








# Creating a Blanket Requisition in e-Procurement

## *Overview*

This Job Aid entails the updated procedure for creating a Blanket Requisition in e-Procurement.

## *New Icons*

Some icons have changed within the upgrade. Please be aware of these new icons and their related links.

-  Expand Section
-  Look up Glass
-  Comments
-  Comment field with previously existing comments.
-  Ship To Address
-  Spell Check
-  Line Details

## *Purpose*

Blanket orders are created to enable a Requester to have a long-standing order with a vendor, allowing more convenient re-ordering from the same vendor without creating multiple Requisitions. They can be used to establish and schedule amounts for recurring payments such as rent, maintenance, and deliveries that are received at regular intervals.

## *Procedure*

The procedure for creating Blanket Order requires values that you enter in the **Qty** and the **Price** fields to be reversed. For example, if you want to create a blanket order for a total of \$500, you will enter a quantity of 500 units and a price of \$1.00 per unit. The unit will be **DOL** for dollars, so the total amount of the order will be \$500 and you will receive partial quantities to allow for the payment of invoices when they arrive.

## Navigation

eProcurement > Create Requisitions

### Step 1

The Create Requisition page requires defaults to be entered before adding lines/items on the Define Requisition tab.

This information will default to all lines.

Input:

Requisition Name: \*Optional

Vendor:

Category:

Unit of Measure: DOL

Due Date: 06/06/09 (the last day of the effective period) Any ending date prior to that is acceptable.

Attention: \*Optional

Dept:

Fund:

*\*Only enter the following when using a Project!*

PC Bus Unit: FSU01

Project: <Your Project Number>

Activity: 1

Click: Continue

Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
SRF1A2	FSU01	227000	110						

### Tips:

**Requester:** If you are entering a Requisition for another Requester input their User ID in the Requester field.

**Vendor:** If your vendor is not available select "SUGGEST" to allow it to be added later to the Requisition. \*See "Suggest New Vendor" Job Aid.

**PC Bus Unit:** FSU01 must be entered in this field **only** when using a Project. For any Non-Project budgets, leave this field empty.

**Unit of Measure (UOM):** Always use DOL (Dollar) for blanket orders.

## Step 2

Click: **Special Item** link

### Create Requisition

[1. Define Requisition](#) [2. Add Items and Services](#) [3. Review and Submit](#)

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

[Templates](#) [Special Request](#)

#### Select a Request Type

<a href="#">Special Item</a>	Request an item that is not listed in the Catalog.
<a href="#">Fixed Cost Service</a>	Request a one-time service for a flat fee.
<a href="#">Variable Cost Service</a>	Request a service for which the fee is based on the time worked.
<a href="#">Time and Materials</a>	Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)

**Notes:** Special Item link is the same as selecting "Goods" in 8.4  
To submit "Service" Requisitions, select either the Fixed Cost Service link or the Variable Cost Service link.

### Step 3

**Add Items and Services** page is used to enter line information to a Requisition.

Input:

**Item Description:** Must include a description of the items that will be ordered, the effect period of the order, and the names of those who will be authorized to use the blanket order.

**Price:** 1

**Quantity:** The total number of dollars that will be encumbered for the blanket order.

**Additional Information:**

\*Comments optional

Click: **Add Item**

**Create Requisition**

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates    **Special Request**

**Special Item**

\*Item Description: Blanket order for miscellaneous computer parts and supplies. Period: July 1, 2006-Ju

\*Price: 1    \*Currency:

\*Quantity: 1000    \*Unit of Measure:

\*Category:

Vendor ID:

Vendor Item ID:

Mfg ID:

Mfg Item ID:

Due Date:   [Suggest New Vendor](#)

**Additional Information**

Send to Vendor     Show at Receipt     Show at Voucher

**Notes:** The following is an example of a standard format for the description:

Blanket Order for miscellaneous computer parts and supplies. Period: July 1, 2008 - June 6, 2009

Authorized Users: Mark Thompson, Paula Clark



*\*When Add Item is clicked, this page will re-display blank to allow additional lines to be added.*

When all lines have been added...  
Click: **Review and Submit Tab** in top right corner

Help

### Create Requisition

1. Define Requisition | 2. Add Items and Services | **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:  Search

Templates: Special Request

#### Special Item

\*Item Description:

\*Price:  \*Currency: USD

\*Quantity:  \*Unit of Measure: DOL

\*Category: 10100000 \*Due Date:  Suggest New Vendor

Vendor ID: 0000000044

Vendor Item ID:

Mfg ID:

Mfg Item ID:

#### Additional Information

Send to Vendor  Show at Receipt  Show at Voucher

Add Item Cancel Add and Start New Type

#### Step 4

Review and Submit page is used to review line information and submit a Requisition to workflow.

*Note: If you have modified any distribution information you must budget check before saving to reinitialize workflow.*

Click: **Expand icon** to review details for each line.

Click: **Save & Submit** button to submit to workflow  
OR

Click: **Save & Preview Approvals** button to save the Requisition without submitting it to workflow yet.

### Create Requisition

1. Define Requisition | 2. Add Items and Services | **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: FSU01 Florida State University

\*Requester: MFELDMAN FELDMAN, MARCIA \*Currency: USD

Requisition Name:  Priority:

#### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price
1	Blanket order for miscellan	CORNERSTONE SUPPLY	100.0000	DOLLAR	1.000

Select All / Deselect All Total Amount:

Add to favorites  Modify Line / Shipping / Accounting  Delete

#### Justification/Comments

Send to Vendor  Show at Receipt  Show at Voucher

Check Budget

Save as Template

Save & submit Save & preview approvals Cancel requisition Find more items



**Note:** When you click **Save and Preview Approvals** you may view the Approvers by clicking on the link. To then submit this Requisition, you must view the printable version and then close it and your Save and Submit button will become accessible again.

**Tip:** Use the **Line Details** icon to see additional and different information of a selected line.

### ***How to Code a Help Ticket***

For additional questions regarding creation of a Requisition in e-Procurement should be logged as a Help Ticket (in Parature).

To log a Help Ticket, go to [us.fsu.edu/help](http://us.fsu.edu/help)  
Click **Submit a Ticket** link  
Sign-in with your **FSU ID & Password**

Input the following for questions concerning this Job Aid or creating a Requisition in e-Procurement related issues:

Issue Area: **Purchasing**  
Issue Type: **Requisition**

