

## Blanket Purchase Order (BPO) Contracts

# Guided **BU**ying Terminology

**Guided **BU**ying** provides an intuitive shopping experience, streamlined approvals, and the ability to easily view PRs and POs.



## **Guided **BU**ying**

A central location to purchase a wide selection of products and services from a variety of registered suppliers.

***SRM Term: Terrier Marketplace***



## **Personal Profile**

User settings including delivery address, floor and room number, and cost object.

***SRM Term: Personalization***



## **Approval Workflow**

Sequence of steps wherein approvers can edit and must approve or deny a PR.



## **Ariba Network**

A marketplace for suppliers and buyers to transact digitally.

# PR Terminology



## Purchase Requisition (PR)

Process to purchase products/services.

A PR generates a PO.

**SRM Term: Shopping Cart**



## Purchase Order (PO)

Document issued by the University to a registered supplier which commits the University to the purchase of products/services and in most cases, establishes the terms and conditions.

PO numbers will follow a new pattern, 55xxxxxxx.



## Guided **BU**ying Catalog Order

Requisitions created to purchase through catalogs in **Guided**

**BU**ying.

**SRM Term: Terrier Marketplace Cart**



## Ad Hoc Request (Standard)

Requisitions created when you cannot find what you need in **Guided BU**ying.

**SRM Term: Material Cart**



## Ad Hoc Request (Amount Based)

Requisitions created when you are unsure the final amount to be spent.

**SRM Term: Limit Order**



## Blanket Purchase Order (BPO)

Process used to purchase products/services off a contract which suppliers can invoice directly against. **Note:** BPOs do not encumber funds and are only set up by Sourcing & Procurement.

# Blanket Purchase Order (BPO) Contract Types

A Blanket Purchase Order (BPO) Release Contract contains catalog items that are governed by the terms of the contract and is available to Requisitioners to purchase from in **Guided BUying**. A maximum amount can be defined.

## Blanket Purchase Order (BPO) - Release

- **Example:** A service that Sourcing & Procurement makes available to the entire University at set rates. For example, translation services that are used by a variety of departments.
- **Supplier:** Depending on how the contract is set up, suppliers will be able to see the full amount of the BPO. Suppliers will have to wait for a PO to start invoicing and will invoice like they would do a PO-Flip.
- **Requisitioners:** Shop off contract in **Guided BUying** and can adjust accounting and shipping on the PR at check out.

# Blanket Purchase Order (BPO) Contract Types

A Blanket Purchase Order (BPO) Non-Release Contract is governed by the terms of the contract and is available to suppliers to directly invoice against. A maximum amount must be defined when creating the contract. These contracts can be used for materials and services, fixed and recurring fees, and costs and expenses.

## Blanket Purchase Order (BPO) – Non-Release

- **Example:** Services that are used by a single department per contract and have set rates. For example, service technicians that are called by the HVAC facilities team.
- **Supplier:** Depending on how the contract is set up, suppliers will be able to see the full amount of the BPO. The BPO will look very similar to a PO on the Ariba Network and suppliers can directly invoice against the contract.
- **Requisitioners:** Need to approve the invoice at which point they can adjust the accounting including cost objects.