How to Create a “Blanket” Requisition in eProcurement

To designate an order as a “blanket” order within PeopleSoft, the Quantity must be one (1), the line item must be marked as “Amount Only” and the “Distribute by” field must be set to “amount” (not quantity).

- Marking the line item as “Amount Only” will allow changes to the PO to increase or reduce the amount.
- 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 is not a requirement.

Pathway:
eProcurement > Requisition

- Add all line items needed for your requisition (ensuring the quantity for the “blanket” line item(s) is 1). Once all lines have been entered…

On the Review and Submit page:

- To mark the line item(s) as “Amount Only”, click the line Details icon:
Check the “Amount Only” box and select OK:

Message Box below will appear. Click “Yes” to save changes:

To confirm the “Distribute By” field is set to “Amt”, click the triangle next to the line item to expand the details section:
Click the triangle next to the Accounting Line section to expand the line details:

The “Distribute by” field should have “Amt” displayed and greyed out.

Repeat steps for each line item of the requisition that need to be updated. When all changes have been completed, Budget Check and submit the requisition for approval as typically processed.

**NOTE:** If you only change the “Distribute by” field to “Amt” on the requisition line page but have not checked the “Amount Only” box on the requisition line details page, you will receive the error message below. The error will not allow the requisition to be saved or submitted until the “amount only” flag has been selected on the requisition line details page.

![Image of error message]

Warning: “Amount Only” flag is not checked on the Requisition Line Details page. (30000,15)

If “Distribute by Amount” is selected on the requisition line, the “Amount Only” flag on the Requisition Line Details page must be checked.