNING: REMIND VISITORS IN ADVANCE THAT THEY WILL BE RESPONSIBLE FOR PAYING

AT CHECKOUT FOR ALL MISC CHARGES THEY MAY HAVE CHARGED TO THE ROOM BILL, AND

THEN APPLYING TO THE HOST DEPARTMENT FOR REIMBURSEMENT AFTER THE TRIP

OTHER INFORMATION:

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AP0305 - PRESS ENTER TO UPDATE WHEN ALL FIELDS COMPLETE
The person’s name must be entered next.

MARK HERE TO CHOOSE RELATIONSHIP OF THE VISITOR TO UAB _
PROSPECTIVE EMPLOYEE
ASSOCIATE PROFESSOR FOR THE DEPARTMENT OF ENGLISH
FIRST LINDA ________________________ MI S LAST GRIFFITH__________________
AND SPOUSE
MARK HERE TO CHOOSE THE HOTEL FROM A LIST OF CONTRACT HOTELS _

ARRIVAL DATE 10/26/2000 THURSDAY
DEPARTURE DATE 10/27/2000 FRIDAY
ROOM RATE PER NIGHT(INCL TAXES) $ _______ NO. OF NIGHTS ___ = TOTAL $
WARNING: REMIND VISITORS IN ADVANCE THAT THEY WILL BE RESPONSIBLE FOR PAYING
AT CHECKOUT FOR ALL MISC CHARGES THEY MAY HAVE CHARGED TO THE ROOM BILL, AND
THEN APPLYING TO THE HOST DEPARTMENT FOR REIMBURSEMENT AFTER THE TRIP
OTHER INFORMATION:


Next, key a “Y” in “MARK HERE TO CHOOSE THE HOTEL FROM A LIST OF CONTRACT HOTELS” and press enter. A pop-up screen of all approved hotels will appear. Place an “S” next to the desired hotel and press enter. If more information is needed for a particular hotel, place a “D” next to the hotel name and press enter. This will display the address and phone number of the hotel.

<table>
<thead>
<tr>
<th>Sel</th>
<th>Vendor</th>
<th>Vendor Shortname</th>
<th>Vendor name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>108890</td>
<td>EMBASSYSUITESBI</td>
<td>EMBASSY SUITES BIRMINGHAM</td>
</tr>
<tr>
<td>7</td>
<td>050805</td>
<td>RADISSONHOTELBI</td>
<td>RADISSON HOTEL BIRMINGHAM</td>
</tr>
<tr>
<td>7</td>
<td>038409</td>
<td>EMBASSYSUITESBI</td>
<td>PICKWICK HOTEL</td>
</tr>
<tr>
<td>1</td>
<td>117000</td>
<td>RESIDENCEINNBYM</td>
<td>RESIDENCE INN BY MARRIOTT</td>
</tr>
<tr>
<td>1</td>
<td>136563</td>
<td>REDMONT</td>
<td>REDMONT</td>
</tr>
<tr>
<td>1</td>
<td>129043</td>
<td>PERIMETER</td>
<td>PERIMETER</td>
</tr>
<tr>
<td>1</td>
<td>069659</td>
<td>SHERITONHOTEL</td>
<td>SHERITON HOTEL</td>
</tr>
<tr>
<td>1</td>
<td>044297</td>
<td>TUTWILER</td>
<td>THE TUTWILER</td>
</tr>
<tr>
<td>1</td>
<td>047512</td>
<td>WYNFREYHOTEL</td>
<td>WYNFREY HOTEL</td>
</tr>
</tbody>
</table>

Press PF8 to page or PF3 to exit
Once the hotel has been chosen, enter the arrival and departure dates.
Next, enter the room rate including taxes and the number of nights to be stayed. Hotel rates may be view at [http://main.uab.edu/show.asp?durki=10438](http://main.uab.edu/show.asp?durki=10438). If other information is needed, you may enter it at this time also. Once all required information is entered, press enter twice to update the template. Press F8 to return the RQH screen when all information is updated. You will see the message APXXX- PF8 TO RETURN TO RQH AND ADD TEMPLATE & LINE TO NEW REQ.

