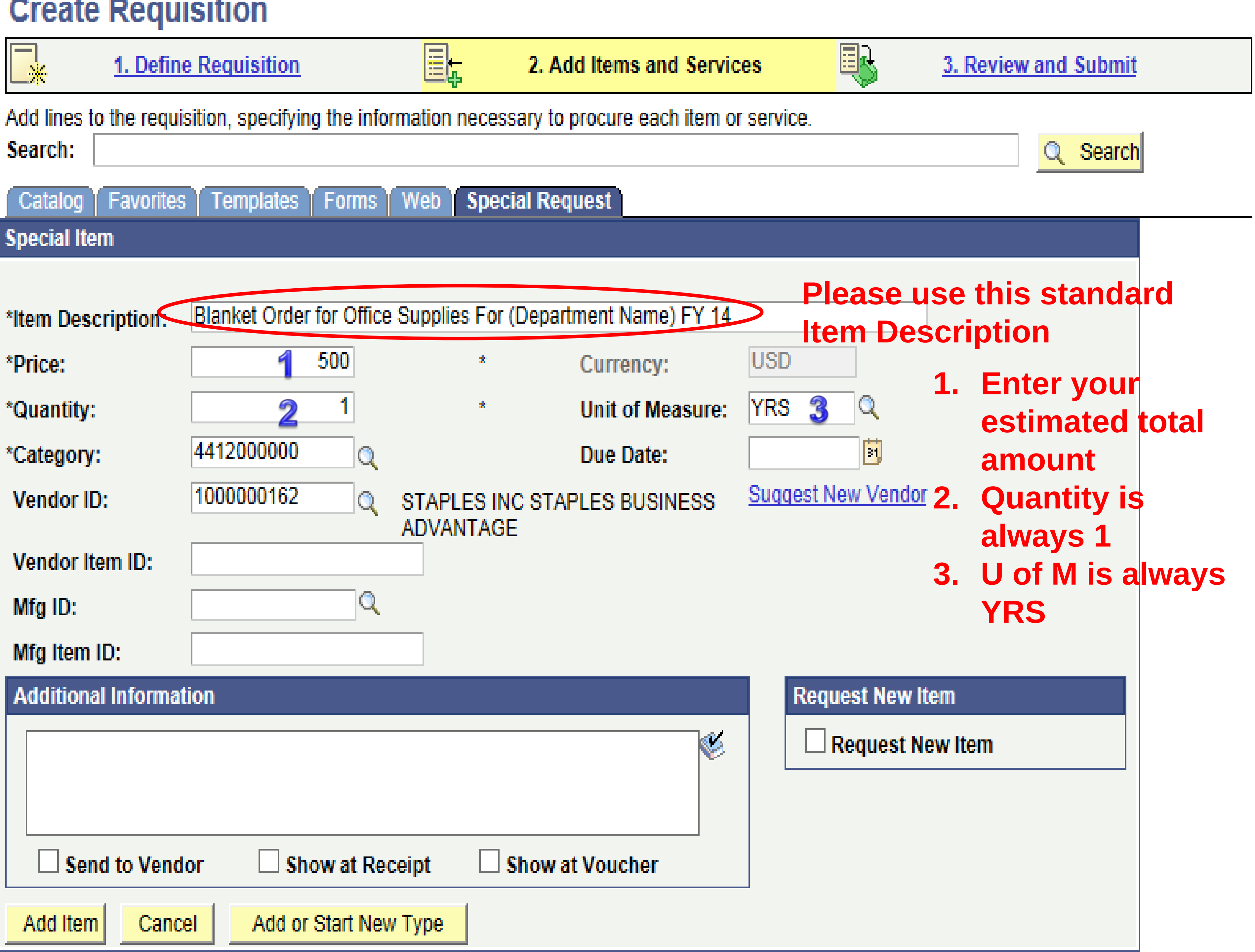
How Do I Create An Amount Only (Blanket) Requisition?



Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

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

*Price: 500 (1)
Currency: USD

*Quantity: 1 (2)
Unit of Measure: YRS (3)

*Category: 4412000000
Due Date:

Vendor ID: 1000000162 STAPLES INC STAPLES BUSINESS ADVANTAGE
Suggest New Vendor

Vendor Item ID:

Mfg ID:

Mfg Item ID:

Additional Information

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

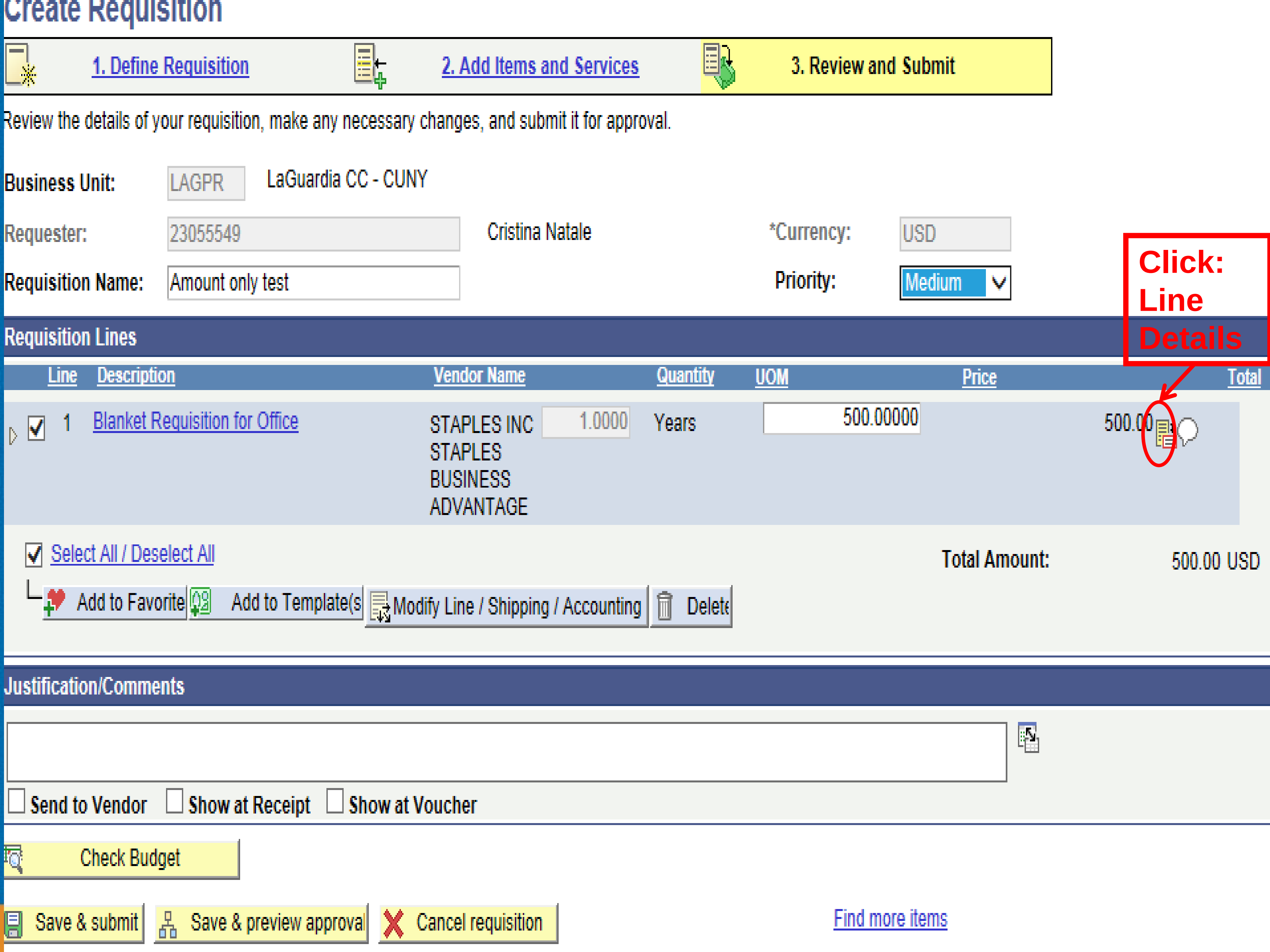
Request New Item

☐ Request New Item

Add Item | Cancel | Add or Start New Type

Please use this standard Item Description

1. **Enter your estimated total amount**
2. **Quantity is always 1**
3. **U of M is always YRS**



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: LAGPR LaGuardia CC - CUNY

Requester: 23055549 Cristina Natale

*Currency: USD

Requisition Name: Amount only test

Priority: Medium

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
☑	1	Blanket Requisition for Office	STAPLES INC STAPLES BUSINESS ADVANTAGE	1.0000	Years	500.00000	500.00

