

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

Shopping is Easy in UNT System Marketplace!

Disclaimer:

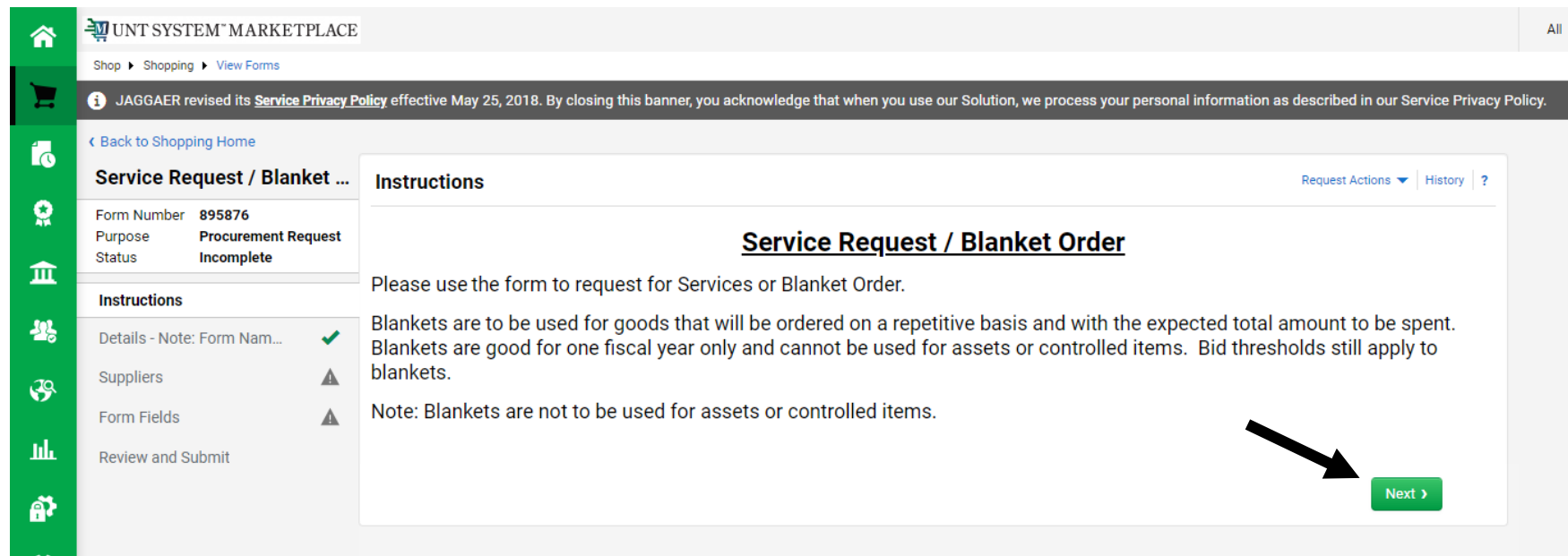
Blanket Orders are NOT to be used for assets or controlled items. All assets and controlled items MUST be ordered via Catalog or Non-Catalog requisitions.

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 UNT System Marketplace interface. At the top, the header includes the UNT System Marketplace logo, a search bar with the text "Search (Alt+Q)", and a currency indicator showing "0.00 USD". Below the header, a navigation bar contains "Shop" and "UNTS Shopping Home Page". The main content area is divided into sections: "Shop" (with "Simple" and "Advanced" filters), a search bar with the placeholder text "Search for products, suppliers, forms, part number, etc.", and a "Showcases" section. The "Showcases" section is highlighted with a green bar and contains a "Forms" subsection. A black arrow points from the "Forms" section to the "Service Request / Blanket Order" button, which is highlighted in blue. Other buttons visible include "Payment Request".

