A Blanket Purchase Order (BPO) is a Purchase Order sourced from a BPO Requisition Type. It allows for multiple orders to be placed with a supplier throughout the current fiscal year. This job aid describes when the BPO Requisition Type should be used, as well as how its functionality differs from a REG requisition type.

When creating a BPO Requisition it is important to keep the following in mind:

1. **Service Lines** are the only lines that can be used and can only be received by Amount.

2. **Spend Category** selected can be for Goods or Services.

<table>
<thead>
<tr>
<th>Amount to Receive</th>
<th>Amount Ordered</th>
<th>Amount Already Received</th>
<th>Total Amount Received To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>650.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Note: Refer to the Create Requisition Job Aid for the steps to create a REG Requisition.

**When to Use the BPO Requisition Type**

The following examples include circumstances for when a BPO requisition should be used.

1. When multiple orders will be placed for the same commodity and/or service from the same supplier throughout the fiscal year.

2. When cumulative purchases are over $10k for items on an existing City or cooperative contract.

3. When pricing is not firm and fixed (i.e. subject to fluctuation based on volume and/or diversity of purchase). A current and valid quote must be attached to the requisition.

4. When itemizing, the requisition lines would result in an excessive or confusing number of lines.

**When Not to Use the BPO Requisition Type**

The following examples are circumstances for when a BPO requisition is not ideal:

1. one-time purchases;

2. cumulative purchases over $10k for items that are not on an existing City or cooperative contract;

3. purchases involving capital or controlled assets; and/or

4. purchases that are itemized on the Supplier’s quote.

**BPO Requisition Entry**

1. Type Create Requisition in the Workday Search field (partial words will work).

2. Select the Create Requisition- Task.

[https://denvergov.org/workday](https://denvergov.org/workday)
3. Populate the following fields (fields with red stars (⁎) are required).
   a. **Company** – Automatically populates with City and County of Denver and should not be modified.
   b. **Requestor** – Automatically populates with the name of the **Requisition Enterer**. This field can be modified.
   c. **Currency** – Automatically populates with USD and should not be modified.
   d. **Requisition Type** – Select BPO.

![Requisition Type Selection](image)

4. Select **OK**.
   The **Select an Option** page will open.

5. Select **Request Non-Catalog Items**.

![Request Non-Catalog Items](image)

6. Populate the following fields. (Fields with red stars (⁎) are required.)
   a. **Requisition Currency** – This field will populate with USD and should not be modified.
   b. **Non-Catalog Request Type** – Select **Request Service**

![Non-Catalog Request Type](image)

c. **Item Description** – Enter the description of the service. The item description should match the supplier quote.

d. **Spend Category** – Enter or select a Spend Category.

e. **Supplier** – Enter and select the Supplier.

f. **Supplier Contract** – Select the supplier contract, if applicable.

[g. **Start and End Dates** – Select the projected date range for the service(s) requested. The **End Date** should not exceed 12/31/20xx (the current year) or the expiration date of the applicable **Supplier Contract** referenced – whichever date is sooner.

h. **Extended Amount** – Enter the amount of services.

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i. **Memo** – Enter comments to the supplier related to the services for that line item.

j. **Select** **Add to Cart**

The **Add to Cart** box will open. You will receive the message, “Item has been added to cart.”

k. **Select** **OK**

At this point you can continue shopping by selecting the **Continue Shopping** button, cancel your order by selecting the **Cancel button**, or you can complete your order and checkout by selecting your **shopping cart**.

Checking Out from the Cart

1. Select the **View Cart** icon.
2. Verify the items in your cart were accurately entered.
3. Select **Checkout**

Activities on the following pages are considered the “header” of the requisition. Most of the information entered in these categories will pertain to the whole order versus individual line items like it has so far in the process.
Procurement

Create Blanket Purchase Order Requisition

4. Select the appropriate **Shipping Address**.
   a. To apply this default **Ship-To Address** to all lines on the requisition, select the corresponding checkbox.
   b. To use an **Alternate Address**, select the corresponding checkbox followed by entering the alternate address.

5. Select **Next**

6. Review the **Information** fields:
   a. **Sourcing Buyer** – This field is not utilized for Create Requisition and should remain blank.
   b. **High Priority** – Do not check this box. If you have a high priority request, contact your buyer.
   c. **Memo to Suppliers** – Information entered in this field applies to all lines on the requisition and will be displayed on the Purchase Order to the Supplier.
   d. **Internal Memo (Required)** – This field must always contain the following information:
      i. primary agency contact name, phone, email;
      ii. supplier contact name, phone, email; and

iii. department or agency bill-to address

Additional information about the purchase can also be entered here (if applicable). It will not be displayed on the Purchase Order to the Supplier.

e. Select **Next**

7. Add **Attachments** to the Requisition.
   a. Select **Attachments**.
   b. Choose **Select Files** and locate the file(s) that you want to attach.
   c. Do not select **External**. The buyer will make the decision as to which documents to send to the supplier.
   d. Add comments as applicable.

Note: Attachments provide supporting documentation and are required for all Requisitions.

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8. Select Next.

9. Enter the applicable Line Defaults fields.
   a. Requested Delivery Date – This required field is for the requested delivery date and is not guaranteed or binding.
   b. Supplier – Select a Supplier here if you are utilizing the same supplier for all lines on the requisition.
   c. Select Next.

10. The Review and Submit tab will open.
    a. Verify the following information:
        ✓ Item Description
        ✓ Spend Category
        ✓ Supplier
        ✓ Quantity (goods lines)
        ✓ Unit of Measure (goods lines)
        ✓ Unit Cost (goods lines)
        ✓ Extended Cost
        ✓ Service Dates (service lines)
        ✓ Ship-To Contact
        ✓ Delivery-To
        ✓ Cost Center
        ✓ Fund

b. Enter the following line information in the following fields as applicable:
   ✓ Program
   ✓ Project
   ✓ Grant
   ✓ Capital Program
   ✓ Additional Worktags

11. Select Submit. The Requisition will be rerouted back to the Enterer’s Inbox for approval before it is sent to required approvers. If the Requisition is not complete and you would like to save the Requisition, select Save for Later. If you no longer want to continue with the Requisition select Cancel.

Note: Refer to the Approving Requisitions Job Aid. For details and instructions on approving a requisition.

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