

The University of Texas at Tyler

Procedures for Entering Blanket POs in PeopleSoft

Please follow the navigation directions, and initial steps found on the “**Create Requisition**” procedures until you get to the following step:

On requisition, **Checkout – Review and Submit** page:

1. Click the **Line Details** icon at the end of the line you want to pay as ‘**Amount Only**’.
2. It will take you to the next screen, ‘**Line Details**’.
3. Check the **Amount Only** box and click OK.
4. The screen returns to the **Checkout - Review and Submit** page.
5. Add a comment to the box at the bottom of the **Checkout - Review and Submit** page and check the box for ‘**Shown at Voucher**’.
6. Proceed with your requisition as normal (see the **Create Requisition** procedures).

CLICK THE LINE DETAILS ICON AT THE END OF THE LINE.

Checkout - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

Business Unit: UT Tyler
 *Requester: Sheila Kay Darcey
 *Currency:
 Requisition Name:
 Priority:
 Custom Fields

Cart Summary: Total Amount 5,000.00 USD

Expand lines to review shipping and accounting details Add More Items

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Ornelas Data & Cable TV servic		APOGEE TELECOM INC	1.0000	Each	5000.0000	5000.00	Details	<input type="text" value="Add"/>	<input type="text" value="Delete"/>

Select All / Deselect All Select lines to:

Total Amount 5,000.00 USD

NEXT SCREEN, CHECK THE AMOUNT ONLY BOX AND CLICK OK.

Line Details

No Image Line 1 Ornelas Data & Cable TV servic Line Status: Open

Item Details

Merchandise Amount	5000.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	83111801	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	<input type="text" value="Services"/>	<input type="checkbox"/> Inspection Required
Buyer	<input type="text" value=""/>	

Buyer Information

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher Add more Comments and Attachments