
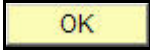
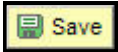



## EXPRESS STEPS: *Creating a Blanket Requisition*

- o **Purchasing > Requisitions > Add/Update Requisition**
- o From the **Add a New Value** tab, click 
- o Change the Origin to **Blanket Requisitions/PO**
- o To enter the Requisition Defaults:
  - Click the **Requisition Defaults** link
  - Click **Override**
  - Enter a **Vendor**
  - Enter a **Category**
  - Enter **Dollars for Blankets** in the **Unit of Measure**
  - If necessary, change the **Ship To** location
  - Enter a **Due Date**
  - Click the **Distribute by** drop-down box and select **Amount**
  - Enter the **Fund**
  - Enter the **DCC**
  - Click 
- o To fill in the Line Details:
  - Enter a **Description** that starts with the word *BLANKET*
  - Enter a **Quantity**
  - Enter a **Price**
- o Click  to save the requisition
- o Click  to budget check