

Entering “Amount Only” Lines on a Requisition

Procedures for entering Amount Only lines on a Requisition which results in a blanket purchase order.

Amount Only

“Amount Only” refers to a line setting on a purchase order that allows a balance to be carried and be vouchered against multiple times. These one-line purchase orders are commonly referred to as Blanket POs, but it’s also possible for a purchase order to have multiple amount only lines.

Please note the following:

- 1 When creating a requisition, follow the navigation directions and initial steps found on the “Create Requisition” procedures Job Aid. Amount Only is set on the **Checkout – Review and Submit** page (see following slides for instructions).
- 2 Amount Only lines can only be for services (not goods) and have the quantity of 1.
- 3 If a purchase order has already been dispatched that you want to change to Amount Only, please fill out a Purchase Order Change Request (POCR) form found in DocuSign Templates. This is not possible if the line has an already paid voucher attached to it.

Create Requisition: Checkout – Review and Submit

- To make Amount Only
 - Ensure Quantity is 1
 - Click the Line Details icon

Details



Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit UT Tyler
*Requester Daniel Lee Pippin
*Currency
Requisition Name
Priority
[Custom Fields](#)

Cart Summary: Total Amount 20.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines [?](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	
▶ <input type="checkbox"/> 1	Items		LIMBS & THINGS, INC	<input type="text" value="1.0000"/>	Each	20.0000	20.00		Add		
<input type="checkbox"/> Select All / Deselect All											
Select lines to:			Add to Favorites	Add to Template(s)	Delete Selected	Mass Change					
							Total Amount	20.00 USD			

Shipping Summary

[Edit for All Lines](#)

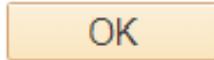
Ship To Location PHY108
Address 3201 Old Glory Rd
Tyler, TX 75799

