Magnetic Springs Water Delivery – Workday
Requisition for Blanket Purchase Order

Requisition for blanket purchase orders will be entered to cover one fiscal year, July 1 - June 30.

1. Search Create Requisition in Workday.
2. Requisition Type: Blanket Purchase Order
3. Confirm Delivery-To address includes a room and floor.
4. Enter Worktags.
5. Click OK
6. Select an Option: Request Non-Catalog Items

- Select an Option
  - Request Non-Catalog Items

If you can't find what you are looking for in Buckeye Buy, then you need to submit a non-catalog request for your goods or services.

7. Enter Request Goods line.
   a. Item Description: Regular Hot & Cold Bottled Water Cooler/Dispenser
   b. Spend Category: Beverages - Nonalcoholic (SC10410)
   c. Supplier: Magnetic Springs Water Co.
   e. Quantity: 1
   f. Unit Cost: 0.00
   g. Unit of Measure: Unit
   h. Enter a full business purpose in the Memo field.
      i. E.g.: "Drinking water for office/business use July 1, 2021, through June 30, 2022. Three 5-gallon bottles every month. This includes one water dispenser at no cost."
      ii. Click Add to Cart at the bottom of the screen.

8. Enter Request Services line.
   a. Item Description: Type the specific amount of water bottles and frequency of the deliveries.
      i. E.g.: “Three 5-gallon bottles of drinking water every month.”
   b. Spend Category: Beverages - Nonalcoholic (SC10410)
   c. Supplier: Magnetic Springs Water Co.
   e. Start Date: 7/1/2021
   f. End Date: 6/30/2022
   g. Extended Amount: Calculate the amount to cover the quantity and frequency of deliveries for the entire fiscal year.
h. Memo: **Type in the business purpose including the quantity and frequency.**
   i. E.g.: “Drinking water for office/business use July 1, 2021, through June 30, 2022. Three 5-gallon bottles every month. This includes one water dispenser at no cost.”

   i. Click **Add to Cart** at the bottom.

   ![Service Request Details](image)

   9. Navigate to the top right of the Workday window to view the cart. It will have 2 items in it. Click to open.

   10. Click **Checkout**

   11. Memo to Suppliers: Enter **full business purpose and copy into Internal Memo field.**

   12. Check over service and goods lines for any additional information needed.

   13. Click **Submit** for processing.

   ![Cart Icon](image)

   **Note:**
   - This is the same process for any contracted/catalog supplier that are done with a Blanket Purchase Order.
   - Example: Martin Carpet Cleaning for Ag Admin.