**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**

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.”
   i. 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. Internal Memo: **Enter full business purpose, including previous PO# if applicable**

12. Memo to Suppliers: **Reference any quote numbers or information suppliers need to be aware of.** *(Location details, delivery schedule, account number, etc.)*
   a. **Add department contact name, email address, and phone number.**

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

14. Click **Submit** for processing.

**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.