Creating a Service Request / Blanket Order



The screenshot displays the 'Service Request / Blanket Order' page in the UNT System Marketplace. The page includes a sidebar with navigation icons, a top navigation bar, and a main content area. The main content area features a 'Service Request / Blanket Order' section with the following details:

- Form Number: 895876
- Purpose: Procurement Request
- Status: Incomplete

The 'Instructions' section contains the following text:

Please use the form to request for Services or Blanket Order.

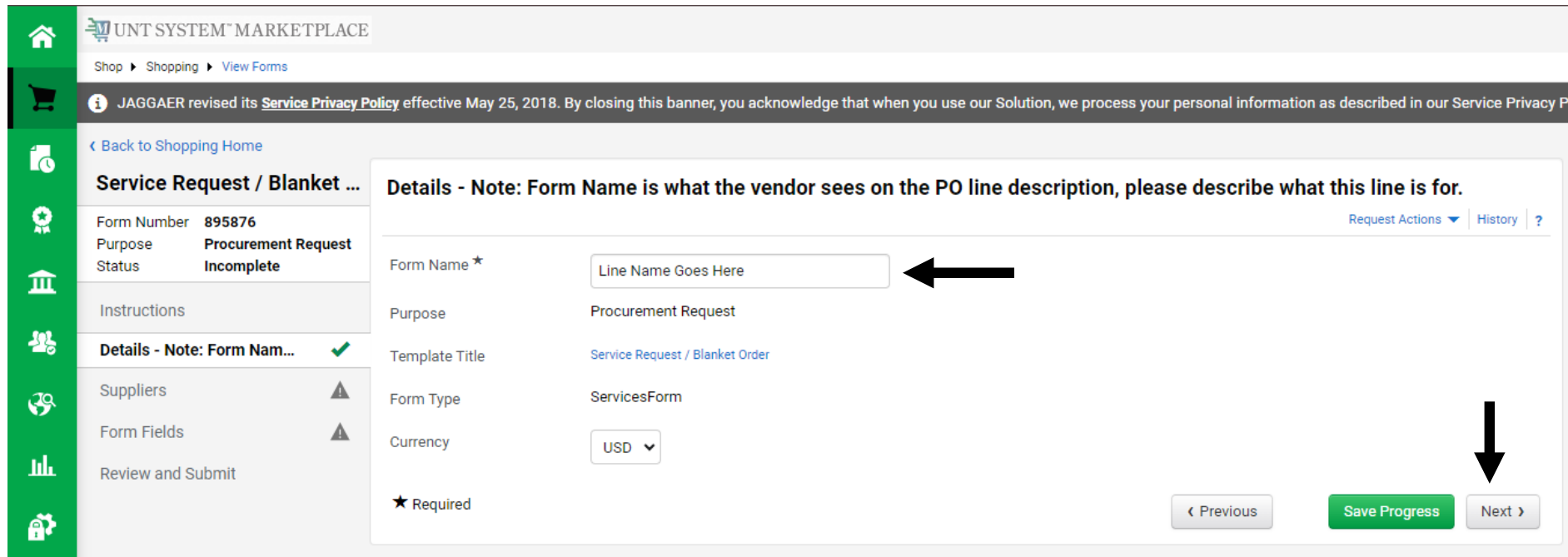
Blankets are to be used for goods that will be ordered on a repetitive basis and with the expected total amount to be spent. Blankets are good for one fiscal year only and cannot be used for assets or controlled items. Bid thresholds still apply to blankets.

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 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™ MARKETPLACE

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

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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

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™ MARKETPLACE

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

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

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

< Previous

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

UNT SYSTEM™ MARKETPLACE

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

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 ★ [input] USD Quantity ★ 1 Total 0.00 USD

Commodity Code ★ - [Edit]

Service Start Date * 🔍
[input] mmm/dd/yyyy

Service End Date * 🔍
[input] mmm/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™ MARKETPLACE

Shop > Shopping > View Forms

Purpose: Procurement Request
Status: Incomplete

Instructions: Details - Note: Form Name (checked), Suppliers (checked), Form Fields (active), 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 *
mm/dd/yyyy