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HPNV

EFS PPOREQ TEMPLATE

10/26/00

HOTEL ROOM PURCHASE ORDERS FOR NON-COMPENSATED VISITORS

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MARK HERE TO CHOOSE RELATIONSHIP OF THE VISITOR TO UAB =

PROSPECTIVE EMPLOYEE

ASSOCIATE PROFESSOR FOR THE DEPARTMENT OF ENGLISH

FIRST LINDA_________________________ MI S LAST GRIFFITH__________________________

AND SPOUSE

MARK HERE TO CHOOSE THE HOTEL FROM A LIST OF CONTRACT HOTELS =

047512 WYNFREY HOTEL

ARRIVAL DATE 11/01/2000 WEDNESDAY

DEPARTURE DATE 11/03/2000 FRIDAY

ROOM RATE PER NIGHT (INCL TAXES) $115.00 NO. OF NIGHTS 2 = TOTAL $230.00

WARNING: REMIND VISITORS IN ADVANCE THAT THEY WILL BE RESPONSIBLE FOR PAYING AT CHECKOUT FOR ALL MISC CHARGES THEY MAY HAVE CHARGED TO THE ROOM BILL, AND THEN APPLYING TO THE HOST DEPARTMENT FOR REIMBURSEMENT AFTER THE TRIP

OTHER INFORMATION:

________________________________________________________

________________________________________________________

AP0306 - PRESS F8 TO RETURN TO RQH AND ADD TEMPLATE & LINE TO NEW REQ
Once you have returned to the RQH screen, enter all required information. The vendor number and object code will be on RQH when you return. Account information will be displayed as all zeros. Account information must be entered on RQH.

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ROH REQUISITION HEADER 10/26/00
SCREEN: ___ 11:53:18

COMMAND: ADD USE/VIEW TEMPLATE: _ HPNV REQ NO : 77803_
ORDERED FOR : BILL JONES______ PH: 47895______ REQ DATE: 10/26/2000
BLDG/RM/ZIP : CS105 0145______ REQ STAT:
PO/INV/RPT TO: BILL JONES______ PH: 47895______ REQ TOTL:
BLDG/RM/ZIP : CS105 0145______ LASTLINE:
DEPT NAME : ENGLISH______ PO PRDT:
CONTACT NAME : BILLJONES______ PH: 47895______ PO NUMBR:
EXPIRE DATE : _______ COMMENTS : N
DEPT WILL PHONE ORDER: _
COMMENTS: ___________________________ Prt on PO: _
BUYER ID : ACCOUNT OBJECT PERCENT
VENDOR NO : 047512 SNAME: ____________ 000000 4040 100.00
NAME : _______ _______
ADDRESS : _______ _______
CITY : _______ _______
ST/ZIP/PHONE : _______ FAX #: _______ FOB: ___
USER FIELD : ____________ PRI/CLASS CODE: _ SHIP TO: ___ TERMS: ___
REVIEWER : _______ REQID: PURC085
AP0045 - KEY IN DATA AND PRESS ENTER TO ADD RECORD
After you enter the account number, press enter to update the requisition. You will receive a message at the bottom of the screen. It will read, AP0XXX – RECORD ADDED – LINE CAN BE VIEWED ON RQL.

RQM: REQUISITION HEADER 10/26/00
SCREEN: 11:58:58

COMMAND: ___ USE/VIEW TEMPLATE: ___ HPNV
REQ NO : 77803
BLDG/RM/ZIP : CS105 0145______ REQ STAT: OPEN
PO/INV/RPT TO: BILL JONES PH: 205 934-7895 REQ TOTL: 230.00
BLDG/RM/ZIP : CS105 0145______ LASTLINE: 1
DEPT NAME : ENGLISH______
CONTACT NAME : BILLJONES PH: 205 934-7895 PO NUMBR:
EXPIRE DATE : ________
DEPT WILL PHONE ORDER: N

COMMENTS: ___________________________________________ Prt on PO: __
BUYER ID : _____________________ ACCOUNT OBJECT PERCENT
VENDOR NO : 047512 SNAME: WYNFREYHOTEL__ 213017 4040 100.00
NAME : WYNFREY HOTEL
ADDRESS :

1000 RIVERCHASE GALLERIA

CITY : BIRMINGHAM
ST/ZIP/PHONE : AL 35244 FAX #: __
USER FIELD : __________ PRI/CLASS CODE: __ SHIP TO: UR_ TERMS: N30
REVIEWER : ___________ REQID: PURC005 LAFOY,STEPHEN C

AP0XXX – RECORD ADDED – LINE CAN BE VIEWED ON RQL
A line has been added to the requisition from the information provided on the template and header. You may view the line on RQL but no changes may be made to the actual line. Any changes must be made using the header and/or template.

The requisition is now ready to be submitted into the approval process. Type “SUB” in the command line on RQL or RQH.

Making Changes To The Template:

If changes need to be made to the template after it has been added, mark “UPDATE/VIEW TEMPLATE with a “Y” and press enter. Make the necessary changes and press enter. You will then press F8 to return to the RQH screen.
Approving Requisitions:

If you can see “HPNV” at the right of “UPDATE/VIEW TEMPLATE”, a template exists. To view template information when you are approving a hotel requisition, go to the RQH screen and mark “UPDATE/VIEW TEMPLATE” with a “Y” and press enter. This will take you to the template.

Once you have reviewed the information, PF3 back to the header. The template may be approved from RQH or RQL. Type “APP” in the command field to approve the requisition.