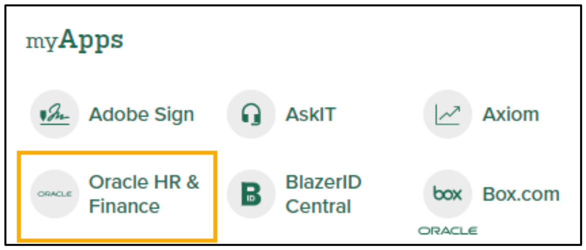
# iProcurement: Creating a Blanket Purchase Order Requisition

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

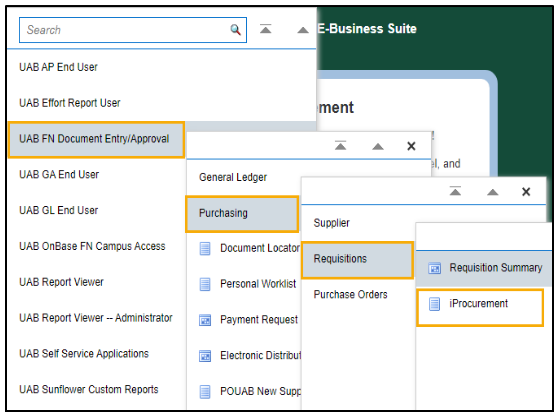
Log in to **Oracle HR & Finance**:

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



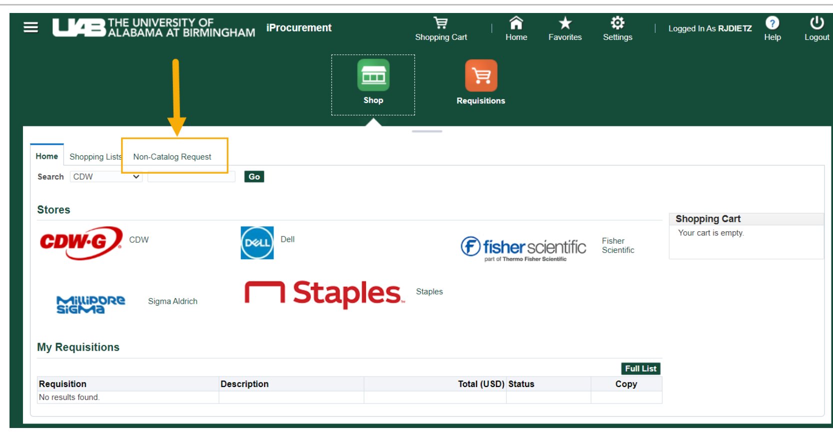

Navigate to **iProcurement**:

- 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.**



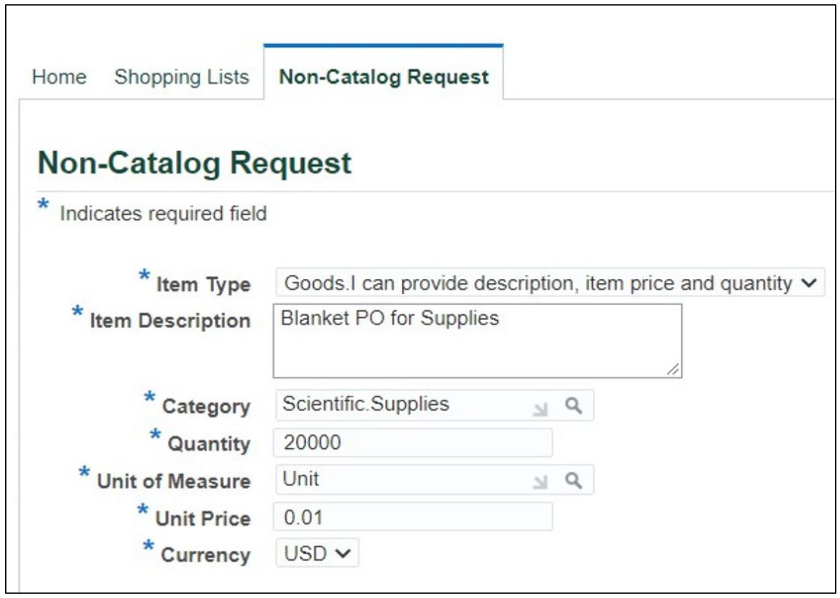

In the iProcurement Shop tab,

- Click **Non-Catalog Request.**



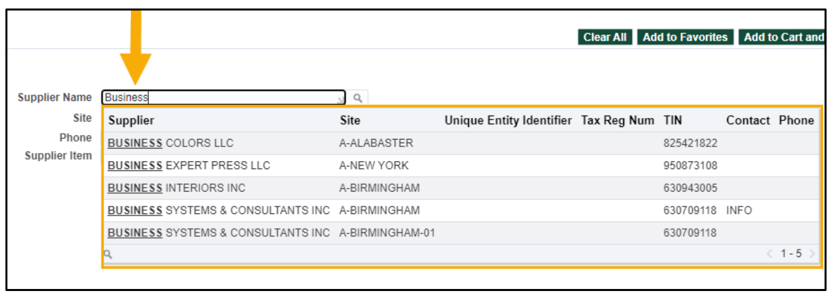
Enter the **line-item information.**

- 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.



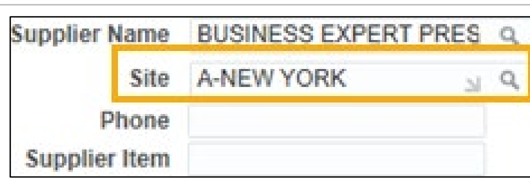

Enter the **Supplier Name** and **Site:**

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




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

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

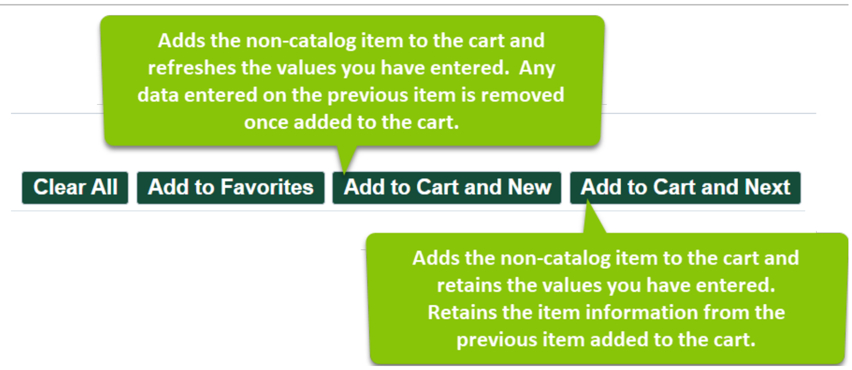



Add item to cart using one of these options:

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

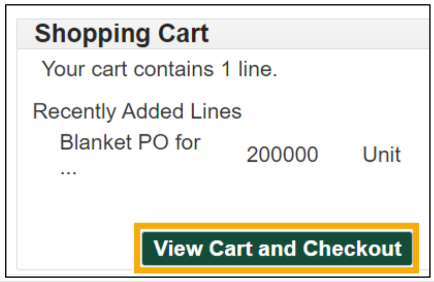
OR

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



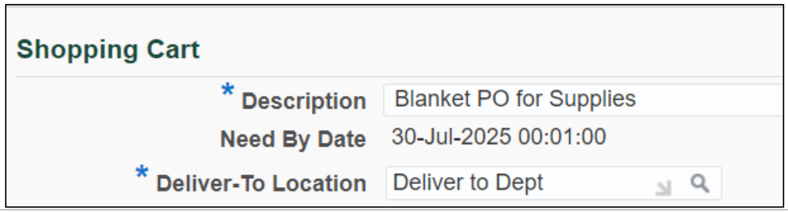
Use the steps you just completed to add more items to your order, if needed.