Blanket Order End Date *
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™ MARKETPLACE

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 UNT System Marketplace interface. At the top, there is a navigation bar with a home icon and the text 'UNT SYSTEM™ MARKETPLACE'. Below this is a breadcrumb trail: 'Shop > Shopping > View Forms'. A dark banner below the breadcrumb 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 'Line Name Goes Here' and includes a table with the following information:

Form Number	896125
Purpose	Procurement Request
Status	Incomplete

Below the 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 content area also features a 'Request Actions' dropdown menu, 'History', and a help icon. The title 'Service Request / Blanket Order' is centered in the main content area. Below the title, there are three paragraphs of instructions:

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 large black arrow points down to a green 'Next >' button located at the bottom right of the main content area.

The Instructions page appears again. Click 'Next'.

Creating a Service Request / Blanket Order

UNT SYSTEM™ MARKETPLACE

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™ MARKETPLACE

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 UNT System Marketplace. The page is titled 'UNT SYSTEM™ MARKETPLACE' and shows a navigation menu on the left with icons for Home, Shopping, and various settings. The main content area is divided into several sections:

- Status:** Incomplete
- 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 *

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

1878 characters remaining
- Pricing:**
 - Service Total Amount
 - Service Cost * USD Quantity * 1 Total 111.00 USD
 - Commodity Code * 00500 - ABRASIVES
 - Service Start Date *
mm/dd/yyyy
 - Service End Date *
mm/dd/yyyy

At the bottom of the page, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. A black arrow points 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

The screenshot shows the 'Review and Submit' page for a procurement request. The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with icons for Home, Shopping, View Forms, Back to Shopping Home, Line Name Goes Here, Form Number, Purpose, Status, Instructions, Details, Suppliers, Form Fields, Review and Submit, and a gear icon. The main content area is titled 'Review and Submit' and includes a progress indicator 'Required Fields Complete' with a green checkmark. Below this is a table with two columns: 'Section' and 'Progress'. The table lists three sections: 'Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.', 'Suppliers', and 'Form Fields', all of which show 'Required Fields Complete' with a green checkmark. At the bottom of the main content area, there are three buttons: 'Previous', 'Add to Favorites', and 'Add and go to Cart'. A large black arrow points down to the 'Add and go to Cart' button.

