

# CUNYfirst and Staples Advantage

How to Create a Yearly Blanket Requisition for Your Department

# Create Requisition

1. Define Requisition

2. Add Items and Services

3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  LaGuardia CC - CUNY

Requester:  Cristina Natale

\*Currency:

Requisition Name:  **Enter: Staples Advantage Blanket Order**

Priority:

## Line Defaults

**Search: Staples Advantage**

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:

Vendor Location:

Buyer:

Category:

**Use Code Tip Sheet**

Unit of Measure:

## Shipping Defaults

Ship To:  [Modify Shipping Address](#)

Due Date:  Attention:

## Accounting Defaults

Customize | Find | First 1 of 1 Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information
Location		GL Unit		Account
<input type="text" value="E-E-413"/>		<input type="text" value="LAG01"/>		<input type="text"/>

Continue

# Create Requisition

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Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:



Search

Catalog Favorites Templates Forms Web **Special Request**

## Special Item

\*Item Description:

Blanket Order for Office Supplies For (Department Name) FY 14

**Please use this standard Item Description**

\*Price:

**1** 500

\*

Currency:

USD

**1. Enter your estimated total amount**

\*Quantity:

**2** 1

\*

Unit of Measure:

YRS **3**



**2. Quantity is always 1**  
**3. U of M is always YRS**

\*Category:

4412000000



Due Date:



[Suggest New Vendor](#)

Vendor ID:

1000000162



STAPLES INC STAPLES BUSINESS ADVANTAGE

Vendor Item ID:

Mfg ID:



Mfg Item ID:

## Additional Information

Send to Vendor  Show at Receipt  Show at Voucher

## Request New Item

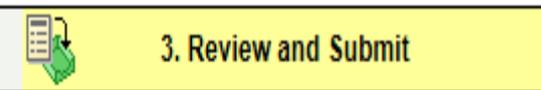
Request New Item

Add Item

Cancel

Add or Start New Type

# Create Requisition

 [1. Define Requisition](#)  [2. Add Items and Services](#)  [3. Review and Submit](#)

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:**  LaGuardia CC - CUNY

**Requester:**  Cristina Natale **\*Currency:**

**Requisition Name:**  **Priority:**

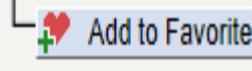
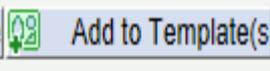
**Click:  
Line  
Details**

## Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/> 1	<a href="#">Blanket Requisition for Office</a>	STAPLES INC STAPLES BUSINESS ADVANTAGE	<input type="text" value="1.0000"/>	Years	<input type="text" value="500.00000"/>	500.00 

[Select All / Deselect All](#)

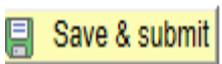
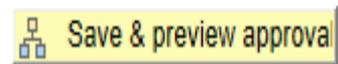
**Total Amount:** 500.00 USD

## Justification/Comments

**Send to Vendor**  **Show at Receipt**  **Show at Voucher**



[Find more items](#)

## Line Details

Line: 1      [Blanket Requisition for Office](#)

Line Status: Open

### ▼ Item Details

Amount:	500.00	USD	
Category:	4412000000 Office supplies	<a href="#">View Hierarchy</a>	
Buyer:	<input type="text"/>	<a href="#">Buyer Information</a>	
Vendor:	<input type="text" value="1000000162"/>	<a href="#">STAPLES INC STAPLES BUSINESS ADVANTAGE</a>	<a href="#">Suggest New Vendor</a>
Vendor Location:	<input type="text" value="DEFAULT"/>	<a href="#">DEFAULT</a>	
Vendor's Catalog:	<input type="text"/>		
Vendor Item ID:	<input type="text"/>		
Manufacturer ID:	<input type="text"/>		
Manufacturer's Item ID:	<input type="text"/>	UPN ID:	
Physical Nature	<input type="text" value="Goods"/>		
<input type="checkbox"/> RFQ Required	<input type="checkbox"/> Zero Price Indicator	<input checked="" type="checkbox"/> Amount Only	
<input type="checkbox"/> Device Tracking	<input type="checkbox"/> Stockless Item	<input type="checkbox"/> Inspection Required	

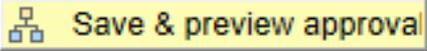
[Configuration Info](#)

### ▶ Contract

### ▶ Sourcing Controls

# Finally...

## Continue with regular submission process

- Click  to make sure your approvers are correct
- Then click 
- Your approvers will get an e-mail reminding them to approve the requisition.
- **ONLY WHEN THE REQUISITION IS FULLY APPROVED AND BUDGET CHECKED** will Purchasing be able to create a Blanket Purchase Order.