

## **Creating FY25 Requisitions for Blanket Purchase Orders**

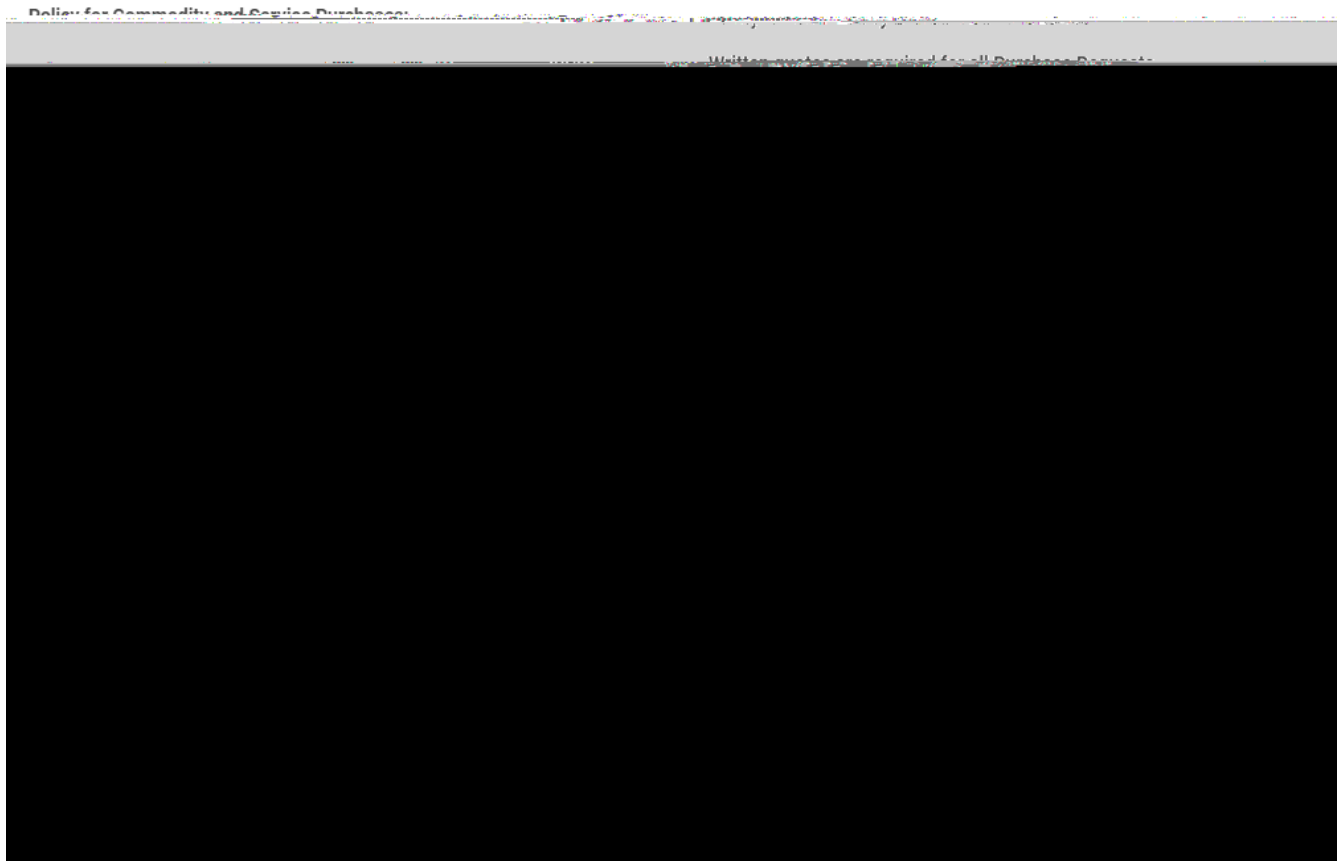
Once a FY25 requisition is submitted and approved, Buyers will source the request and issue a purchase order in accordance with fiscal year-end/new year time lines and policy.

### **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

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

▼ Instructions



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.)



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.

7. At this point Workday will automatically populate a second item. You can continue entering

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.