



Requisition for Services or Blanket Orders A Requestor's Quick Guide

Shopping is Easy in ePro!



Disclaimer:

Blanket Orders are NOT to be used for assets or controlled items. All assets and controlled items MUST be ordered via Catalog or Non-Catalog requisitions.



Creating a Service Request / Blanket Order

From the Shopping Home Page, navigate to the Forms section under the Showcases menu. Click 'Service Request / Blanket Order' to begin.

The screenshot displays the UNTS Shopping Home Page. At the top, there is a navigation bar with links for 'UNT SYSTEM', 'UNT', 'isc', and 'UNT DALLAS'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a banner for 'JAGGAER revised its Service Privacy Policy effective May 25, 2018'. The main content area is titled 'Shop • UNTS Shopping Home Page'. There are two tabs: 'Approver's Dashboard' and 'UNTS Shopping Home Page'. The 'Shop' section has a green header and a search bar. Below the search bar, there are two tabs: 'Simple' and 'Advanced'. To the right of the search bar, there are links for 'Go to: Favorites | Forms | Non-Catalog Item | Service Item | Quick Order' and 'Browse: Suppliers | Categories | Contracts'. Below the search bar, there are three sections: 'Organization Message', 'Quick Links', and 'Showcases'. The 'Showcases' section is highlighted with a green background. Below the 'Showcases' section, there is a 'Forms' section with two links: 'Payment Request' and 'Service Request / Blanket Order'. An arrow points from the 'Showcases' section to the 'Service Request / Blanket Order' link.



Creating a Service Request / Blanket Order

The screenshot shows the E-PRO system interface. At the top left is the E-PRO logo. The header includes 'UNT SYSTEM | UNT | hsc | UNT DALLAS' and a user menu 'All'. Below the header is a navigation bar with 'Shop > Shopping > View Forms'. A dark banner contains a privacy policy notice: 'JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.' The main content area is titled 'Service Request / Blanket ...' and includes a 'Back to Shopping Home' link. The form details are: Form Number 895876, Purpose Procurement Request, and Status Incomplete. The 'Instructions' section contains the following text: 'Please use the form to request for Services or Blanket Order. Blankets are to be used for goods that will be ordered on a repetitive basis and with the expected total amount to be spent. Blankets are good for one fiscal year only and cannot be used for assets or controlled items. Bid thresholds still apply to blankets. Note: Blankets are not to be used for assets or controlled items.' A green 'Next >' button is located at the bottom right of the instructions area, with a black arrow pointing to it. The left sidebar contains various icons for navigation.

The Instructions page is displayed. Take a moment to familiarize yourself and click 'Next' to proceed.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | ISC | UNT DALLAS

Shop > Shopping > View Forms

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[Back to Shopping Home](#)

Service Request / Blanket ...

Form Number **895876**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details - Note: Form Nam... ✓

Suppliers ⚠

Form Fields ⚠

Review and Submit

Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.

[Request Actions](#) | [History](#) | ?

Form Name * ←

Purpose Procurement Request

Template Title [Service Request / Blanket Order](#)

Form Type ServicesForm

Currency ▾

★ Required

[Previous](#) [Save Progress](#) [Next](#) ▸

The Details page is displayed. The Form Name will be the name of the corresponding line on the PO, so update it accordingly. Click 'Next'.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | Iisc² | UNT DALLAS

Shop > Shopping > View Forms

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< Back to Shopping Home

Line Name Goes Here

Form Number **895876**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details - Note: Form Nam... ✓

Suppliers ⚠

Form Fields ⚠

Review and Submit

Suppliers Request Actions | History | ?

Supplier Please select a fulfillment center below.

Manually Add Suppliers

Search Registered Suppliers

Supplier ←

Zip Code Within ▾

Clear

< Previous

Enter the supplier's name or ID number and click 'Search'.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | UNT DALLAS

Shop > Shopping > View Forms

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[Back to Shopping Home](#)

Line Name Goes Here

Form Number: 895876
Purpose: Procurement Request
Status: Incomplete

Instructions

Details - Note: Form Nam... ✓

Suppliers ⚠

Form Fields ⚠

Review and Submit

Suppliers

Supplier: Please select a fulfillment center below.

[Request Actions](#) | [History](#) | ?