☑ Select All / Deselect All

Total Amount: 500.00 USD

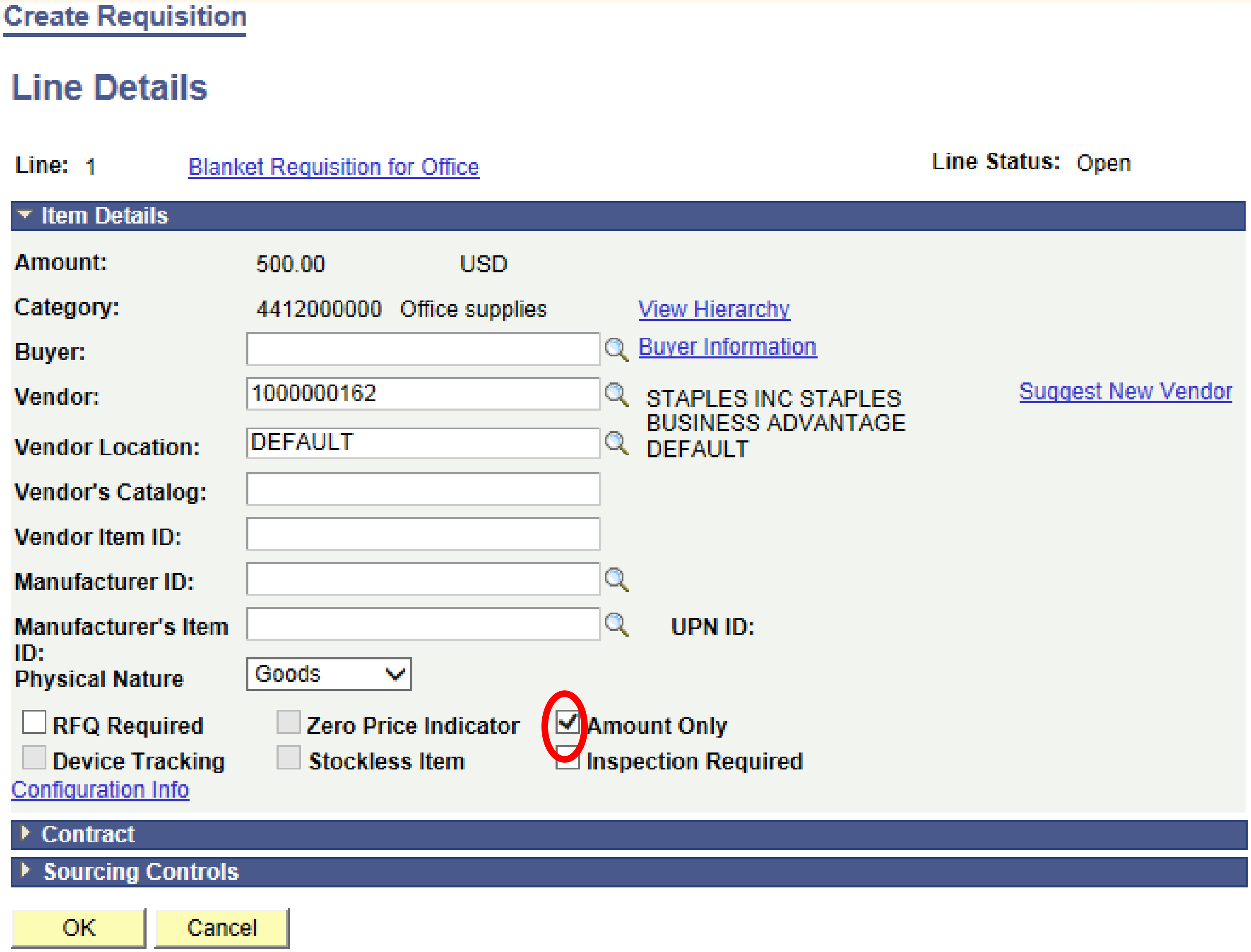
Add to Favorite
Add to Template(s
Modify Line / Shipping / Accounting
Delete

Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

Check Budget
Save & submit
Save & preview approval
Cancel requisition
Find more items

