iProcurement
Example: Creating a Blanket Purchase Order Requisition

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

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**UAB FN Document Entry/Approval → Purchasing: Requisitions → iProcurement**

**UAB Requisition Input → Requisitions → iProcurement**

1. After following one of the above paths according to responsibility access, the iProcurement page will appear. Under the **Shop** tab, click on the **NON-CATALOG REQUEST** link.

2. When the **Non-Catalog Request** form appears, enter the information in the required fields, which are noted by the asterisk (*) symbol on the left side of the page.

   Click in the **Item Description** field and enter a description of the type of items that you wish to purchase with this blanket order. Example: **Blanket PO for Supplies**.

3. Click in the **Category** field and enter the desired category. Example: **Scientific.Supplies**

4. Click in the **Quantity** field and enter the total amount of the purchase order without decimals in the **QUANTITY** field. For example, if the desired amount of the requisition were 2000.00, you would enter **200000**.

5. Click in the **Unit of Measure** field and enter **Unit**.

6. Click in the **Unit Price** field and enter a penny, **.01**

7. Click in the **SUPPLIER NAME** field and enter the name of the supplier. The system will populate the **Site** field. The **Contact Name, Phone** and **Supplier Item** fields can remain blank if they are not populated by the system.

8. Your screen should look similar to the one shown. Click **Add to Cart**.
9. Under the **Shopping Cart** area located to the right, click on **View Cart and Checkout**.

![Shopping Cart](image)

10. The **Shopping Cart** screen will appear with the information that you entered. Click on **Checkout**.

11. The **Checkout: Requisition Information** screen will appear. Enter the information in the required fields that are marked with an asterisk (*).

   Enter **Print** in the **Order Method** field.

12. Enter your name or the order recipient’s name in the **Deliver To** field.

13. Enter the desired phone number (with the area code) in the **Requester’s Phone #** field (Ex: 2059750223).

14. Enter the recipient’s email address in the **Requester’s Email** field.

15. Enter the name of the recipient’s department in the **Department Name** field.

16. Enter an end date in the **Expiration Date** field in the standard Oracle format (DD-MMM-YYYY).

   **Note!** If you are charging the blanket to a grant account, the expiration date should not exceed the end of the grant/award.

17. The **Do scanned documents exist?** field defaults to N (No). Do not change this information.
18. Under the **Delivery** section, change the **Deliver-To Location** field value to the desired value (Ex: UAB Receiving Dept, Deliver to Dept, etc.).

![Delivery](image)

19. Under the **Billing** section, if you are using a Grant/Project (GA) account enter the following information listed below. Otherwise, skip this step.

   a. **Project**: Enter the project number here. This is a six-digit number that begins with the number three (Ex: 322223).
   
   b. **Task**: Enter the task number here. This is a five-character string beginning with two digits, followed by a period (.) and an additional two digits (Ex: 01.01).
   
   c. **Award**: Enter the award number here. This is a seven-digit number that begins with the number two (Ex: 2017322).
   
   d. **Expenditure Type** Enter the desired object code here.
   
   e. **Expenditure Organization** Enter the organization number here. This is a two-digit number, which is generally the number ten (10).
   
   f. **Expenditure Item Date** Enter today’s date here in the following format: DD-MMM-YYYY (Ex: 12-OCT-2017). You can also populate this field by clicking on the calendar icon found next to this field.

![Billing](image)

20. Under the **Billing** section, if you are using a General Ledger (GL) account enter the following information listed below. Otherwise, skip this step.

   a. Click on the **ENTER CHARGE ACCOUNT** link.
   
   b. The system will display the item line. Click on the **Enter Charge Account** link.
g. The **Requisition Information: Split Cost Allocation** screen will appear. Click on the magnifying glass icon located next to the **UAB_AKF** field.

![Image of the Requisition Information: Split Cost Allocation screen]

h. Under the **Search** section, enter the first segment of your General Ledger (GL) account string in the **Account** field (the fields listed from Subaccount to Future can remain blank).

i. Enter your object code in the **OBJECT** field.

j. Click on the **Search** button.

![Image of the Search and Select: UAB_AKF dialog box]

k. The desired account/object code combination will appear at the bottom of the form. Click on the radio button next to the **Code Combination** field and then click the **Select** button.

![Image of the Select Code Combination dialog box]
1. When the **Requisition Information: Split Cost Allocation** screen reappears, click on the **Apply** button.

21. When you are back at the **Checkout: Requisition Information** screen, click on the **Submit** button to submit the document for approval.

22. You will receive a confirmation message that lists the requisition number. Click on the **Continue Shopping** button. You should see that the requisition is listed at the top of your list under the **My Requisitions** heading.