[Manually Add Suppliers](#)

Search Registered Suppliers

Supplier:

Zip Code: Within

[Clear](#) [Search](#)

Page 1 of 7 1-20 of 132 Results 20 Per Page

Supplier Name	Doing Business As	Fulfillment Centers	Action
Brame,Donald Charles Smith		<p>000-Dallas: (preferred) 500 S Ervay St Unit 202, Dallas, Texas 75201 United States</p> <p> Fulfillment Center 1 500 S Ervay St Unit 202, Dallas, Texas 75201 United States</p>	<p>Select</p> <p>Select</p>
Casey-Smith,Cristal		<p>000-Aubrey: (preferred) 1313 Coyote Ridge, Aubrey, Texas 76227 United States</p>	<p>Select</p>
Christopher Smith dba Labrador Robotics		<p>000-Richland: (preferred) 4942 Smitty Dr, Richland, Washington 99352 United States</p>	<p>Select</p>

[Previous](#) [Next](#)

From the search results, click 'Select' for the intended supplier, then click 'Next'. **Do not select the Fulfillment Center 1 option if available.**



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | hsc | UNT DALLAS

Shop > Shopping > View Forms

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Back to Shopping Home

Line Name Goes Here

Form Number 895876
Purpose Procurement Request
Status Incomplete

Instructions

Details - Note: Form Nam... ✓
Suppliers ✓

Form Fields ⚠

Review and Submit

Form Fields - Service Form / Blanket Order

Request Actions | History ?

★ Response Is Required
🔍 Field Name Is Searchable

Instructions

Please complete this form for Service Request or Blanket Order.
Note: Blankets are not to be used for assets or controlled items.

Request Type

Is this a Service Request or Blanket Order? *

Service Request
 Blanket Order

< Previous Save Progress Next >

The Form Fields page is displayed. Select 'Service Request' or 'Blanket Order', then click 'Next'.

Reminder: Blanket Orders are NOT to be used for assets or controlled items. All assets and controlled items MUST be ordered via Catalog or Non-Catalog requisitions.



Creating a Service Request

UNT SYSTEM | UNT | UNT DALLAS

Shop > Shopping > View Form

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< Back to Shopping Home

Line Name Goes Here

Form Number 895876
Purpose Procurement Request
Status Incomplete

Instructions

Details - Note: Form Nam... ✓
Suppliers ✓

Form Fields ▲

Review and Submit

Form Fields - Service Form / Blanket Order Request Actions | History ?

★ Response Is Required
🔍 Field Name Is Searchable

▼ **Instructions**

Please complete this form for Service Request or Blanket Order.
Note: Blankets are not to be used for assets or controlled items.

▼ **Request Type**

Is this a Service Request or Blanket Order? *

Service Request
 Blanket Order

▼ **Service Description**

Please complete all the required fields marked with a star.

Service Short Description *

Service Description * ?

2000 characters remaining

▼ **Pricing**

Service Total Amount

Service Cost *	Quantity *	Total
USD	1	0.00 USD

Commodity Code * - Edit

Service Start Date * 🔍

m/m/dd/yyyy

Service End Date * 🔍

m/m/dd/yyyy

< Previous Save Progress Next >

Help Text is available anywhere the question mark is displayed.

The rest of the Form Fields page is displayed. Enter the necessary information and select the appropriate Commodity Code. Click 'Next'.

For Blanket Orders, see the next slide.



Creating a Blanket Order

UNT SYSTEM | UNT | UNT DALLAS

Shop > Shopping > View Forms

Purpose: Procurement Request
Status: Incomplete

response is required
Field Name is Searchable

Instructions

Details - Note: Form Nam... ✓

Suppliers ✓

Form Fields ▲

Review and Submit

Instructions

Please complete this form for Service Request or Blanket Order.
Note: Blankets are not to be used for assets or controlled items.

Request Type

Is this a Service Request or Blanket Order? *

Service Request
 Blanket Order

Blanket Order Description

Blanket Order Short Description *

Blanket Order Description *

2000 characters remaining

Pricing

Blanket Order Total Amount

Blanket Amount *	<input type="text"/>	USD	Quantity *	1	Total	0.00 USD
------------------	----------------------	-----	------------	---	-------	----------

Commodity Code *

Blanket Order Start Date * Q

mm/dd/yyyy

Blanket Order End Date * Q

mm/dd/yyyy

This blanket order will not to be used for assets or controlled items. *

I agree

< Previous Save Progress Next >

The rest of the Form Fields page is displayed. Enter the necessary information, select the appropriate Commodity Code, and select 'I agree' to confirm that you will not use the Blanket Order for assets or controlled items. Click 'Next'.



