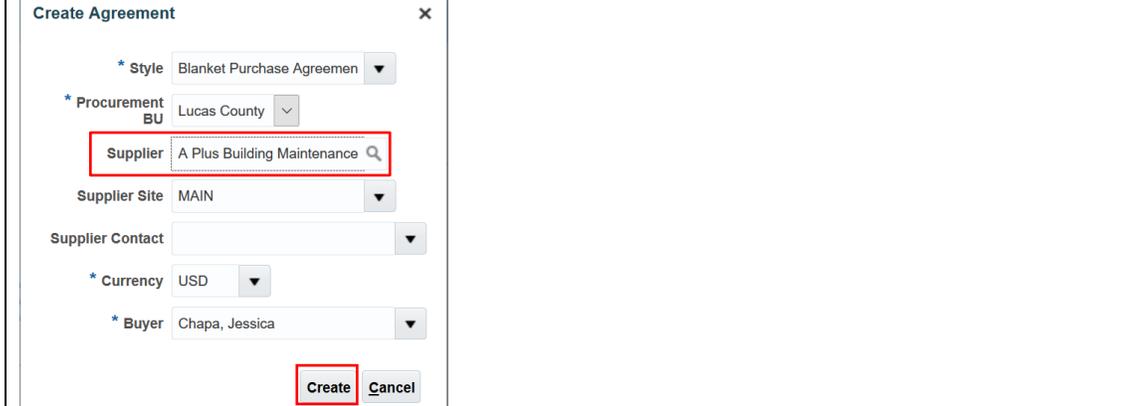
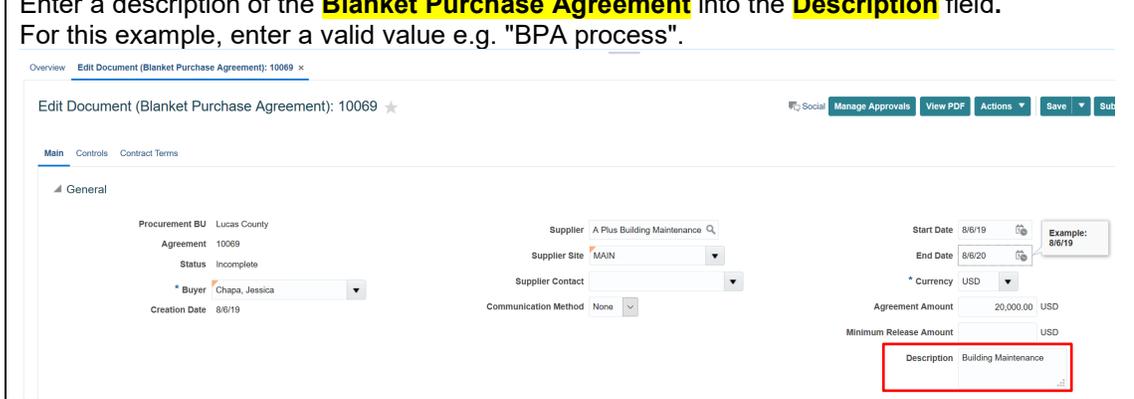
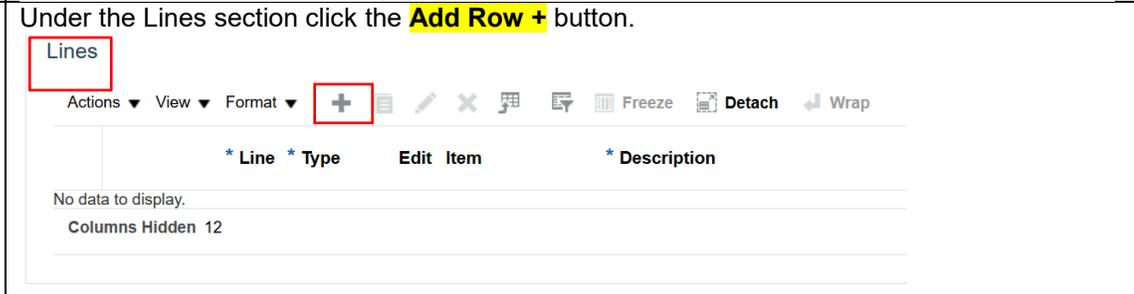


