Blanket PO's
Step by Step Instructions

Following are directions for Blanket PO's. If you're pretty familiar with eProcurement, the lines you'll want to pay attention to are 5-9; 13,14, 17. These are the steps that are different than regular "non-catalog" PO's.

1. Log into eProcurement – the "EPLite" log in
2. Scroll to the bottom of the page to select a box that says "Expert View"
3. On the left select "Create Requisition"
4. On the right select "Add Non-Catalog item"
5. **In the description please include the following:**
   - **"Blanket PO for (items or service) for (your program or other use).**
   - **Include the time frame you'd like the blanket PO to be open.**
6. **Under Quantity put in the total you'd like the blanket PO to include. For example, if you need $2000.00, put 2000 into the quantity. *Should be less than 5000.**
7. **Under Price put in $1.00.**
8. **Under Unit of Measure put in "Dollar"**
9. **Under Blanket Purchase Order? Click "yes"**
10. Fill out other required info.: commodity code, supplier
11. Add to Cart
12. Proceed to Checkout
13. **Under Title type in "Blanket PO – *Your program"***
14. **Under comments type in a summary of the description – Blanket PO for *your program* for *your use*.**
15. Scroll down to Actions and select "edit"
16. Add your Account Code aka Budget Code
17. **Under taxes select "other".**
18. If you have a red line around commodity code you'll need to reselect that code. The code you select must have 6 digits, if your code has 2 or 4 digits, just drill down a little further under the Search.
19. Ok and Submit