UNT SYSTEM™ MARKETPLACE

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

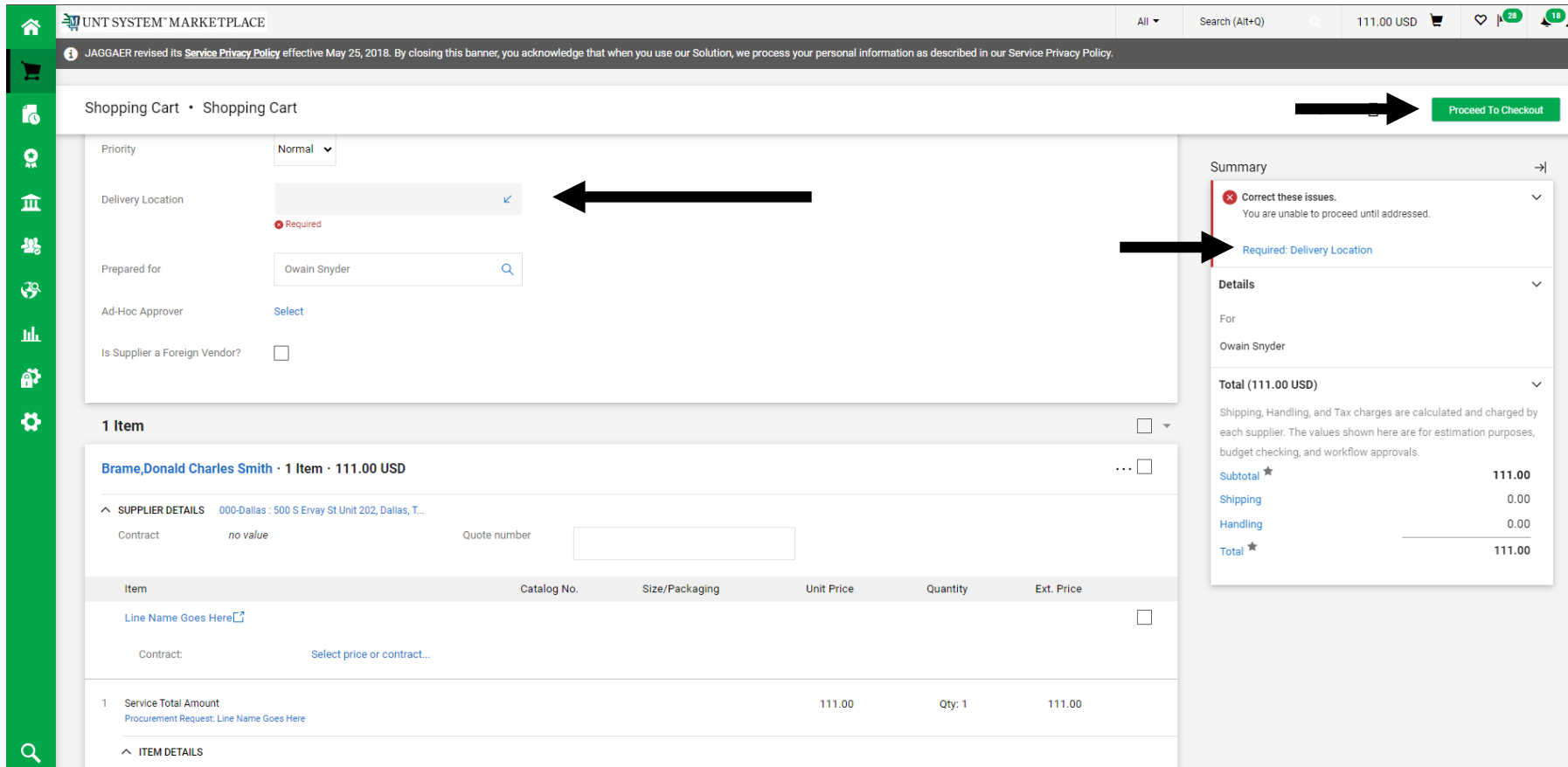
Section	Progress
Details - Note: Form Name is what the vendor sees on the PO line description, please describe what this line is for.	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

[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



Shopping Cart • Shopping Cart

Priority: Normal

Delivery Location: **Required**

Prepared for: Owain Snyder

Ad-Hoc Approver: Select

Is Supplier a Foreign Vendor?

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: Select price or contract...					
1	Service Total Amount		111.00	Qty: 1	111.00
Procurement Request: Line Name Goes Here					