## Create and Approve Blanket Purchase Agreement

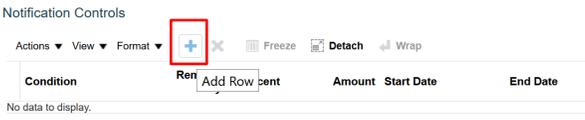
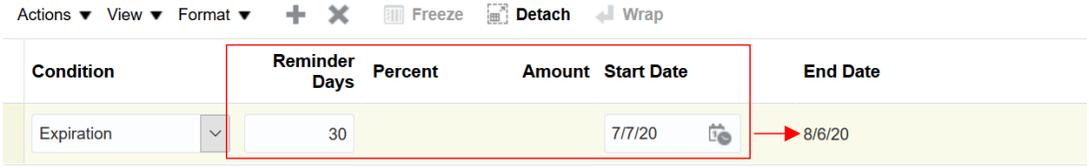
**Audience:** Requester

**Purpose:** You create blanket purchase agreements when you know the details of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules. You can use blanket purchase agreements to specify negotiated prices for your items before you purchase them. Prices for items can be negotiated on a blanket purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units. This job aid will assist you with creating and approving a blanket purchase agreement.

Step	Action
1	Log into Oracle. <b>Home Page -&gt; Procurement</b> 
2	Click the <b>Purchase Agreement</b> button.
3	Click the <b>Tasks</b> icon. 
4	Click the <b>Create Agreement</b> link.
5	Click the <b>Style</b> field and select 'Blanket Agreement'
6	Click in the <b>Supplier</b> field.
7	Enter information into the <b>Supplier</b> field.
8	Select the <b>Supplier Name</b> from the list.

	
9	Click the <b>Create</b> button.
10	Click in the <b>Start Date</b> field.
11	Enter the Start Date into the <b>Start Date</b> field. Enter a valid value e.g. "06/01/18" or Current Date.
12	Click in the <b>End Date</b> field.
13	Enter the End Date information into the <b>End Date</b> field. Enter a valid value e.g. "06/01/19".
14	Click in the <b>Agreement Amount</b> field.
15	Enter the total amount of the Agreement information into the <b>Agreement Amount</b> field. Enter a valid value e.g. "5000.00".
16	Click in the <b>Description</b> field.
17	<p>Enter a description of the <b>Blanket Purchase Agreement</b> into the <b>Description</b> field. For this example, enter a valid value e.g. "BPA process".</p> 
18	<p>Under the Lines section click the <b>Add Row +</b> button.</p> 
19	In the <b>Type</b> field select 'Amount Based'.
20	Click the <b>Description</b> field and enter line information.
22	Enter <b>Category Name</b> . Search and Select form List of values.
23	Click in the <b>Price</b> field.
24	Enter the agreement price into the <b>Price</b> field.

25	Click the <b>Add Row +</b> button.
26	In the <b>Type</b> field select 'Goods'.
27	Click the <b>Description</b> field and enter line information.
28	Enter <b>Category Name</b> . Search and select from List of values.
29	Enter <b>UOM</b> .
30	Click in the <b>Price</b> field.
31	Enter the agreement price into the <b>Price</b> field.
32	Click the <b>Add Row</b> button.
33	In the <b>Type</b> field select 'Goods'.
34	Click the <b>Description</b> field and enter line information.
35	Enter <b>Category Name</b> . Search and select from List of values.
36	Enter <b>UOM</b> .
37	Click in the <b>Price Field</b> .
38	Enter the agreement price into the <b>Price Field</b> .
39	
41	Click the <b>Controls</b> tab.
42	Scroll down to the <b>Notifications Control</b> region. Click the <b>Add Row</b> button.

	 <p>Notification Controls</p> <p>Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap</p> <p>Condition    Reminder    Add Row    Amount    Start Date    End Date</p> <p>No data to display.</p>												
43	Click in the <b>Reminder Days</b> field.												
44	Enter the number of days into the <b>Reminder Days</b> field.												
45	The <b>Start Date</b> and <b>End Date</b> values are based on the <b>Agreement End Date</b> and the number entered in the <b>Reminder Days</b> field.												
46	<p>Press <b>[Tab]</b> to move to next fields and automatically populate the values.</p>  <p>Notification Controls</p> <p>Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th>Condition</th> <th>Reminder Days</th> <th>Percent</th> <th>Amount</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Expiration</td> <td>30</td> <td></td> <td></td> <td>7/7/20</td> <td>8/6/20</td> </tr> </tbody> </table>	Condition	Reminder Days	Percent	Amount	Start Date	End Date	Expiration	30			7/7/20	8/6/20
Condition	Reminder Days	Percent	Amount	Start Date	End Date								
Expiration	30			7/7/20	8/6/20								
47	Click the <b>Save</b> button.												
48	Click the <b>Submit</b> button.												
49	<p>Click the <b>OK</b> button to acknowledge confirmation of submittal.</p>  <p><b>Confirmation</b></p> <p>The document (Blanket Purchase Agreement) 10069 was submitted for approval.</p> <p><b>OK</b></p>												