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



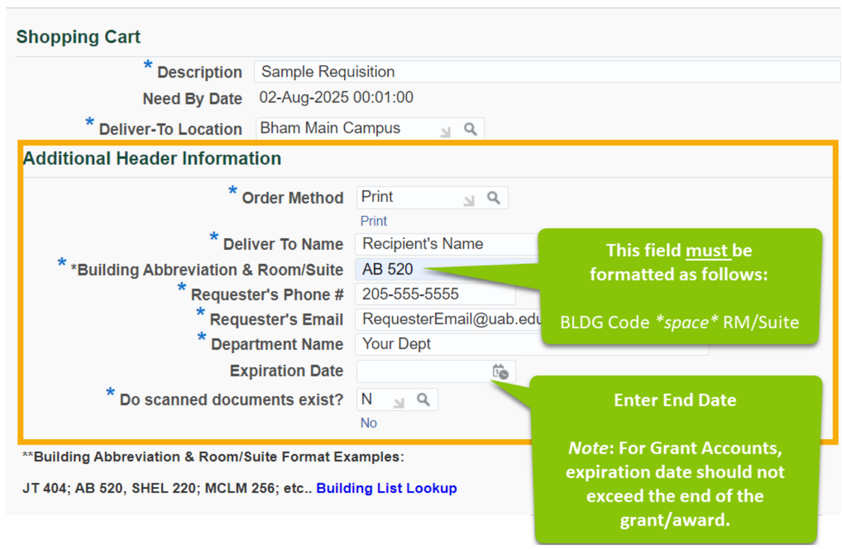

The **Description** and **Deliver-To Location** fields are pre-populated and can be adjusted.

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

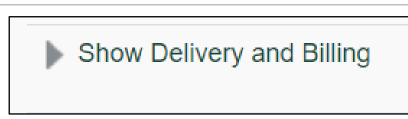



Complete **Additional Header Information**:

- 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?**



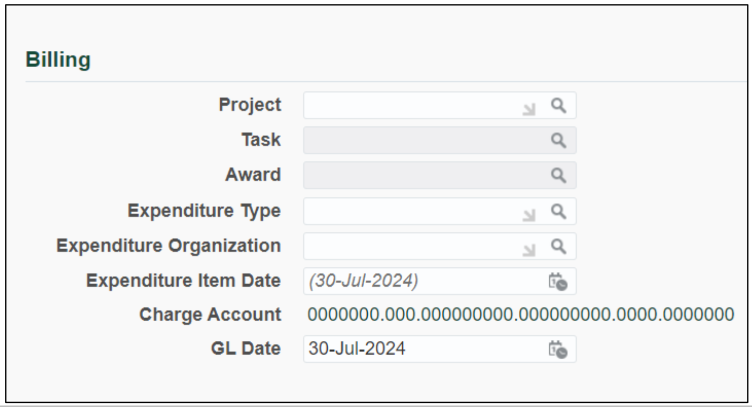

Click **Show Delivery and Billing** to reveal the dropdown **Billing** section.



Proceed to enter **Billing** Information.

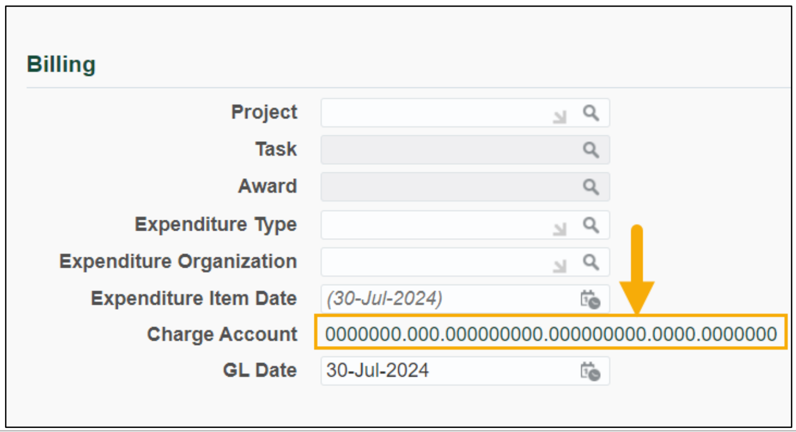
***If*** you are charging items to a **Grant/Project (GA) account**, enter the following fields ONLY:

