
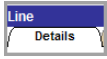




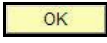






 **EXPRESS STEPS:** *Creating a Blanket Requisition without using Requisition Defaults*

### **Purchasing > Requisitions > Add/Update Requisition**

- From the **Add a New Value** tab, click 
  - Change the **Origin** to **Blanket Requisitions/PO**
  - To fill in the Line Details: 
    - Enter a **Description** that starts with the abbreviation *BLK*:
    - Enter a **Quantity** of 1
    - Enter **Dollars for Blankets** in the **Unit of Measure**
    - Enter a **Category**
    - Enter a **Price**
    - Click the **Vendor Information** tab
    - Click the Look Up icon  for the **Vendor** field
    - Search for and select the vendor
    - Click the Look Up icon  for the **Location** field
    - Select the correct location
    - Click the **Details** tab
    - Click  (Schedule)
    - Click  (Distribute)
    - Click the **Distribute by** list box and select **Amount**
    - \*Enter a **Fund**
    - Enter a **DCC**
    - Verify or select a different **Account** code
    - Click 
  - Click  to save the requisition
  - Click the  link near the top left of the page
  - Click  to budget check
- \*Note:** To use these instructions for a Grant, just click the lookup icon for the SpeedChart key  and select the correct SpeedChart key and click **OK**.  
**Note:** you may have to re-enter the quantity.