Click: Line Details



Create Requisition

Line Details

Line: 1 Blanket Requisition for Office **Line Status:** Open

Item Details

Amount: 500.00 USD

Category: 4412000000 Office supplies View Hierarchy

Buyer: Buyer Information

Vendor: 1000000162 STAPLES INC STAPLES BUSINESS ADVANTAGE Suggest New Vendor

Vendor Location: DEFAULT DEFAULT

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID: **UPN ID:**

Physical Nature Goods

☐ RFQ Required ☐ Zero Price Indicator ☑ Amount Only

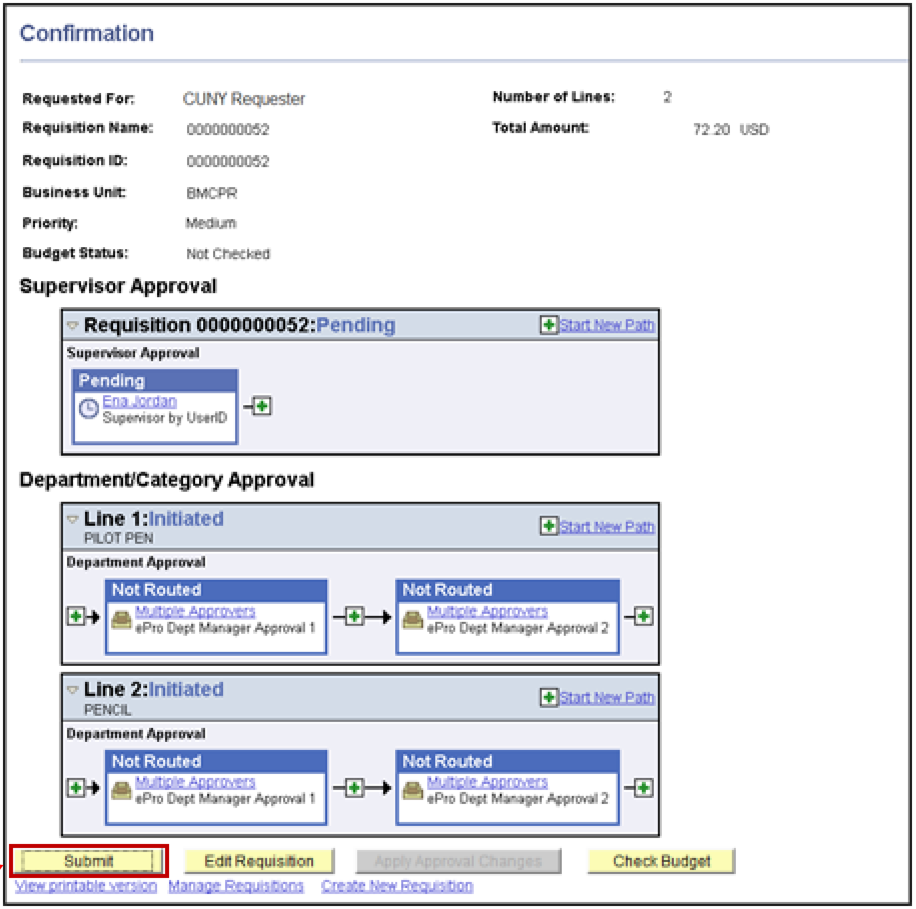
☐ Device Tracking ☐ Stockless Item ☐ Inspection Required

Configuration Info

Contract

Sourcing Controls

3. Review and Submit



Confirmation

Requested For: CUNY Requester
Requisition Name: 0000000052
Requisition ID: 0000000052
Business Unit: BMCPR
Priority: Medium
Budget Status: Not Checked
Number of Lines: 2
Total Amount: 72.20 USD

Supervisor Approval

Requisition 0000000052:Pending

Supervisor Approval: Pending – Ena Jordan, Supervisor by UserID

Department/Category Approval

Line 1:Initiated PILOT PEN

Department Approval: Not Routed – Multiple Approvers, ePro Dept Manager Approval 1 → Not Routed – Multiple Approvers, ePro Dept Manager Approval 2

Line 2:Initiated PENCIL

Department Approval: Not Routed – Multiple Approvers, ePro Dept Manager Approval 1 → Not Routed – Multiple Approvers, ePro Dept Manager Approval 2

Start New Path
Start New Path
Start New Path
Submit
Edit Requisition
Apply Approval Changes
Check Budget
View printable version
Manage Requisitions
Create New Requisition

CLICK!

- ❖ **Submit**
  - ❖ Click to submit requisition to the approval workflow
- ❖ **Edit Requisition:**
  - ❖ To access the edit page, where you can make update the requisition and submit it again
- ❖ **Approval workflows**
  - ❖ Triggers when requesters *submits* a requisition, and a set of approvers act on the request (approve or deny).

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

Please Contact:

Purchasing at

Purchasing@lagcc.cuny.edu or ext 5525