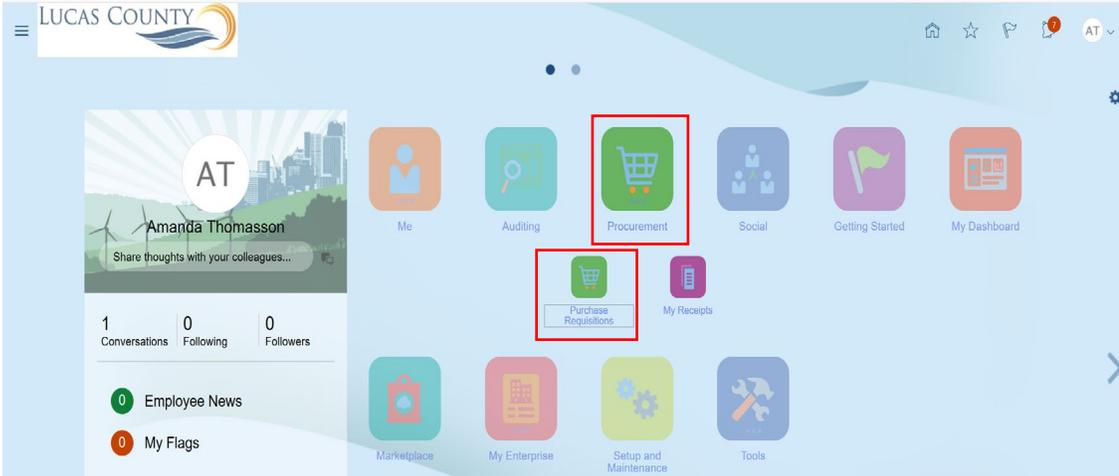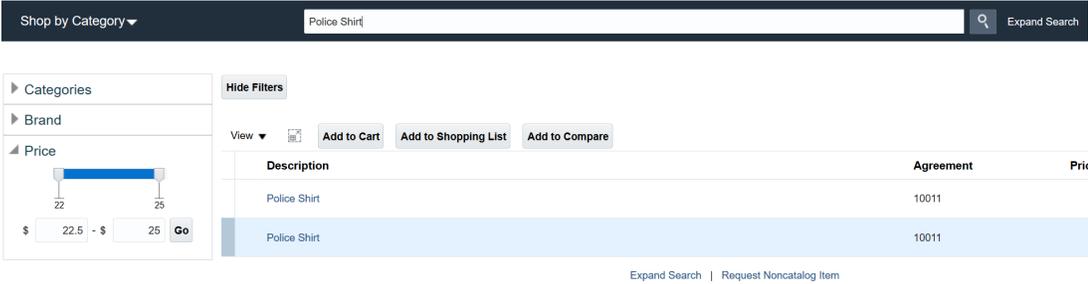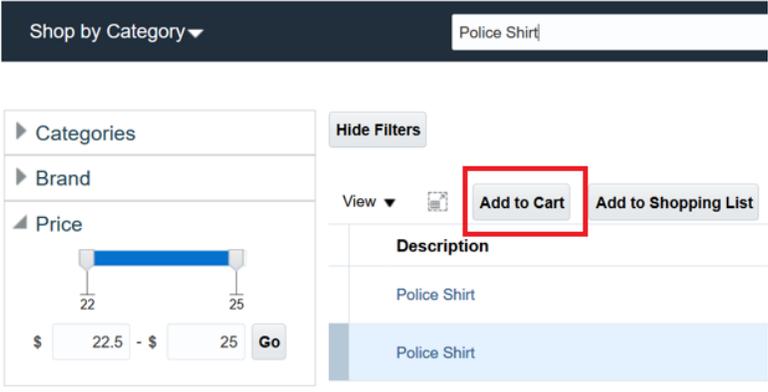# Create Requisition Referencing a BPA

Audience: Requesters

Purpose: A blanket purchase agreement (BPA) is a simplified acquisition method that government agencies use to fill anticipated repetitive needs for supplies or services. Essentially, BPAs are like "charge accounts" set up with trusted suppliers. Blanket purchase agreements and releases allow you to negotiate stable, long-term contracts while maintaining flexible delivery schedules and order quantity commitments. This job aid will assist you with creating a Requisition referencing a Blanket Purchase Agreement.

Step	Action
1	Login to Oracle. **Home Page** -> **Procurement** -> **Purchase Requisitions**
2	Click in the **Search** field.
3	Enter the item description into the **Search** field for an item on a Blanket Agreement, and click the search icon.
4	Select a line item and click the **Add to Cart** button.

5	Select another line item and click the **Add to Cart** button.
6	Click the **Shopping Cart** icon and click **Review.**
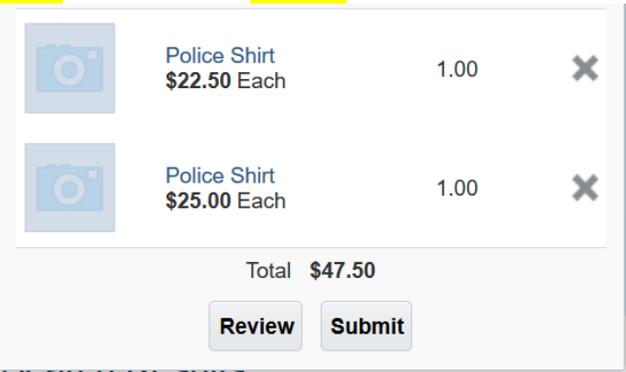
7	Select Y/N option for ***State Contract - If yes, please insert Contract Number.**
8	Enter if 'Y' is selected enter a number in the **State Contract Number** field.
9	Select Y/N ***Sole Source** ("If yes please attach proof of Sole Source").
10	Select Y/N ***Resolution Attached**.
11	Select Y/N ***Will Services be performed on Lucas County property?**
12	Click the **Check Funds** button.
13	Click the **OK** button.
14	Click the **Manage Approvals** button to view the Approval routing.
15	Click the **Back** button.
16	Click the **Submit** button.
17	Click the **OK** button.