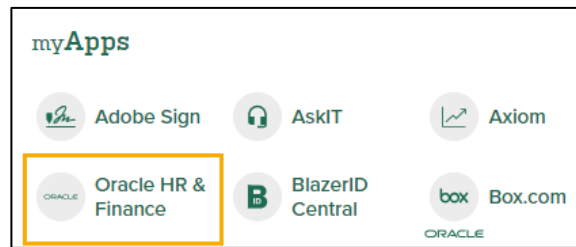


Blanket Purchase Order Requisitions generate purchase orders in cases where multiple purchases are anticipated to be made to one vendor within a specific period.

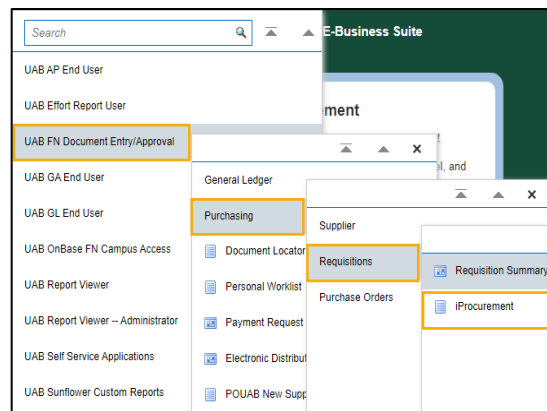
Log in to **Oracle HR & Finance**:

- Navigate to the [myUAB portal](#).
- Locate and click **Oracle HR & Finance**.



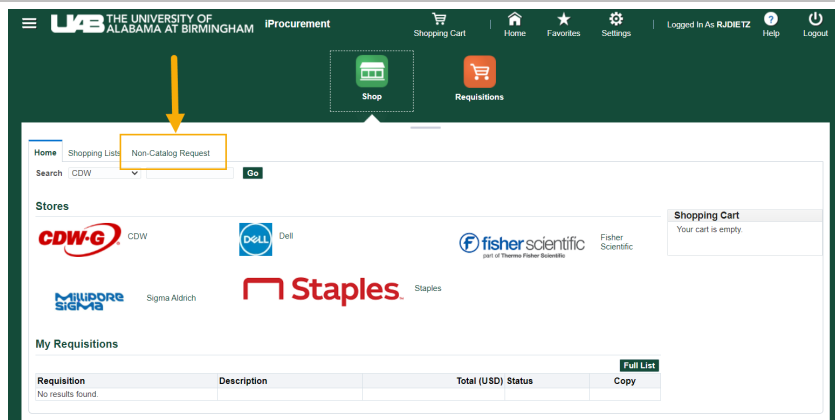
Navigate to **iProcurement**:

- Click the **3-lined navigation button** in the top left of the Oracle homepage.
- From **UAB FN Document Entry/Approval**, choose **Purchasing**, then **Requisitions**, and finally **iProcurement**.



In the iProcurement Shop tab,

- Click **Non-Catalog Request**.



Enter the **line-item information**.

- Required fields are identified with an * asterisk.
- In **Item Description**, enter a description of the type of items you want to purchase with this blanket order. *Example: Blanket PO for Supplies*
- In **Category**, enter the desired category.
- In **Quantity**, enter the total amount of the purchase order without decimals. *Example: If the amount of the requisition were 200.00, then enter 20000*
- In **Unit of Measure**, enter **Unit**
- In **Unit Price**, enter **.01** to indicate one cent.

Enter the **Supplier Name** and **Site**:

- Begin typing the **Supplier Name** in the box.
- A dropdown menu will appear.
- Select the desired Supplier from the list.

Supplier	Site	Unique Entity Identifier	Tax Reg Num	TIN	Contact	Phone
BUSINESS COLORS LLC	A-ALABASTER			825421822		
BUSINESS EXPERT PRESS LLC	A-NEW YORK			950873108		
BUSINESS INTERIORS INC	A-BIRMINGHAM			630943005		
BUSINESS SYSTEMS & CONSULTANTS INC	A-BIRMINGHAM			630709118	INFO	
BUSINESS SYSTEMS & CONSULTANTS INC	A-BIRMINGHAM-01			630709118		

The system will automatically populate the **Site** field.

- The Phone and Supplier Item can remain blank if not populated by the system.

Add item to cart using one of these options:

- Click **Add to Cart and New**.

OR

- Click **Add to Cart and Next**.

