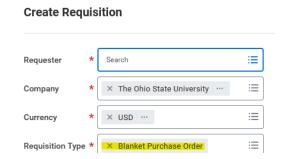# Magnetic Springs Water Delivery – Workday Requisition for Blanket Purchase Order

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

1. Search **Create Requisition**
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***

Create Requisition

Requester	*	Search
Company	*	× The Ohio State University ···
Currency	*	× USD ···
Requisition Type	*	× Blanket Purchase Order

7. Enter ***Request Service*** line*.*
   a. Item Description: ***Term order for Drinking water for office/business use July 1, xxxx, through June 30, xxxx. Three 5-gallon bottles every month . This includes one water dispenser at no cost.***
   b. Spend Category: ***Beverages - Nonalcoholic (SC10410)***
   c. Supplier: ***Magnetic Springs Water Co.***
   d. Supplier Contract: **SPC-1000000254: UNIV: 18-WATERSERVICES- MagneticSprings**
   e. Start Date: **7/1/xxxx**
   f. End Date: **6/30/xxxx**

Spend Category *	× Beverages - Nonalcoholic (SC10410)
Supplier	× MAGNETIC SPRINGS WATER CO
Supplier Contract	× SPC-1000007636: UNIV: 18-WATERSERVICES-MagneticSprings

   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, xxxx, through June 30, xxxx. Three 5-gallon bottles every month. This includes one water dispenser at no cost."*

Add to Cart

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

8. Navigate to the top right of the Workday window to view the cart. It will have 1 item in it. Click to open.
9. Click ***Checkout***
10. Internal Memo: ***Enter full business purpose, including previous PO# if applicable***
11. Memo to Suppliers: ***Reference any account or 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.***

Submit

12. Check over service line for any additional information needed.
13. Click ***Submit*** for processing.

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