



# **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', 'hsc', 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 with a 'Simple' tab selected. Below the header, there is a search bar with the text 'Search for products, suppliers, forms, part number, etc.' and a search icon. The 'Showcases' menu is visible at the bottom of the page, and an arrow points to the 'Service Request / Blanket Order' link in the 'Forms' section.



# Creating a Service Request / Blanket Order

The screenshot shows the E-PRO system interface. At the top left is the E-PRO logo. The main header includes 'UNT SYSTEM | UNT | hsc | UNT DALLAS' and a user menu 'All'. Below the header is a navigation breadcrumb '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.' Below this is a link 'Back to Shopping Home'. The main content area is titled 'Service Request / Blanket ...' and includes a sidebar with icons for home, shopping, forms, and other functions. The main content area has a 'Instructions' section with 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 section, with a black arrow pointing to it.

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 *	<input type="text" value="Line Name Goes Here"/>
Purpose	Procurement Request
Template Title	<a href="#">Service Request / Blanket Order</a>
Form Type	ServicesForm
Currency	<input type="text" value="USD"/>

★ 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

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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 5 Miles ▾

Clear

< Previous 

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



# 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

### Suppliers

Request Actions | History

Supplier Please select a fulfillment center below.

[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		<b>000-Dallas: (preferred)</b> 500 S Ervay St Unit 202, Dallas, Texas 75201 United States	<a href="#">Select</a>
		Fulfillment Center 1 500 S Ervay St Unit 202, Dallas, Texas 75201 United States	<a href="#">Select</a>
Casey-Smith,Cristal		<b>000-Aubrey: (preferred)</b> 1313 Coyote Ridge, Aubrey, Texas 76227 United States	<a href="#">Select</a>
Christopher Smith dba Labrador Robotics		<b>000-Richland: (preferred)</b> 4942 Smitty Dr, Richland, Washington 99352 United States	<a href="#">Select</a>

[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

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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

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 \*

Service Start Date \* 🔍

Service End Date \* 🔍

< 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

Instructions

Details - Note: Form Nam... ✓

Suppliers ✓

Form Fields ▲

Review and Submit

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

**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 \*

Blanket Order End Date \*

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

I agree

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
<a href="#">Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.</a>	✓ Required Fields Complete
<a href="#">Suppliers</a>	✓ Required Fields Complete
<a href="#">Form Fields</a>	✓ 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 | IASC | UNT DALLAS

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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
<a href="#">Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.</a>	✓ Required Fields Complete
<a href="#">Suppliers</a>	✓ Required Fields Complete
<a href="#">Form Fields</a>	✓ 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. 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 'Next >' button is located at the bottom right of the instructions section, 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

The screenshot displays the 'Form Fields' page in the E-PRO system. The left sidebar shows navigation options: Home, Shopping, View Forms, Status (Incomplete), Instructions, Details - Note: Form Nam..., Suppliers, Form Fields (highlighted), and Review and Submit. The main content area is titled 'On this page' and lists 'Request Type (1)', 'Service Description (2)', and 'Pricing (7)'. A search bar indicates 'Field Name Is Searchable'. The 'Instructions' section contains the text: 'Please complete this form for Service Request or Blanket Order. Note: Blankets are not to be used for assets or controlled items.' The 'Request Type' section asks 'Is this a Service Request or Blanket Order?\*' with radio buttons for 'Service Request' (selected) and 'Blanket Order'. The 'Service Description' section includes a text input field with the placeholder 'This is an example.' and a rich text editor containing the text: 'Our department has created this example request in order to demonstrate how Service Requests / Blanket Orders are created.' Below this is a character count: '1978 characters remaining'. The 'Pricing' section shows 'Service Total Amount' and a table with the following data:

Service Cost *	Quantity *	Total
111.00 USD	1	111.00 USD

Additional fields include 'Commodity Code \*' (00500 - ABRASIVES), 'Service Start Date \*' (02/05/2024), and 'Service End Date \*' (02/05/2024). At the bottom, there are buttons for '< Previous', 'Save Progress', and 'Next >', with a black arrow pointing to the 'Next >' button.

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
<a href="#">Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.</a>	✓ Required Fields Complete
<a href="#">Suppliers</a>	✓ Required Fields Complete
<a href="#">Form Fields</a>	✓ 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 | hsc | 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, there's a green 'Proceed To Checkout' button with an arrow pointing to it. Below the button, there's a 'Summary' panel with a red error message: 'Correct these issues. You are unable to proceed until addressed.' The error message points to a 'Required: Delivery Location' field. Below the error message, there's a 'Details' section for 'Owain Snyder'. At the bottom, there's a table with one item: 'Service Total Amount' with a unit price of 111.00 and a quantity of 1. The table has columns for 'Item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Service Total Amount Procurement Request: Line Name Goes Here			111.00	Qty: 1	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 2<sup>nd</sup> 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.

The screenshot shows the E-PRO requisition form for requisition 3745847. The form is in a 'Draft' state and contains several error messages. A green arrow points to the 'Assign Cart' button in the top right corner.

**Requisition • 3745847**

**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 Shopper
Prepared for	DL Shopper

**Shipping**

<b>Ship To</b>	no address Required	Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States
<b>Delivery Options</b>	Delivery Location: 0147 103 LIBRARY COOLING TOWER	Requested Delivery Date: no value
	Expedite: ✗	Ship Via: Best Carrier-Best Way

**Accounting Codes**

Values vary by line.

**Internal Notes and Attachments**

Internal Note	no value Required
Internal Attachments	

**External Notes and Attachments**

Note to all Suppliers	no value
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)**

Subtotal	5,000.00
Shipping	0.00
Handling	0.00
	<b>5,000.00</b>

**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 homepage. The navigation menu on the left includes Home, Cart, My Carts and Orders, and Assigned Carts. The main content area shows a search bar and a dropdown menu for the user profile. The dropdown menu is open, showing 'Action Items' with a flag icon, 'Approvals' with 'Carts Assigned To Me' (2), and 'Search' with 'My Returned Requisitions' (7). An arrow points to the flag icon, and another arrow points to the 'Carts Assigned To Me' link.

The screenshot shows the 'Cart Management' page. The page has tabs for 'Draft Carts' and 'Assigned Carts'. Below the tabs is a table of assigned carts. The table has columns for Type, Cart Number, Shopping Cart Name, Cart Description, Date Created, Total, Created By, Assigned To, and Action. The 'Action' column for the second row is open, showing a dropdown menu with options: View, Activate, Return, and Delete. An arrow points to the 'View' button in the table, and another arrow points to the 'Activate' option in the dropdown menu.

**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 <b>Active</b>	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



# 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
<a href="#">Line Name Goes Here</a>					
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  **ABRASIVES** Item Description

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
<b>Total</b>	<b>111.00</b>

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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. A requisition for 3947993 is shown in a 'Pending' status. The 'What's Next?' section in the summary area contains a dropdown menu with three dots, which is highlighted by a black arrow. A 'View Workflow' modal is open, showing a vertical timeline of workflow steps. A green arrow points to the 'View Workflow' button in the modal. The modal includes a 'Show skipped steps' toggle and a 'Close' button. The workflow steps are: Submitted (2/5/2024 11:17 AM), OFAC Check (Completed), Initial Validation Request (Active), Purchasing Review (Future), Department Approval (Future), Final Validation Request (Future), 2nd OFAC Check (Future), and Create PO (Future).

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