

## 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.



### **Personal Profile**

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



### **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.



## Purchase Requisition (PR)

Process to purchase products/services.  
A PR generates a PO.



## 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 follow the pattern 55xxxxxxx.



## Guided **BU**ying Catalog Order

Requisitions created to purchase through catalogs in **Guided BU**ying.



## Non-Catalog Request (Standard)

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



## Non-Catalog Request (Amount Based)

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



## 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 Procure to Pay.

## BPO Release Contract

- **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.

**Example:** A service that Procure to Pay 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.

## BPO Non-Release Contract

- **A Blanket Purchase Order (BPO) Non-Release Contract** is governed by the contract terms 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.

**Example:** Services that are used by a single department per contract and have set rates, such as 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.