Purchase Request System (PRS) - Frequently Asked Questions

How do I create a Form 500 (Purchase Request)?

To create an electronic Form 500, open up Internet Explorer and type PRS in the address bar. Then select Home → New Purchase Request (Form 500). Additional instructions are available in PRS under the Help → Instructions section.

How do I get my Form 500 approved?

Once you have entered your Form 500 into the PRS system, you must click "Submit Request" button to route for approval. An email is sent to the requester selected from the drop-down menu. Once the request is approved, the appropriate procurement staff is notified.

Why do I have to approve my own purchase request?

Regardless of whether you entered your own Form 500 request, or someone else entered a request on your behalf, the approval serves as an "electronic" signature acknowledging the business justification for the purchase request.

What is an IT Purchase vs. Non-IT Purchase?

An IT (Information Technology) purchase is anything that has to do with a computer, plugs into a computer, is installed on a computer, etc. Examples include monitors, computer mouse, keyboard, any software programs, screen filter, USB flash drives, electronic data, and files to be downloaded.

My designated Division approver is on vacation. How do I get my request approved?

Divisions have been asked to designate a primary and back-up approver to ensure requests are approved in a timely manner.

Can students or consultants enter purchase requests?

Yes, but a staff person must be listed as the "requester". In addition, only staff can approve requests.

Who can approve Purchase Requests?

A list of designated Division approvers is available on EnergyNet.

How do I attach a copy of the catalog page or website info?

You can add a web address (URL) in the notes section in the "Notes" tab or uploaded as an attachment under the "Files" tab of the Purchase Request.

Who do I contact if I have a question?

For IT purchases, email itprocurement@energy.ca.gov. For all other purchases contact Teresa Pino (654-4298) in Business Services.

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Can everyone in the CEC see my purchase requests?

Yes, the system is designed for complete transparency. Users ensure all correspondence and entries are professional and essential.

Who can update my request?

When a purchase request is entered it has a status of "New". During this time, it is considered a work in progress or draft, until it is "Submitted". Only the person entering the request or the person the request is for (the requester) can update the contents of the request.

Can Purchase Requests be approved in any sequence?

Yes, when a Form 500 is "Submitted", all individuals on the approval tab will be sent an email notification of the request at the same time. They can enter their approval in any order.

What happens if someone other than my designated Division approver approves my request?

The CEC procurement staff will examine the approvals for each request to ensure consistency and integrity. If a concern is noted, the Purchase Request will be "Returned" to the requester for correction and/or update.

Why do I only need one approver but there is an option for a second approver?

To simplify things, only one approver as designated by the Division is required for purchase requests. A second approver may be required in certain instances as determined by the program area/Division. Please note: While optional, if a second approver is selected, both approvers must approve the order before it can be processed.

What does the "Create E-Mail" link on the Purchase Request entry screen do?

This button will open the user's mail client program (Outlook) and populate it with the descriptions of items entered on the purchase request.

How can I view my Purchase Requests?

To view your requests, open Internet Explorer and type PRS in the address bar. By default, your purchase requests will be shown as your home page. You can also go to Home → My Purchase Requests within the PRS application to view your requests.

How can I determine the status of my order?

Open the purchase request in PRS to view the status in the upper right hand corner.

Can I approve a Purchase Request on behalf of someone else because the regular person is out of the office?

No. Only the designated Division approver(s) may approve purchase requests.

Can I cancel my Purchase Request?

Yes, but only before it has been ordered. Once ordered, contact the appropriate procurement staff for assistance.

Why do I have to provide a justification?

Justification allows the people reviewing your request to understand the necessity of what is being requested. Justification should be written in a clear and concise manner and state specifically why the item(s) are necessary for the job functions, and/or the benefits that will be realized.

I need to order the exact same thing as someone else; can I copy their order to start a new request?

Yes. Open the Purchase Request to be copied in PRS and click the "Copy Request" button on the lower right hand side of the screen. Once the new Purchase Request is created, update the relevant details. You will need to enter a separate justification for your request.