Summary

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

Required: Delivery Location

Details

For: Owain Snyder

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

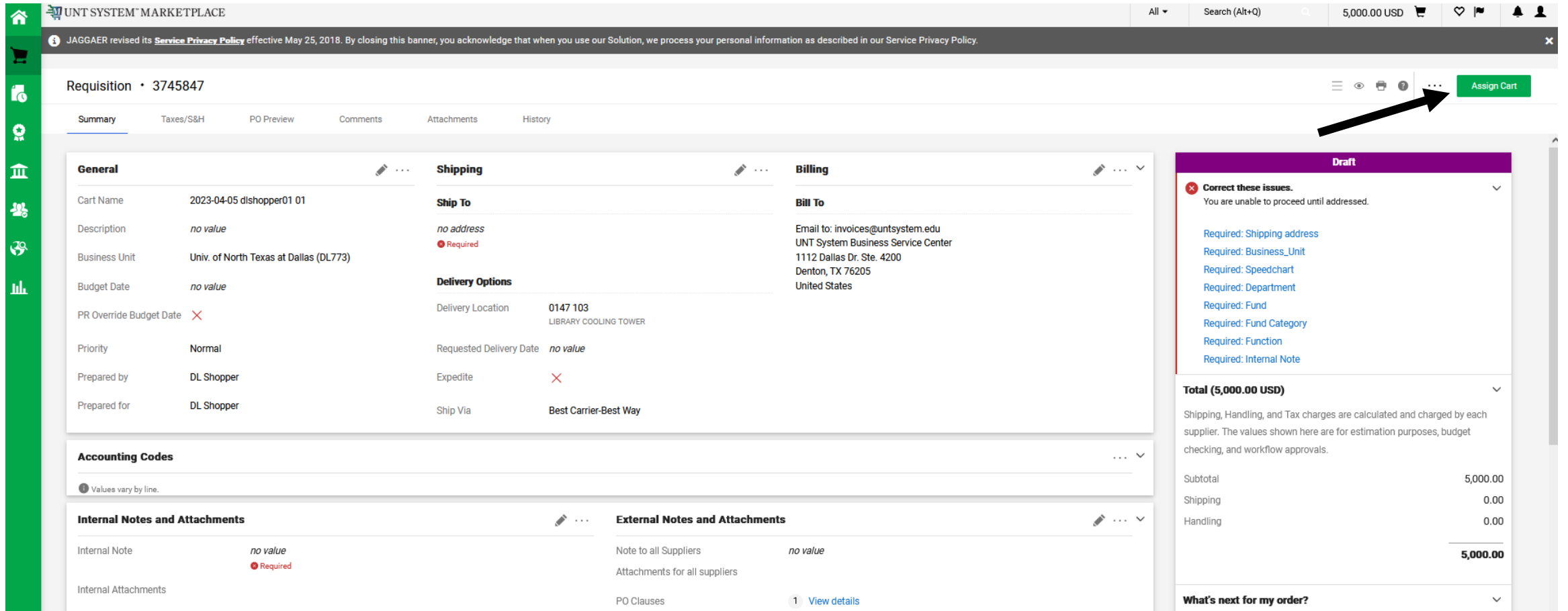
Proceed To Checkout

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 dshopper01 01 Description <i>no value</i> Business Unit Univ. of North Texas at Dallas (DL773) Budget Date <i>no value</i> PR Override Budget Date ✗ Priority Normal Prepared by DL Shopper Prepared for DL Shopper	Ship To <i>no address</i> ● Required Delivery Options Delivery Location 0147 103 <small>LIBRARY COOLING TOWER</small> Requested Delivery Date <i>no value</i> Expedite ✗ Ship Via Best Carrier-Best Way	Bill To Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States

Accounting Codes ⋮

● Values vary by line.

Internal Notes and Attachments	External Notes and Attachments
Internal Note <i>no value</i> ● Required Internal Attachments	Note to all Suppliers <i>no value</i> 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) ⋮

