A Blanket Order Requisition will be entered into Workday as an Ad Hoc Goods or Services Requisition, but with the Requisition Type as “Blanket Order”.

1. Search for Create Requisition or access from the Purchases Worklet.
2. Check Company Name and Requestor; change as needed.
3. Click OK.
Procurement: Create a Blanket PO Requisition

4. Select Request Ad Hoc Goods or Services.

- Request Ad Hoc Goods or Services

<table>
<thead>
<tr>
<th>Summary</th>
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<tbody>
<tr>
<td>Company</td>
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<tr>
<td>Requester</td>
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<tr>
<td>Currency</td>
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</tbody>
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- Non-Catalog Request
  - Request Goods
  - Request Service

- Item Description

- Spend Category

- Supplier

- Supplier Contract

- Quantity

- Unit Cost

- Unit of Measure

- Extended Amount

- Current Workcart

5. Check Request Services.

* Request Services is selected because the PO Receiving in Workday for matching purposes will be based on the dollar amount, not quantity. The amount ordered from a Blanket PO will be received by dollar amount by the requester which should eventually match the invoice entered by Accounts Payable for a three-way match.

6. Enter Description beginning with the word “Blanket”.

7. Enter/Search for an appropriate Spend Category.

8. Enter Supplier, if known. Otherwise, Supplier can be left blank. Leave the Supplier Contract field blank.

9. For Service Lines enter Start and End Dates, and Extended Amount for the Blanket Order.
10. Click on Save and Checkout.

11. Select “Blanket Purchase Order” from the Requisition Type field.
12. Check High Priority Flag if high priority.
13. Check Add Ad Hoc Address is shipping to a different location or to enter address with building and room number.
14. Select/enter Request Date.
15. Leave Sourcing Buyer Blank.
16. Enter Additional comments in Memo Field.
17. Check Services Lines and review descriptions, start/end dates and extended amounts, as appropriate.
18. Check/Change Spend Category and SmartTags as necessary.
19. Use Project Worktag (Tech Fees, Construction, etc.) or Grant Worktags as necessary. If buying equipment over $5,000 on a Grant the “Expense Treatment over $5,000” Worktag must be added to Additional Worktag.
20. Click on Attachments. Upload documents for requisition such as vendor quote.
21. Click on Ad Hoc Address. Click Add for a new shipping address; complete all red starred fields.

22. Click Submit to complete and send for approval.