Blanket Purchase Order (BPO) Contracts
**Guided BUying Terminology**

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

- **Guided BUying**
  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*

File 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, 55xxxxxx.

Guided BUying Catalog Order
Requisitions created to purchase through catalogs in Guided BUying.
*SRM Term: Terrier Marketplace Cart*

Ad Hoc Request (Standard)
Requisitions created when you cannot find what you need in Guided BUying.
*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.
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.