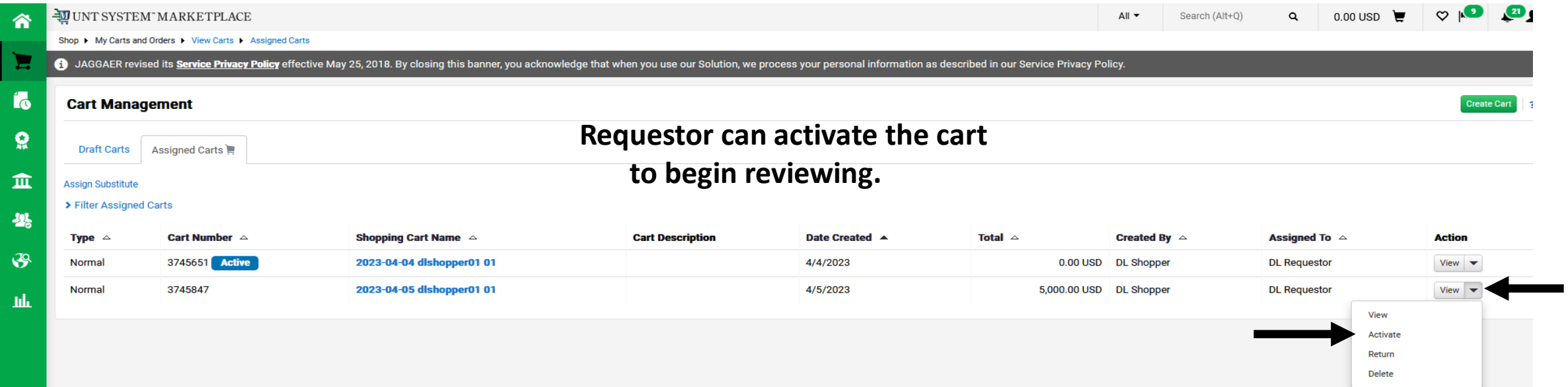
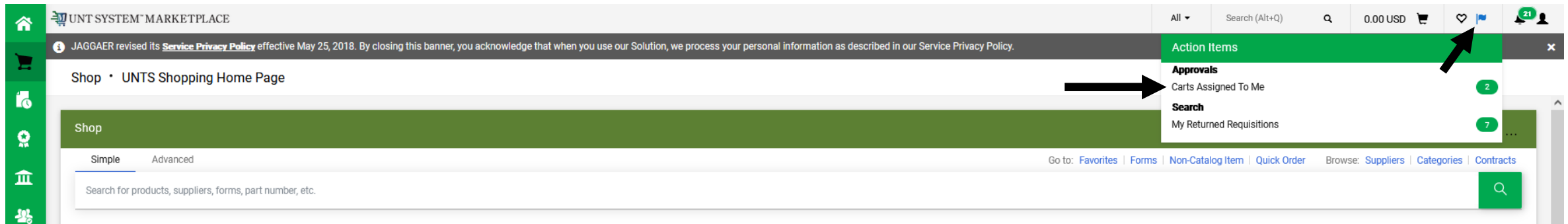
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

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.



Creating a Service Request / Blanket Order

Shopping Cart • Shopping Cart

Return Cart Proceed To Checkout

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: **ABRASIVES** Item Note:

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

Service End Date: 2/5/2024

Blanket Order Start Date:

[more info...](#)

Summary

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

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.