Creating a Service Request / Blanket Order

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[Back to Shopping Home](#)

Line Name Goes Here

Form Number **895876**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details - Note: Form Nam... ✓
Suppliers ✓
Form Fields ✓

Review and Submit

Review and Submit Request Actions History ?

✓ Required Fields Complete

Section	Progress
Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

[Previous](#) [Add to Favorites](#) [Add and go to Cart](#)

If all pages are complete, and no more lines are needed, click 'Add and go to Cart'.

If additional lines are needed, proceed to the next page. Otherwise, skip to slide 18.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | HSC | UNT DALLAS

Shop > Shopping > View Forms

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< Back to Cart

Line Name Goes Here

Form Number 895928
Purpose Procurement Request
Status On Document

Instructions

Details - Note: Form Nam... ✓

Suppliers ✓

Form Fields ✓

Review and Submit

Review and Submit Request Actions History ?

✓ Required Fields Complete

Section	Progress
Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

< Previous Add to Favorites Add and go to Cart

- Add and go to Cart
- Save to Cart and Add Another
- Add to Cart and Return
- Add to new Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision

To add an additional line, click the downward arrow, then click 'Save to Cart and Add Another'.



Creating a Service Request / Blanket Order

The screenshot shows the E-PRO system interface. At the top, there is a navigation bar with 'UNT SYSTEM | UNT | hsc | UNT DALLAS' and a breadcrumb trail 'Shop > Shopping > View Forms'. A privacy policy banner is visible below the navigation. The main content area is titled 'Line Name Goes Here' and contains the following information:

Form Number	896125
Purpose	Procurement Request
Status	Incomplete

Below this table is a section titled 'Instructions' with a list of items and their completion status:

- Details - Note: Form Nam... ✓
- Suppliers ✓
- Form Fields ✓
- Review and Submit

The main instructions text reads: "Please use the form to request for Services or Blanket Order." Below this, it states: "Blankets are to be used for goods that will be ordered on a repetitive basis and with the expected total amount to be spent. Blankets are good for one fiscal year only and cannot be used for assets or controlled items. Bid thresholds still apply to blankets." A note follows: "Note: Blankets are not to be used for assets or controlled items." At the bottom right of the instructions area, there is a green button labeled 'Next >' with a black arrow pointing down to it.

The Instructions page appears again. Click 'Next'.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | hsc | UNT DALLAS

Shop > Shopping > View Forms

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[Back to Manage Forms](#)

Line Name Goes Here

Form Number **896125**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details - Note: Form Nam... ✓

Suppliers ✓

Form Fields ✓

Review and Submit

Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.

Request Actions | History | ?

Form Name * ←

Purpose Procurement Request

Template Title [Service Request / Blanket Order](#)

Form Type ServicesForm

Currency

★ Required

← Previous **Save Progress** Next →

The Details page appears again. The Form Name will be the name of the corresponding line on the PO, so update it accordingly. Click 'Next'.

NOTE: This form/line name MUST be distinct from all other line names for this order.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | hsc | UNT DALLAS

Shop > Shopping > View Forms

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[Back to Manage Forms](#)

2nd Line Name Goes Here

Form Number **896125**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details - Note: Form Nam... ✓

Suppliers ✓

Form Fields ✓

Review and Submit

Suppliers Request Actions History ?

Supplier [Brame,Donald Charles Smith](#)
000-Dallas: 500 S Ervay St Unit 202, Dallas, Texas 75201 United States

[Manually Add Suppliers](#)

Search Registered Suppliers

Supplier

Zip Code Within

[Clear](#) [Search](#)

[Previous](#) [Next](#)

The Suppliers page appears again. You can not submit requisitions for multiple suppliers at once, so click 'Next'.



Creating a Service Request / Blanket Order

Shop > Shopping > View Forms

Status **Incomplete** Field Name Is Searchable

Instructions

Details - Note: Form Nam... ✓

Suppliers ✓

Form Fields ✓

Review and Submit

On this page

- Request Type (1)
- Service Description (2)
- Pricing (7)

Instructions

Please complete this form for Service Request or Blanket Order.
Note: Blankets are not to be used for assets or controlled items.

Request Type

Is this a Service Request or Blanket Order? *

Service Request
 Blanket Order

Service Description

Please complete all the required fields marked with a star.

Service Short Description *

This is an example.

Service Description *

Our department has created this example request in order to demonstrate how Service Requests / Blanket Orders are created.