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



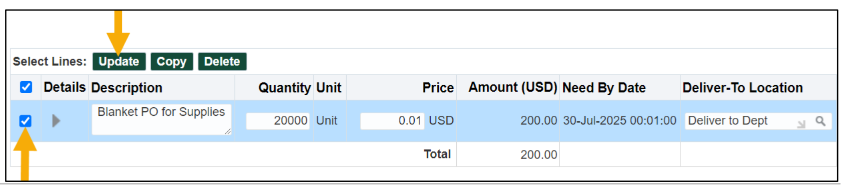

***If*** you are charging items to a **GL Account**:

- 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.



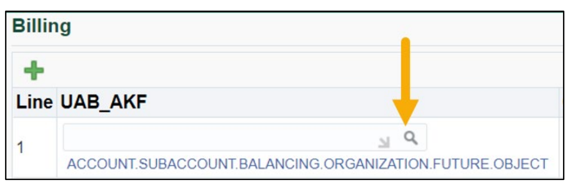

On the **Edit and Submit Requisition** screen:

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



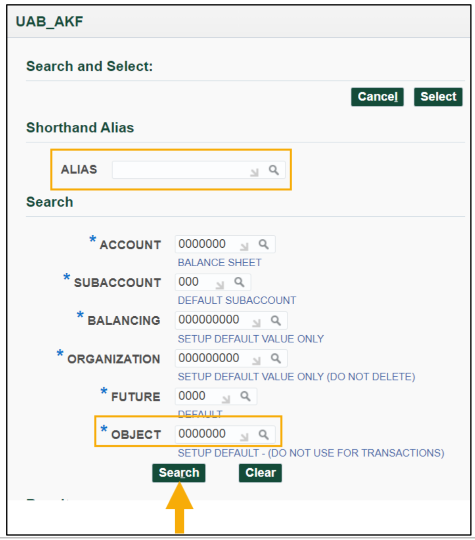

On the **Requisition Information: Updated Selected line** screen,

- Click the **magnifying glass** **i**con in the UAB_AKF field.



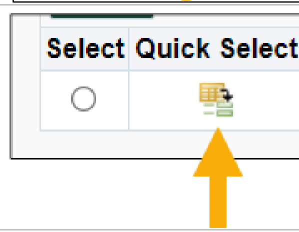
Enter information on the UAB_AKF screen:

- 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**.



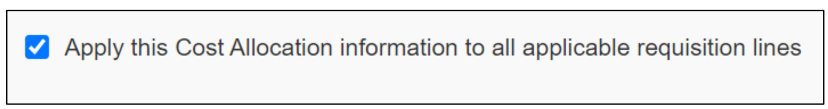

The full account string will appear below the **Results** heading.

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



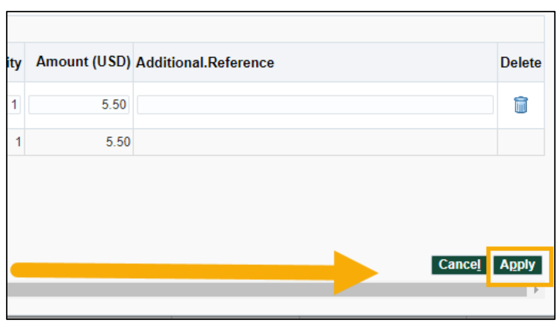

On the **Requisition Information: Update Selected line** screen:

- 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](#).