

# CREATING A BLANKET REQUISITION

In frontline on the dashboard:

- On **MY ENTRY POINTS Tab**, click **MY REQUISITIONS**
- Click **CREATE REQUISITIONS**
- Requisition Type: **TRADITIONAL**
- Fiscal Year: **CURRENT YEAR**
- Cart Name: Use default name or you can rename it
- Click **CONTINUE**
- You can search by **CATEGORY** or **VENDOR**
  1. **CATEGORY:** Choose Category for majority of items being ordered. This will narrow down Vendors available who are Awarded Vendors In the **VENDOR** box, choose vendor needed  
Or
  2. **VENDOR:** Type Vendor name, click return. Pop-up should be vendors with that name. Double click on vendor needed
- **ORDER FROM:** Choose **(P) BLANKET** from the drop-down menu if you **DO NOT** want the PO emailed to vendor. Email Susan at [sdarcy@pasadenaisd.org](mailto:sdarcy@pasadenaisd.org) if you don't have **(P) BLANKET** as an option. If you would like the PO emailed, you may choose the standard order from location with **(E)** beside the name.
- **SHIP-TO LOCATION:** Type your location # or location name and then select it
- **SHIP-TO RECEIVING GROUP:** This will populate from the Ship-To Location
- Click **ADD LINE ITEMS**
- One line requisition or scroll down to add more line(s) – **ADD LINE FROM SCRATCH**  
In the pop-up, select number of lines to add, Click **OK**
- **QTY: REVERSE \$ AMOUNT**
- **VENDOR STOCK NUMBER:** Enter if you have it
- **UNIT OF MEASURE:** Choose **BLANKET**
- **LONG DESCRIPTION:** Enter description, up to 1,000 characters
- **JUSTIFICATION:** Enter explanation of purchase. This is an internal note. Does not appear on PO
- **SPECIAL INSTRUCTIONS:** Type **AUTHORIZED BUYERS**. Will print on PO under corresponding line item.
- **UNIT PRICE:** 1.0
- **UNIT DSCNT.:** Enter Dollar amount or percentage if given
- **CLICK TO ADD AN ACCOUNT:**
  - a) Enter **FUND**
  - b) Enter **OWNER**
  - c) Scroll over, **Click Magnifying Glass Icon**, Click on **Account String needed**,  
Click **SELECT**
- Click **OK (SAVE CURRENT LINE) OR COPY TO ALL lines**
- **UPLOAD:** Attach quote if needed or internal documents
- **Type:** Choose **INTERNAL**
- Click **SUBMIT** when complete (click **SAVE CART AS INCOMPLETE**) if need to come back to it