

## CONFIRMATION OF SERVICE

Date(s) Service Rendered:		Address (1): Address (2):				
PO Line #	Description / Product ID	Quantity	U.O.M.	Unit Price	Item Total	
				1	\$ 0.00	
					\$ 0.00	
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			1	†	\$ 0.00	
•		Continue	d on page 2	Total of Page 1	\$ 0.00	
		Ооншиос	1011 page 2	Total of Page 2	\$ 0.00	
				Grand Total	\$ 0.00	
Vendor Signature	9:		Date:			
	PENN	IDOT USE ONLY				
I certify the servic	ces represented by the confirmation of service form ab		ily. Therefore, I a	approve payment be	made.	
	Project Manager Signature	Date (mm/dd/yyyy	/)			
I certify that I ha	have entered a Goods Receipt in SAP for this service.	This should occur within 48 ho	urs of receipt (p	per Management Dire	ective 310.31).	
	SRM/R3 Receiver Signature	Date (mm/dd/yyyy)	SRM Cor	nfirmation # / R3 Material Do	ocument #	

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			<u> </u>	Total of Page 1	\$ 0.00
				TOTAL OF FAGE 1	\$ 0.00

 Total of Page 1
 \$ 0.00

 Total of Page 2
 \$ 0.00

 Grand Total
 \$ 0.00

## Instructions:

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

 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.