Clear All **Add to Favorites** **Add to Cart and New** **Add to Cart and Next**

Adds the non-catalog item to the cart and refreshes the values you have entered. Any data entered on the previous item is removed once added to the cart.

Adds the non-catalog item to the cart and retains the values you have entered. Retains the item information from the previous item added to the cart.

Use the steps you just completed to add more items to your order, if needed.

When you are finished adding items to this order, click **View Cart and Checkout**.

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Blanket PO for	200000	Unit
...		

View Cart and Checkout

The **Description** and **Deliver-To Location** fields are pre-populated and can be adjusted.

- A commonly selected **Deliver-To Location** is *Deliver to Dept.*

Shopping Cart

* Description	Blanket PO for Supplies
Need By Date	30-Jul-2025 00:01:00
* Deliver-To Location	Deliver to Dept

Complete **Additional Header Information**:

- In **Order Method**, enter *Print*.
- In **Deliver To Name**, enter the order recipient's name.
- In **Building Room**, enter the recipient's building and room number.
 - A **Building List Lookup** is available at the bottom of this section.
- In **Requester's Phone #**, enter the recipient's phone number.
- In **Requester's Email**, enter the recipient's email address.
- In **Department Name**, Enter the name of the recipient's department.
- In **Expiration Date**, enter an end date
 - Note: If you are charging the blanket PO to a Grant Account, the expiration date should not exceed the end of the grant/award.
- Do not change the field **Do scanned documents exist?**

Shopping Cart

* Description	Sample Requisition
Need By Date	02-Aug-2025 00:01:00
* Deliver-To Location	Bham Main Campus

Additional Header Information

* Order Method	Print
* Deliver To Name	Recipient's Name
* Building Abbreviation & Room/Suite	AB 520
* Requester's Phone #	205-555-5555
* Requester's Email	RequesterEmail@uab.edu
* Department Name	Your Dept
Expiration Date	
* Do scanned documents exist?	No

This field must be formatted as follows:

BLDG Code *space* RM/Suite

Enter End Date

Note: For Grant Accounts, expiration date should not exceed the end of the grant/award.

**Building Abbreviation & Room/Suite Format Examples: JT 404; AB 520, SHEL 220; MCLM 256; etc.. [Building List Lookup](#)

Click **Show Delivery and Billing** to reveal the dropdown **Billing** section.

Show Delivery and Billing

Proceed to enter **Billing** Information.

If you are charging items to a **Grant/Project (GA) account**, enter the following fields **ONLY**:

- **Project** number
- **Task** number
- **Award** number
- **Expenditure Type**
- **Expenditure Organization**
- **Expenditure Item Date**

Billing

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date

Charge Account

GL Date

(30-Jul-2024)

0000000.000.000000000.000000000.0000.00000000

30-Jul-2024

If you are charging items to a **GL Account**:

- Do not enter any information in the fields shown (the dates will auto-populate and can remain).
- Double-click on the zeroes in the **Charge Account** field to open the Edit and Submit Requisition screen.

Billing

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date

Charge Account

GL Date

(30-Jul-2024)

0000000.000.000000000.000000000.0000.00000000

30-Jul-2024

On the **Edit and Submit Requisition** screen:

- Check the box next to your item.
- Click **Update**.

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location
<input checked="" type="checkbox"/>	Blanket PO for Supplies	20000	Unit	0.01 USD	200.00	30-Jul-2025 00:01:00	Deliver to Dept
Total					200.00		

On the **Requisition Information: Updated Selected line** screen,

- Click the **magnifying glass** icon in the UAB_AKF field.

Billing

Line UAB_AKF

1

ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT

Enter information on the UAB_AKF screen:

- In **ALIAS**, enter the first seven digits of your GL account.
- When the account string populates, click to select it and populate the remaining Account fields.
- Enter the **Object Code**.
- Click **Search**.

The full account string will appear below the **Results** heading.

- Click the **Quick Select** icon to choose this account string and return to the Billing screen.

On the **Requisition Information: Update Selected line** screen:

- Check the box to **Apply this Cost Allocation information to all applicable requisition lines**.

On the **Requisition Information: Update Selected line** screen:

- Scroll all the way to the right and click **Apply**.

After you have entered necessary Billing information for either a Grant/Project account OR a GL Account:

- Click the **Submit** button to submit the requisition.
- Confirm successful submission by viewing [Requisition Notifications & Approval Process](#).