

Creating FY25 Requisitions for Blanket Purchase Orders

Once a FY25 requisition is submitted and approved, Buyers will source the request and issue a purchase order in accordance with fiscal year-end/new year time lines and policy.

Create Requisition for Blanket Purchase Orders

1. In Workday, type in 'Create Requisition' in the search bar. Select the **Create Requisition task**.
2. Update or fill information where needed from the pop-up:
 - a. **Requisition Type:** Select the requisition type 'Open Ended/Blanket PO Request'.
 - b. **Additional Worktags:** Update Additional Worktags as desired. This will carry forward to your service line(s). Make sure you add any additional required detail codes in the Additional Worktags field if required.
 - **Note:** Your Unit and Cost Center will default. If you are using a worktag, not under your default Unit and Cost Center, you must remove them before entering your Additional Worktag (program, project, gift or grant). When you type in your program, project, gift, or grant, the fund and function will pre-populate.
3. **Click OK.**

Create Requisition

Company *	X University of Nevada, Reno ...	☰
Requester *	X Melanie Lever ...	☰
Currency *	X USD ...	☰
Requisition Type *	X Open Ended/Blanket PO Request	☰
Deliver-To *	X UNR - Main Campus > Ross Hall > Office - Faculty - Ross Hall (RH109)	☰
Ship-To *	X 1664 North Virginia Street Reno, NV 89557 United States of America	☰
Unit	X UNR08 VP Administration and Finance	☰
Cost Center	X CC0676 Business and Finance ...	☰
Additional Worktags	X Fund: FD892 Payroll Clearing ...	☰

4. On the next screen, select **Request Non-Catalog Items**.

▼ **Instructions**

Policy for Commodity and Service Purchases:

Written quotes are required for all Purchase Requests.

The competitive threshold requirements below for general commodities and services apply to single or conglomerate purchases within a 12-month period:

Under \$25,000 – Attach one written quote

25,000 to under \$50,000 – Attach minimum of two written quotes

\$50,000 and above – will be competitively bid by the Purchasing Department unless a Competitive Exception or Sole Source Justification form is attached.

Federally Funded Purchases \$10,000 and above require a second quote or Competitive Exception.

For competitive threshold requirements on professional and construction services, please contact your Purchasing Business Center.

Hosting Expenses:

Please ensure that a hosting detail code is associated with any line that is hosting related.

In addition, an approved hosting form must be attached if hosting related.

Link to the Purchasing Manuals for the Business Centers North (BCN)

<http://www.bcnpurchasing.nevada.edu/about-us/bcn-purchasing-guidelines/>

▼ **Select an Option**

Request Non-Catalog Items

Request Goods or Services that is not in the Punchout/Supplier Websites

[Add from Templates and Requisitions](#)

Select from Requisition templates and past Requisitions

[Select from My Procurement Favorites](#)

Select from my Favorite items

5. The Non-Catalog Request type will default to Request Goods. **Change** to Request Service. (Blanket Purchase Orders must be service type requisitions regardless of what is being purchased.)

Company * University of Nevada, Reno

Requisition Currency *

× USD



Non-Catalog Request Type

Request Goods

Request Service

6. Next complete the Service Request Details page following the instructions and example below:
 - a. **Description:** Provide detail regarding what will be purchased.
 - b. **Spend Category:** The spend category should reflect the category of the item being purchased. You can search for spend categories by typing in a keyword in the Spend Category field then enter or can select from the recommended spend categories. You can also find all spend categories on [Workday Tools](#).
 - c. **Supplier:** When entering the supplier, the supplier must already be registered with NSHE. You can verify if a supplier's registration is complete at the [NSHE Supplier Registration](#) website. If they are not registered, this is where the supplier must go to register. You cannot select the supplier until their registration is complete.
 - d. **Start and End Date:** For blanket purchase orders this should be **7/1/24** through **6/30/25**, or applicable blanket period start and end dates.
 - e. **Extended Amount:** Enter the total estimate amount.
 - f. **Memo:** The memo field is optional. If you are requesting a Blanket Purchase Order **renewal** make sure you include the previous BPO number.
 - g. **Add to Cart:** Once you've completed the Service Request Details, **click** 'Add to Cart'. You will receive confirmation that your item was added to your cart.

Request Non-Catalog Items ⋮

Company: University of Nevada, Reno Requester: Melanie Lever Requisition Type: Open Ended/Blanket PO Request

Requisition Currency *

Non-Catalog Request Type

- Request Goods
 Request Service

Service Request Details

Description *

Spend Category * Recommended

Supplier

Supplier Contract

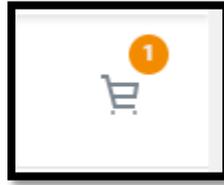
Start Date

End Date

Extended Amount

Memo

- At this point Workday will automatically populate a second item. You can continue entering lines if necessary and adding them to your cart as described above, or you can now check out by clicking on the cart icon.



- Then you will view a summary of your cart contents. Click the **Checkout** button to proceed.

My Cart [View Cart](#) ✕



BLANKET PURCHASE ORDER - Office supplies ordered on an as-needed b...

Quantity: 1 \$20,000.00

Checkout

Total: 20,000.00 USD

- Checkout:** In checkout, you **must** change the **Request Date to 7/1/24** and type **“FY25 Blanket Purchase Order”** in the internal memo section. This is very important to ensure your requisition isn't issued before July 1st.

- You will then be able to review your service line one last time and can **expand** the Attachments section to add attachments.

Services

1 Item

Order	Description	*Spend Category	Extended Amount	Date	*Ship-To Address	Ship-To Contact	Supplier	Memo
	BLANKET PURCHASE ORDER - Office supplies ordered on an as-needed basis	x SC0484 - Office Supplies	20,000.00	Start Date 07/01/2022 End Date 06/30/2023	x 1664 North Virginia Street Reno, NV 89557 United States of America	x Melanie Lever	Supplier x Staples Supplier Contract	FY23 Blanket Purchase Order Request

Attachments

11. **Upload** attachments individually so the buyer can determine which attachments go forth to the supplier with the PO. Documentation must be attached for all blanket PO requests, including renewals.
12. Click **Submit** once complete.
13. Once the requisition is fully approved, the buyer will source the requisition and issue a PO to the supplier July 1 or later.