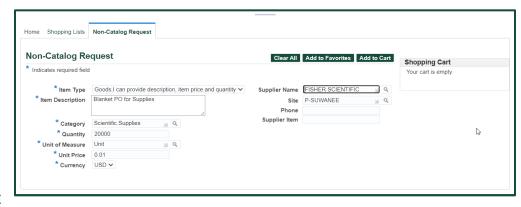
## **Example: Creating a Blanket Purchase Order Requisition**

Blanket Purchase Order Requisitions generate purchase orders in cases where multiple purchases are anticipated to be made to one vendor within a specific period.

- To access iProcurement, go to (based on system access): UAB FN Document Entry/Approval >
   Purchasing > Requisitions > iProcurement or UAB Requisition Input > Requisitions > iProcurement.
- 2. Under the Shop tab, click on Non-Catalog Request.
- 3. Enter the required item information on the left side the form (the required fields are noted by the asterisk, or star symbol).
  - Click in the **Item Description** field and enter a description of the type of items that you wish to purchase with this blanket order. Example: **Blanket PO for Supplies**.
- 4. Click in the **Category** field and enter the desired category.
- 5. Click in the **Quantity** field and enter the total amount of the purchase order without decimals in the **QUANTITY** field. For example, if the desired amount of the requisition were 2000.00, you would enter 200000.
- Click in the Unit of Measure field and enter Unit.
- 7. Click in the **Unit**Price field and enter a penny,

  .01
- 8. Click in the



## **SUPPLIER NAME**

field and enter the name of the supplier. The system will populate the **Site** field. The **Phone** and **Supplier Item** fields can remain blank if they are not populated by the system.

- 9. Click Add to Cart.
- 10. Click on View Cart and Checkout.

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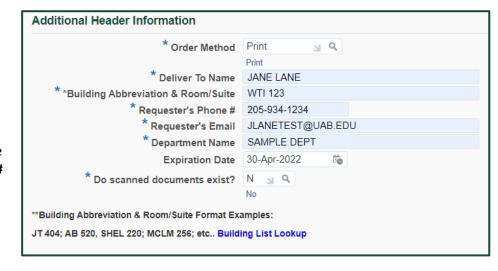
11. When the **Shopping Cart** appears, complete the **Additional Header Information** section.

Enter **Print** in the **Order Method** field.

Enter your name or the order recipient's name in the **Deliver To** field.

Enter the desired phone number (with the area code) in the Requester's Phone # field.

Enter the recipient's email address in the **Requester's Email** field.



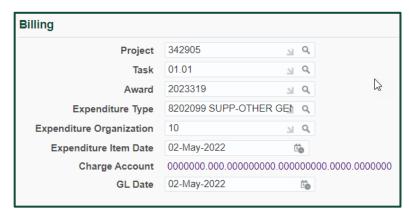
Enter the name of the recipient's department in the **Department Name** field.

Enter an end date in the Expiration Date field in the standard Oracle format (DD-MMM-YYYY).

Note! If you are charging the blanket to a grant account, the expiration date should not exceed the end of the grant/award.

The **DO SCANNED DOCUMENTS EXIST?** field defaults to N (No). Do not change this information.

- 12. Click Show Delivery and Billing.
- 13. Under the Billing section, if you are using a Grant/Project (GA) account, complete the Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date fields only. Otherwise, skip this step.

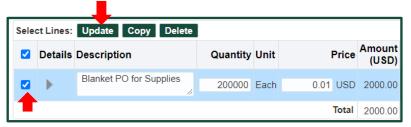


14. Under the Billing section, if you are using a General Ledger (GL) account enter the following

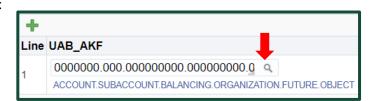
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information listed below. Otherwise, skip this step.

- a. Click on the zeros in the **Charge Account** field.
- b. The **Edit and Submit Requisition** screen will appear. Check the box that appears next to the item line and then click **Update.**



c. The Requisition Information: Split Cost Allocation: Update Selected Line screen will appear. Click on the magnifying glass icon located next to the UAB\_AKF field.



- d. Enter the first segment of your General Ledger (GL) account string (first seven digits) in the **Alias** field.
- e. The system will populate the entire GL account. Enter the object code in the **Object** field.
- f. Click Search.
- g. When the account and object code combination appears under **Results**, click on the **Quick**Select icon

  ...
- h. When the **Requisition Information: Update Selected Line** screen reappears, use the scroll bar to scroll to the right. Click on **Apply**.
- 15. From the **Edit and Submit Requisition** screen, click on the **Submit** button to submit the document for approval.
- 16. You will receive a confirmation message that lists the requisition number. Click on the **Continue Shopping** button. You should see that the requisition is listed at the top of your list under the **My Requisitions** heading.

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