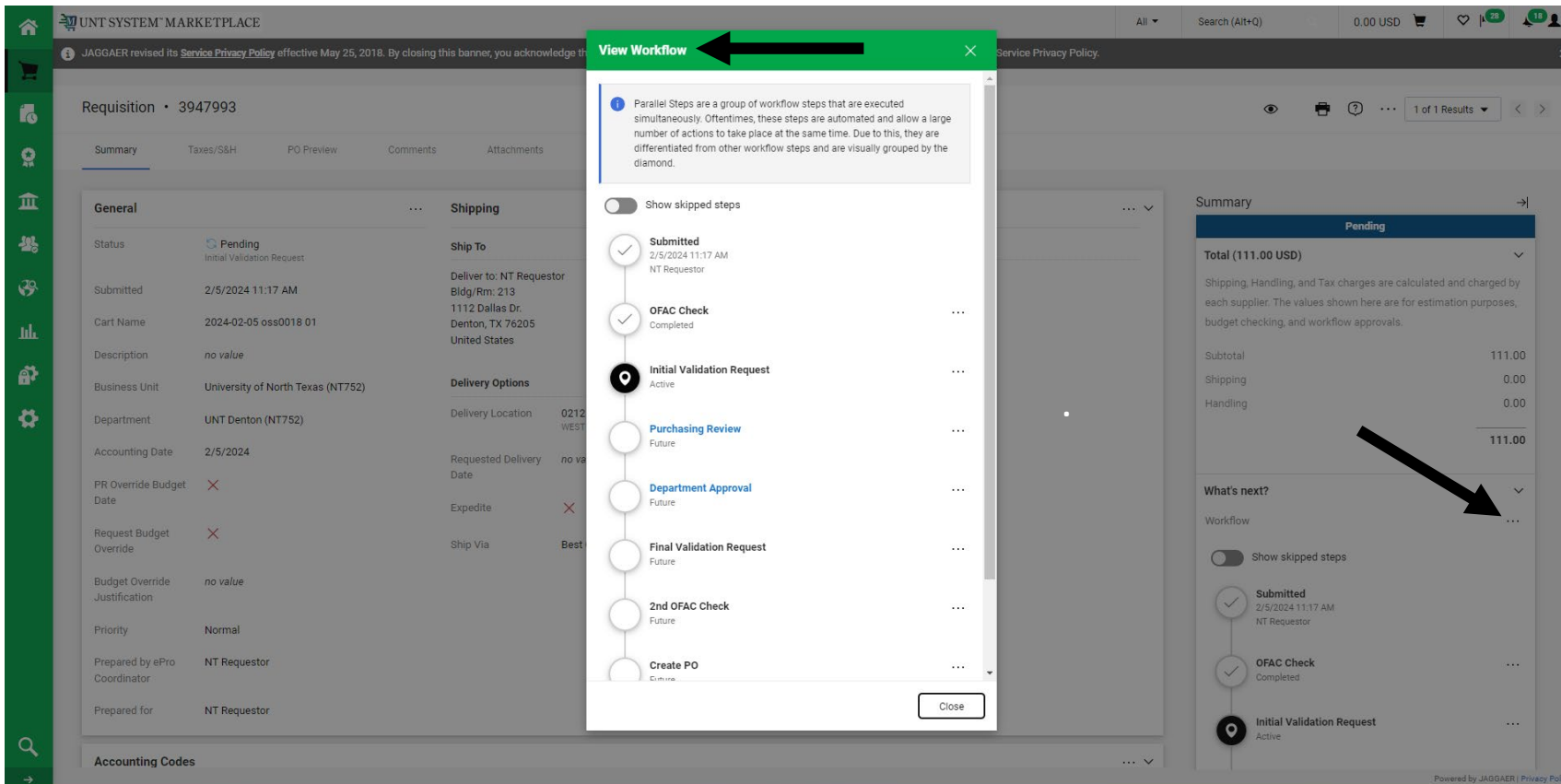
- [Required: Shipping address](#)
- [Required: Business_Unit](#)
- [Required: Speedchart](#)
- [Required: Department](#)
- [Required: Fund](#)
- [Required: Fund Category](#)
- [Required: Function](#)
- [Required: Internal Note](#)

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 'Requisition' page for requisition number 3947993. A modal window titled 'View Workflow' is open, showing a vertical sequence of workflow steps: Submitted (2/5/2024 11:17 AM, NT Requestor), 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). A green arrow points to the 'View Workflow' button in the modal header. In the background, the 'What's Next?' section is visible, showing a dropdown menu with an arrow pointing to it.

Section	Field	Value
General	Status	Pending Initial Validation Request
	Submitted	2/5/2024 11:17 AM
	Cart Name	2024-02-05 oss0018 01
	Description	no value
	Business Unit	University of North Texas (NT752)
	Department	UNT Denton (NT752)
	Accounting Date	2/5/2024
	PR Override Budget Date	✗
	Request Budget Override	✗
	Budget Override Justification	no value
Priority	Normal	
Prepared by ePro Coordinator	NT Requestor	
Prepared for	NT Requestor	
Shipping	Ship To	Deliver to: NT Requestor Bldg/Rm: 213 1112 Dallas Dr. Denton, TX 76205 United States
	Delivery Options	Delivery Location 0212 WEST Requested Delivery Date no va Expedite ✗ Ship Via Best
Summary	Total (111.00 USD)	111.00
	Subtotal	111.00
What's next?	Submitted	2/5/2024 11:17 AM NT Requestor
	OFAC Check	Completed
Initial Validation Request	Initial Validation Request	Active