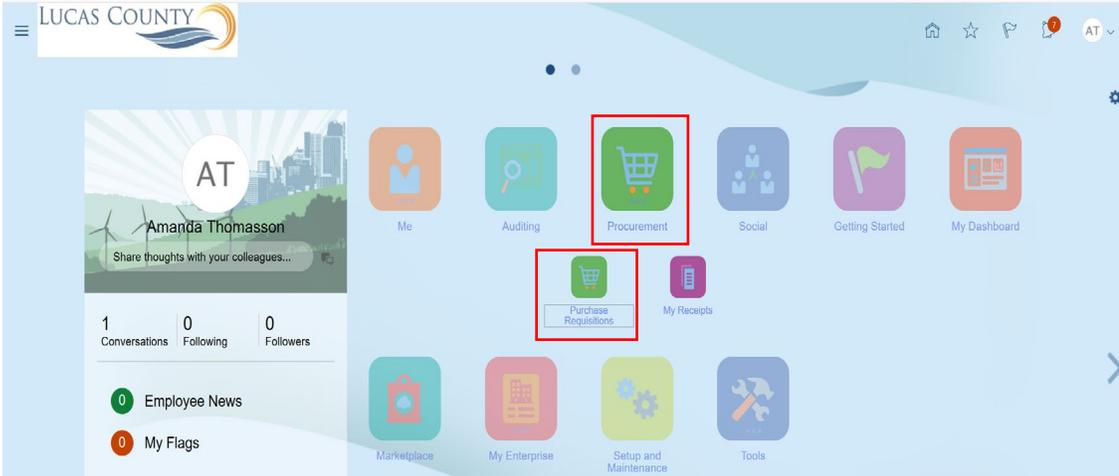
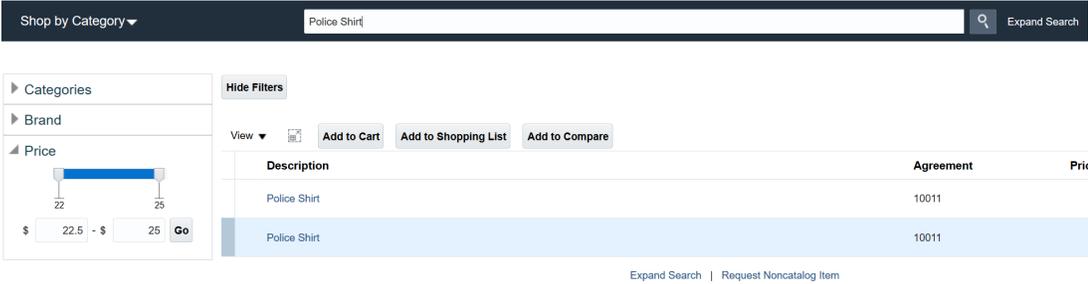
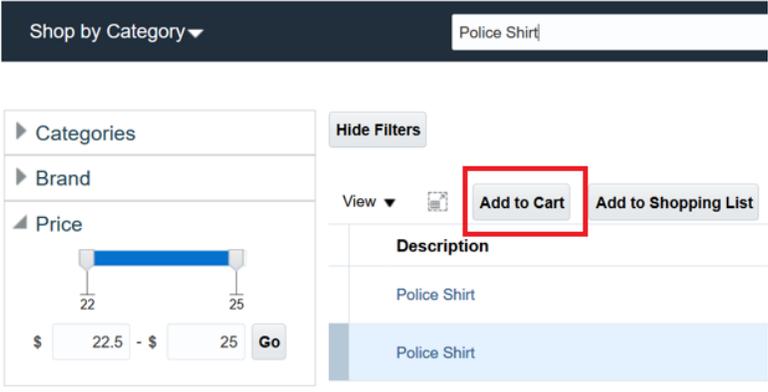
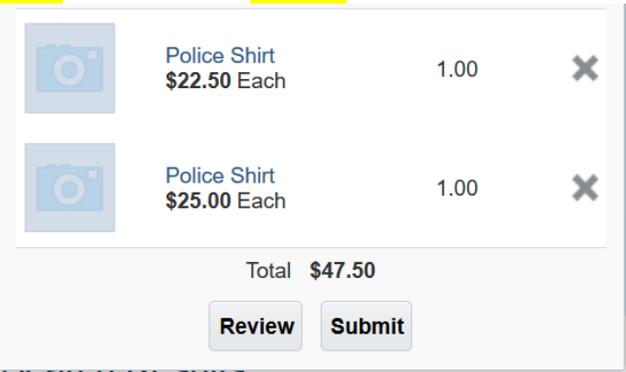


Create Requisition Referencing a BPA

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	<p>Login to Oracle. Home Page -> Procurement -> Purchase Requisitions</p>  <p>The screenshot shows the Oracle Procurement Home Page for user Amanda Thomasson. The 'Procurement' icon is highlighted with a red box, and the 'Purchase Requisitions' icon is also highlighted with a red box.</p>									
2	Click in the Search field.									
3	<p>Enter the item description into the Search field for an item on a Blanket Agreement, and click the search icon. </p> <p>Search Results</p>  <p>The screenshot shows search results for 'Police Shirt'. A table lists the results with columns for Description, Agreement, and Price.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Agreement</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Police Shirt</td> <td>10011</td> <td></td> </tr> <tr> <td>Police Shirt</td> <td>10011</td> <td></td> </tr> </tbody> </table>	Description	Agreement	Price	Police Shirt	10011		Police Shirt	10011	
Description	Agreement	Price								
Police Shirt	10011									
Police Shirt	10011									
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	<p>Click the Shopping Cart icon and click Review.</p> 
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.