





## **Instructions:**

Complete the OS-501 form in accordance with the instructions below.

1. **The Vendor completes the OS-501 form, then forwards the signed/dated form to the appropriate PennDOT representative for approval (may be done electronically via email). Explanations for fields on the form are listed below.**

**Date Service Rendered:** Provide the date of service (i.e., Date or date range).

**Vendor Name\*:** Enter name.

**Phone\*:** Area code and phone number.

**PURCHASE ORDER #\*:** The ten digit number in the upper right corner.

**SAP Vendor Number\*:** This is the vendor's six digit vendor number (e.g. 412345).

**Address (1)\*:** Vendor's street address.

**Address (2)\*:** Enter the Floor, Suite, etc. of the vendors address, if applicable.

**City\*:** Vendor's City.

**State\*:** Vendor's State.

**Zip Code\*:** Vendor's Zip Code.

**PO Line #:** Enter the PO line item number(s) in this column. Many PO's contain numerous line items. Use separate lines to account for each item that was delivered.

**Description/Product ID\*:** Enter the exact description from the PO line item Description/Product ID column.

**Quantity:** Enter the quantity delivered for the time period.

**U.O.M.:** This is the unit of measure for the service/material rendered (e.g. hours, days, number, etc).

**Unit Price\*:** Cost per individual unit of measure.

**Total:** Calculated Amount of the Quantity x Unit Price.

\*Enter information exactly as it appears on the fully executed Purchase Order.

2. **The PennDOT Representative confirms services were received satisfactorily and approves payment to be made by signing and dating on the "Project Manager Signature" line. The PennDOT Representative forwards the signed/dated form to their Goods Receiver.**
3. **The Goods Receiver certifies that a Goods Receipt has been entered in SAP for the by signing, dating, and providing the SRM Confirmation Number/R3 Material Document Number.**
4. **The Goods Receiver provides a copy of the completed and signed/dated form to the PennDOT Representative for placement in the Procurement file.**