

How to Create a “Blanket” Requisition in eProcurement Updated March 2007

To designate an order as a “blanket” order within PeopleSoft, the Quantity must be one (1) and the “Distribute by” field must be set to “amount” (not quantity). Defining the “Distribute by” as amount will allow A/P to make multiple payments against the same line item quantity of one.

Note:

- The “unit of measure” may be listed as “Lot”, but this is not a requirement.

Pathway:

eProcurement > Create Requisition > Enter all required information on the Settings page (as applicable) > Add all line items for your requisition (ensuring the quantity for the “blanket” line item is 1)

Click the **Review and Submit** hyperlink.



Click the **Split Shipping and Distribution** (truck) icon.

Requisition Summary						View All	First	1 of 1	Last
	Description	*Qty	Unit	Price	Total				
<input type="checkbox"/>	1 blanket order	1.0000	Lot	150.000	150.00				

Click the **Cost Distribution Info** icon.

Shipping Information										
*Ship To Location	Freight Terms Code	Attention	Quantity	Due Date	Status	Total				
UTMBR	PPA	McLaren, Brenda K.	1.0000		Active	150.00				

Select **Amt** from the drop-down options for the “Distribute by” field.

Schedule Number 1			
Ship To:	UTMB Centr	*Distribute by:	Qty
Due Date:		Speedchart	Amt
			Qty

Click the OK button.

Dist	Status	Dist Type	*Location	Amount	Percent	GL Unit	Entry Event	Account
1	Open		L05211	150.00	100.0000	UTMBG		518020

OK Cancel