Create Requisition: Line Details

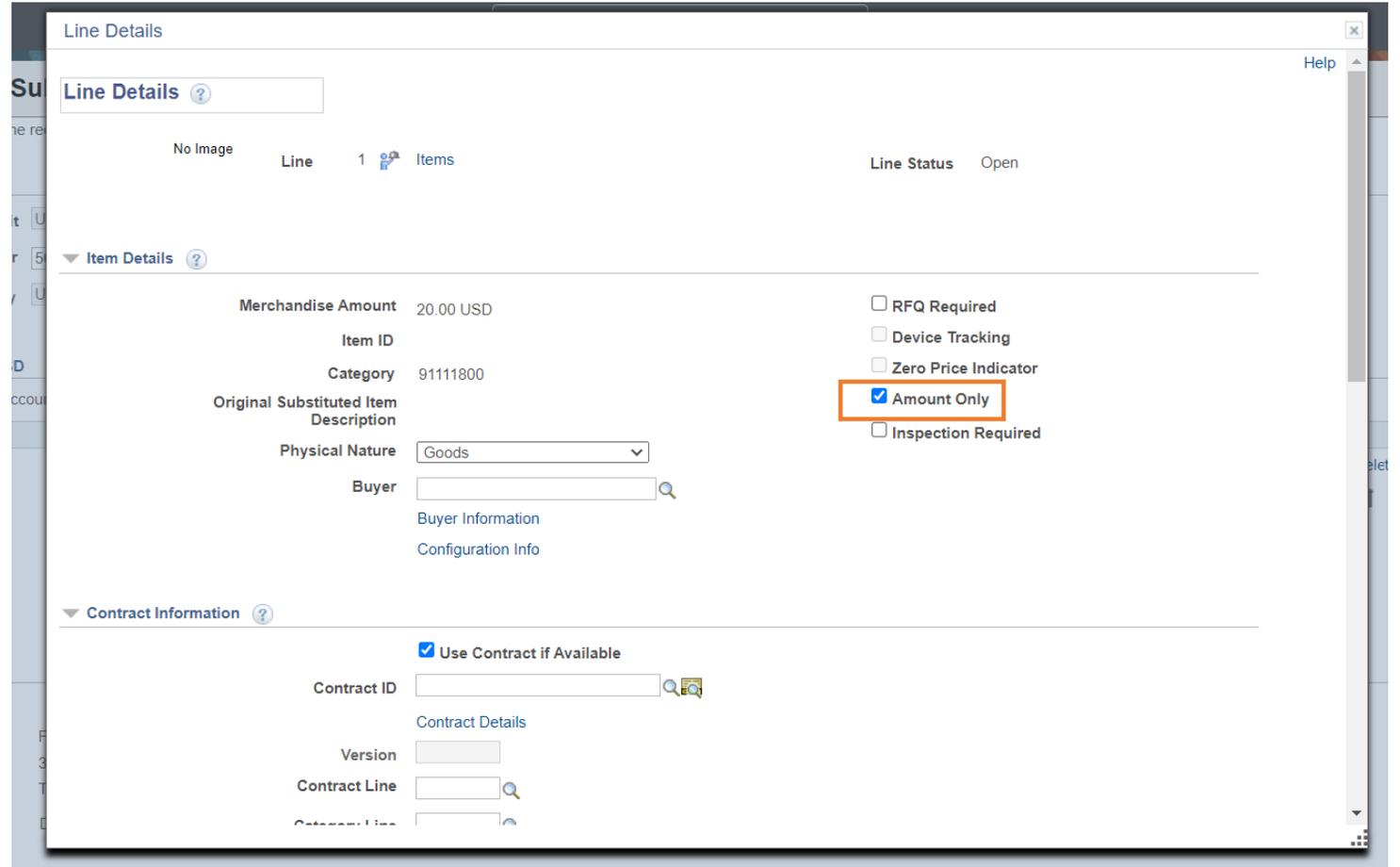
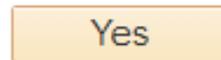
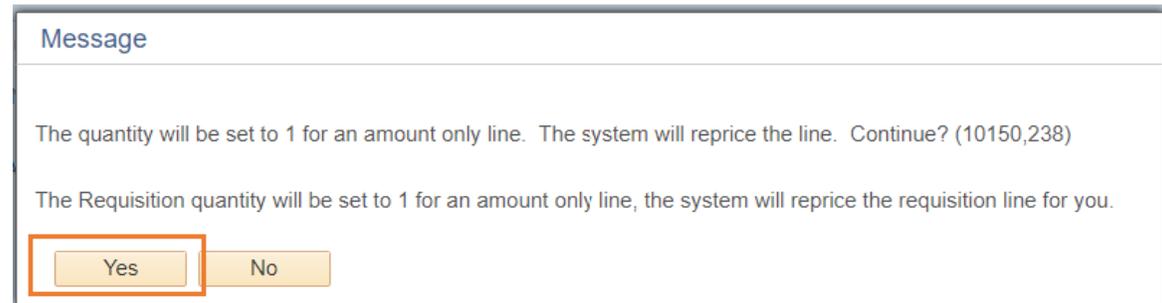
- Check the Amount Only box



- Scroll down and Click OK



- A message box will pop-up warning that the line will be repriced if quantity is not 1. Click Yes.

The screenshot shows a 'Line Details' window. At the top, it says 'Line 1 Items' and 'Line Status Open'. Under 'Item Details', 'Merchandise Amount' is 20.00 USD and 'Category' is 91111800. The 'Physical Nature' is set to 'Goods'. On the right side, there are several checkboxes: 'RFQ Required', 'Device Tracking', 'Zero Price Indicator', 'Amount Only' (which is checked and highlighted with a red box), and 'Inspection Required'. Below this, under 'Contract Information', the 'Use Contract if Available' checkbox is also checked. There are search fields for 'Contract ID', 'Contract Line', and 'Category Line'. The 'Contract Details' section is partially visible.The message dialog box has a title bar that says 'Message'. The main text reads: 'The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)' followed by 'The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

Create Requisition: Comments

- When the screen returns to Checkout – Review and Submit, add comment for Blanket PO and check the “Shown at Voucher” box.
- Proceed with Requisition per Create Requisition procedures

Checkout - Review and Submit

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete		
▶ <input type="checkbox"/> 1	item		LIMBS & THINGS, INC	1.0000	Each	20.00000	20.00		Add			
<input type="checkbox"/> Select All / Deselect All								Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Mass Change
							Total Amount	20.00 USD				

Shipping Summary

Edit for All Lines

Ship To Location PHY108
Address 3201 Old Glory Rd
Tyler, TX 75799
Attention To Daniel Lee Pippin
Comments

Requisition Comments and Attachments

Enter requisition comments

Blanket PO

Send to Supplier Show at Receipt Shown at Voucher

[Add more Comments and Attachments](#)

Procurement Services

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