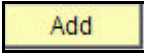
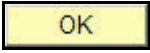


EXPRESS STEPS: Adding Money to Blanket Purchase Order

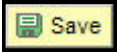

If you have created a **Blanket Requisition** that has been sourced to a Purchase Order and you need to add more money to make a purchase, you can use create a new requisition with an Origin of CHG to do this. This document shows you how easy this is.

➤ To add money to a Blanket Purchase Order:

- **Purchasing > Requisitions > Add/Update Requisition.**

- From the **Add a New Value** tab, click 
- Change the Origin to **CHG (change order requisition)**. Complete this new requisition using the same data as you did for the initial one.
 - Click the **Requisition Defaults** link
 - Click **Override**
 - Enter the **Vendor**
 - Enter the **Category**
 - Enter **Dollars for Blankets** in the **Unit of Measure**
 - Click the **Distribute by** drop-down box and select **Amount**
 - Enter the **Fund**
 - Enter the **DCC**
 - Click 
- To fill in the **Line** Details:
 - Enter the **Description** as follows: Be sure to include the PO# for your initial requisition. Remember, if you are not sure of the PO#, you can use **Requisition Document Status** to find the PO#.

Line					
Details					
Ship To/Due Date		Vendor Information			
Line	Description	Quantity	*UOM	Category	Price
1	CHG- for PO# 12345,	1.0000	\$\$\$	53130000	2500

- Enter a **Quantity** of 1
 - Enter a **Price**
- Click  to save the requisition
 - Click  to budget check
 - When Purchasing sees this requisition in FMS, they will change the original purchase order to indicate the 2500 increase in the dollar amount.