## OS-501 (7-16)

## **CONFIRMATION OF SERVICE**

Date(s) Service Rendered:	SAP Vendor Number:
Vendor Name:	Address (1):
Phone:	Address (2):
PURCHASE ORDER #:	City: State: Zip Code:

## (Reference line items on purchase order that match the services that were performed.)

PO Line #	Description / Product ID	Quantity	U.O.M.	Unit Price	Item Total
	Continued on page 2		on page 2	Total of Page 1	
		Total of Page 2			
				Grand Total	

Vendor Signature:\_

PENNDOT USE ONLY

I certify the services represented by the confirmation of service form above were received satisfactorily. Therefore, I approve payment be made.

Project Manager Signature

I certify that I have entered a Goods Receipt in SAP for this service. This should occur within 48 hours of receipt (per Management Directive 310.31).

SRM Confirmation # / R3 Material Document #

Date (mm/dd/yyyy)

Date:

1

PO Line #	Description / Product ID	Quantity	U.O.M.	Unit Price	Item Total
				Total of Page 1	
				Total of Page 2	
				Grand Total	

## 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.