1978 characters remaining

Pricing

Service Total Amount

Service Cost *	111.00	USD	Quantity *	1	Total	111.00 USD
----------------	--------	-----	------------	---	-------	------------

Commodity Code * 00500 - ABRASIVES

Service Start Date *

02/05/2024
mm/dd/yyyy

Service End Date *

02/05/2024
mm/dd/yyyy

The Form Fields page appears again. Notice that all the information input for the first line appears here as well. None of these sections are required to be unique, but you may change them as needed. When all fields reflect the intended information for the additional line, click 'Next'.

NOTE: Different form types can not be mixed on a single requisition. Do not attempt to change the second line to a Blanket Order or Vice Versa.



Creating a Service Request / Blanket Order

UNT SYSTEM | UNT | hsc | UNT DALLAS

Shop > Shopping > View Forms

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[Back to Shopping Home](#)

Line Name Goes Here

Form Number **895876**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details - Note: Form Nam... ✓
Suppliers ✓
Form Fields ✓

Review and Submit

Review and Submit Request Actions History ?

✓ Required Fields Complete

Section	Progress
Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

[Previous](#) [Add to Favorites](#) [Add and go to Cart](#)

If all pages are complete, and no more lines are needed, click 'Add and go to Cart'.

If additional lines are needed, repeat from slide 12.



Creating a Service Request / Blanket Order

The screenshot shows the E-PRO system interface. At the top, there's a navigation bar with 'UNT SYSTEM | UNT | UNT DALLAS' and a search bar. Below that, a banner for 'JAGGAER revised its Service Privacy Policy' is visible. The main content area is titled 'Shopping Cart • Shopping Cart'. On the right side of this area, there is a green 'Proceed To Checkout' button with an arrow pointing to it. Below the button, there are several form fields: 'Priority' (Normal), 'Delivery Location' (with a red 'Required' error message and an arrow pointing to it), 'Prepared for' (Owain Snyder), 'Ad-Hoc Approver' (Select), and 'Is Supplier a Foreign Vendor?' (checkbox). Below these fields, there is a section for '1 Item' with details for 'Brame, Donald Charles Smith · 1 Item · 111.00 USD'. The 'SUPPLIER DETAILS' section shows '000-Dallas : 500 S Ervay St Unit 202, Dallas, T...'. Below this is a table with columns: Item, Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price. The table contains one row: '1 Service Total Amount' with 'Procurement Request: Line Name Goes Here', 'Unit Price: 111.00', 'Quantity: Qty: 1', and 'Ext. Price: 111.00'. On the right side of the cart, there is a 'Summary' panel with a red error message: 'Correct these issues. You are unable to proceed until addressed.' Below the error message, it says 'Required: Delivery Location'. The 'Details' section shows 'For Owain Snyder' and a 'Total (111.00 USD)' section with 'Subtotal 111.00', 'Shipping 0.00', 'Handling 0.00', and 'Total 111.00'.

The form is now a line item in your active cart. Address any issues before clicking 'Proceed to Checkout'.

NOTE: If you've gotten to this step and additional lines are still needed, click the Home Icon and repeat from slide 3. This is NOT starting over- it will add the resulting 2nd line to your active cart.



Creating a Service Request / Blanket Order

Users with the Shopper role will click Assign Cart to route the form to an individual with the Requestor role. The Requestor will review and place the order. **NOTE: Approvers' names MUST NOT appear in the 'Prepared by' or 'Prepared for' fields.**

Requisition • 3745847

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2023-04-05 dlshopper01 01	Ship To <i>no address</i> ● Required	Bill To Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States
Description <i>no value</i>	Delivery Options	
Business Unit Univ. of North Texas at Dallas (DL773)	Delivery Location 0147 103 LIBRARY COOLING TOWER	
Budget Date <i>no value</i>	Requested Delivery Date <i>no value</i>	
PR Override Budget Date ✗	Expedite ✗	
Priority Normal	Ship Via Best Carrier-Best Way	
Prepared by DL Shopper		
Prepared for DL Shopper		

Accounting Codes ...

● Values vary by line.

Internal Notes and Attachments	External Notes and Attachments
Internal Note <i>no value</i> ● Required	Note to all Suppliers <i>no value</i>
Internal Attachments	Attachments for all suppliers
	PO Clauses 1 View details

Draft

✗ **Correct these issues.**
You are unable to proceed until addressed.

