

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.

1. 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.

6. 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**.

The screenshot shows the 'Non-Catalog Request' form in a web application. The form is titled 'Non-Catalog Request' and has a breadcrumb trail: Home > Shopping Lists > Non-Catalog Request. At the top right of the form are three buttons: 'Clear All', 'Add to Favorites', and 'Add to Cart'. On the far right, there is a 'Shopping Cart' box that says 'Your cart is empty.' The form fields are as follows: 'Item Type' is a dropdown menu set to 'Goods. I can provide description, item price and quantity'; 'Item Description' is a text box containing 'Blanket PO for Supplies'; 'Category' is a dropdown menu set to 'Scientific Supplies'; 'Quantity' is a text box containing '200000'; 'Unit of Measure' is a dropdown menu set to 'Unit'; 'Unit Price' is a text box containing '0.01'; 'Currency' is a dropdown menu set to 'USD'; 'Supplier Name' is a text box containing 'FISHER SCIENTIFIC'; 'Site' is a dropdown menu set to 'P-SUWANEE'; 'Phone' and 'Supplier Item' are empty text boxes. A legend at the top left indicates that an asterisk (*) denotes a required field.

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.

Additional Header Information	
* Order Method	Print
	Print
* Deliver To Name	JANE LANE
* Building Abbreviation & Room/Suite	WTI 123
* Requester's Phone #	205-934-1234
* Requester's Email	JLANETEST@UAB.EDU
* Department Name	SAMPLE DEPT
Expiration Date	30-Apr-2022
* Do scanned documents exist?	N
	No
**Building Abbreviation & Room/Suite Format Examples: JT 404; AB 520, SHEL 220; MCLM 256; etc.. Building List Lookup	

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.

Billing	
Project	342905
Task	01.01
Award	2023319
Expenditure Type	8202099 SUPP-OTHER GEN
Expenditure Organization	10
Expenditure Item Date	02-May-2022
Charge Account	000000.000.00000000.00000000.0000.00000000
GL Date	02-May-2022

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

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**.


Select Lines:		Update	Copy	Delete		
<input checked="" type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)
<input checked="" type="checkbox"/>		Blanket PO for Supplies	200000	Each	0.01 USD	2000.00
Total						2000.00

- 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.

Line UAB_AKF

1 0000000.000.000000000.000000000.0

ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT

- 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 scrollbar 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.