- [Required: Shipping address](#)
- [Required: Business_Unit](#)
- [Required: Speedchart](#)
- [Required: Department](#)
- [Required: Fund](#)
- [Required: Fund Category](#)
- [Required: Function](#)
- [Required: Internal Note](#)

Total (5,000.00 USD) ▼

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	5,000.00
Shipping	0.00
Handling	0.00
	5,000.00

What's next for my order? ▼



Creating a Service Request / Blanket Order

The Requestor logs in to view the Cart. Click the flag icon and the 'Carts Assigned to Me' link.

The screenshot shows the UNT System Home Page. The navigation menu on the left includes Home, Cart, My Carts and Orders, and Assigned Carts. The main content area shows the 'Shop' page with a search bar and a dropdown menu for 'Action Items'. The 'Carts Assigned to Me' link is highlighted in green, and an arrow points to it.

The screenshot shows the 'Cart Management' page. The table below lists assigned carts. The 'Action' column for the second row is expanded, showing the 'Activate' option. An arrow points to the 'Activate' option.

Requestor can activate the cart to begin reviewing.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	3745651 Active	2023-04-04 dlshopper01 01		4/4/2023	0.00 USD	DL Shopper	DL Requestor	View
Normal	3745847	2023-04-05 dlshopper01 01		4/5/2023	5,000.00 USD	DL Shopper	DL Requestor	View

- View
- Activate
- Return
- Delete



Creating a Service Request / Blanket Order

Shopping Cart • Shopping Cart

Ad-Hoc Approver [Select](#)

Is Supplier a Foreign Vendor?

The Requestor reviews the cart, and can either return the cart for revisions, or proceed to checkout. A hyperlink to the Service Request / Blanket Order is available.

1 Item

Brame, Donald Charles Smith · 1 Item · 111.00 USD

^ SUPPLIER DETAILS 000-Dallas : 500 S Ervay St Unit 202, Dallas, T...

Contract *no value* Quote number

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Line Name Goes Here					

Contract:

1	Service Total Amount		111.00	Qty: 1	111.00
---	----------------------	--	--------	--------	--------

Procurement Request: [Line Name Goes Here](#)

^ ITEM DETAILS

Is this a Service Request or Blanket Order? **Service Request**

Commodity Code Internal Note

Service Start Date **2/5/2024** Taxable External Note

Service End Date **2/5/2024**

Blanket Order Start Date

[more info...](#)

Return Cart Proceed To Checkout

Summary

Details

Total (111.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	111.00
Shipping	0.00
Handling	0.00
Total	111.00

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Creating a Service Request / Blanket Order

Requisition • 3745847

Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

General

Cart Name 2023-04-05 dlshopper01 01
Description *no value*
Business Unit Univ. of North Texas at Dallas (DL773)
Budget Date *no value*
PR Override Budget Date
Priority Normal
Prepared by DL Requestor
Prepared for DL Shopper
Ad-Hoc Approver [Select](#)

Shipping

Ship To
no address
 Required

Delivery Options

Delivery Location 0147 103
LIBRARY COOLING TOWER

Requested Delivery Date *no value*

Expedite

Ship Via Best Carrier-Best Way

Billing

Bill To

Email to: invoices@untsystem.edu
UNT System Business Service Center
1112 Dallas Dr. Ste. 4200
Denton, TX 76205
United States

Before the order can be placed, all required fields must be completed. Each section can be edited with the corresponding pencil icon.

Draft

- Correct these issues.**
You are unable to proceed until addressed.
- [Required: Shipping address](#)
 - [Required: Business_Unit](#)
 - [Required: Speedchart](#)
 - [Required: Department](#)
 - [Required: Fund](#)
 - [Required: Fund Category](#)
 - [Required: Function](#)
 - [Required: Internal Note](#)

Total (5,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.



Creating a Service Request / Blanket Order

When the Requestor places the order, the workflow status can be viewed in the 'What's Next' section of the requisition. Once it moves all the way through the workflow, a Purchase Order will be issued. Click the box with the arrow to view the workflow steps.

The screenshot displays the ePro requisition system interface. The main requisition details for requisition 3947993 are shown in a 'Pending' status. A 'View Workflow' modal is open, providing a detailed view of the requisition's progress through various steps. The workflow steps are as follows:

- Submitted: 2/5/2024 11:17 AM (Completed)
- OFAC Check: Completed
- Initial Validation Request: Active
- Purchasing Review: Future
- Department Approval: Future
- Final Validation Request: Future
- 2nd OFAC Check: Future
- Create PO: Future

The 'What's next?' section in the summary area also shows the current status of the workflow steps, with a dropdown arrow indicating that more details can be viewed.