


# Releases against Blanket Purchase Orders Quick Reference Guide

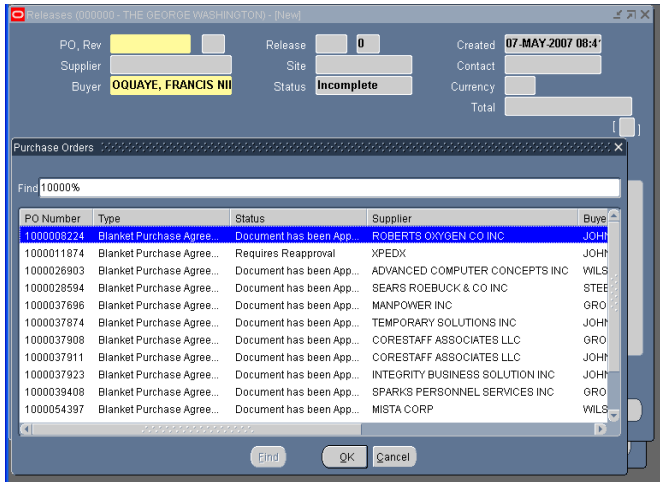
## Blanket Purchase Order Release Creation and Modification

### Section 1. New Blanket Purchase Order Release

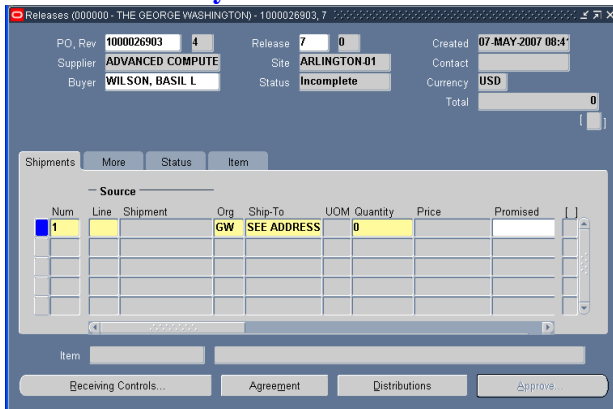
**Step 1.** Log into EAS using your userid and password. Use the **GW SC Departmental User** responsibility; go to Purchase Orders/Releases.


**NOTE:** When you first enter the Releases screen, your name will appear in the Buyer field and change to the Procurement buyer when saved.

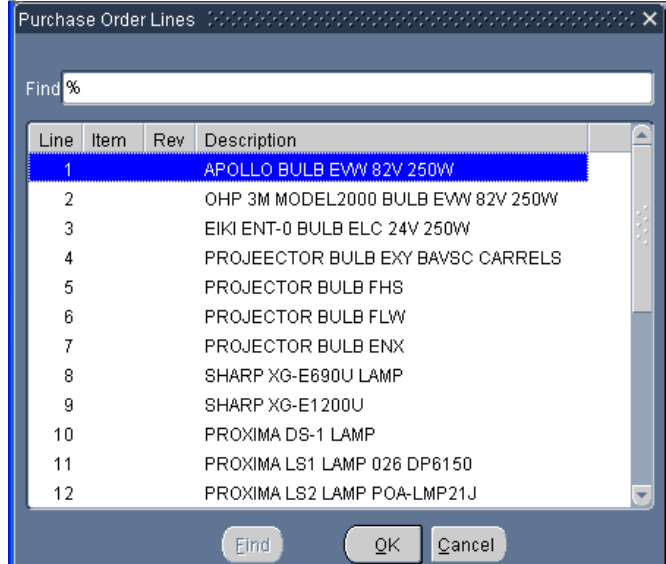
**Step 2.** Click on the  in the "PO, Rev" field and the Purchase Orders list of values will appear. Type the purchase order number in the Find field and click the Find button. Or type "%" in the Find field and click the Find button and to view a list of active BPOs. Then choose the PO number from the list and click on the OK button.



**Step 3.** Click in the Shipments field.  
**NOTE:** When you click in the Shipments field the name in the Buyer field will change to the Procurement Buyer listed on the BPO.

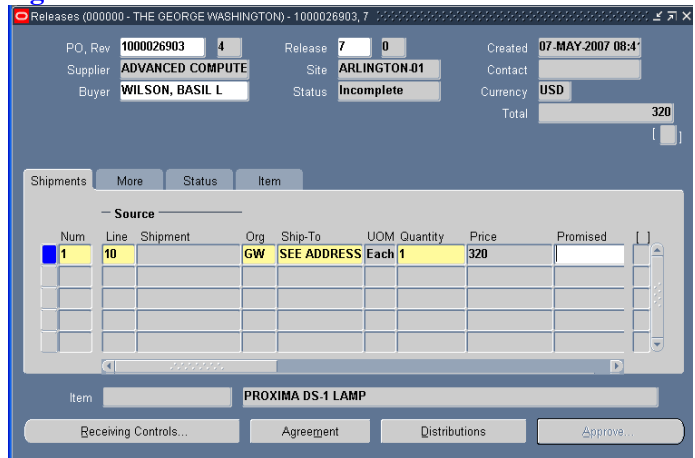


**Step 4.** Click in the Line field then click  to open the PO Lines search box and type % and press Find for a list of the products or services available on the BPO.



**Step 5.** Enter your Ship To address and the quantity desired in the Quantity field.

**Note:** The BPO item description is located in the lower right corner beside the Item field.



**Step 6.** Click the More tab to enter additional information and to adjust the Match Approval Level field if appropriate.  
**NOTE:** Refer to the *GWU Commercial Invoice Processing Policy* for 2-Way and 3-Way invoice amount levels.

**Step 6 (cont.).**

PO, Rev: 100026903 4 Release: 7 0 Created: 07-MAY-2007 08:4  
 Supplier: ADVANCED COMPUTE Site: ARLINGTON 01 Contact: [redacted]  
 Buyer: WILSON, BASIL L Status: Incomplete Currency: USD Total: 3200

Shipments More Status Item

Num	Receipt Close Tolerance %	Invoice Close Tolerance %	Match	Accrue at Receipt Invoice Match Option	Firm
1	0		2-Way 3-Way 4-Way	PO	

Item: APOLLO BULB EVW 82V 250W

Receiving Controls... Agreement Distributions Approve...

**Step 7.** Click the Distributions button at the bottom of the page and enter Requester's name and Deliver To location, press the [ ] for each field to open search box.

Destination More Project

Num	Source	Destination Type	Requester	Deliver-To	Subinventory
1		Expense	OQUAYE, FRANCIS III	2101 K ST NW	

Account Description  
 Charge Budget  
 Accrual Variance

**Step 8A.** If your purchase is charged to an expense account, tab or scroll to the right and click the *Charge Account* field to open the Alias window, enter your Alias and press OK. Enter the Account and press OK other charge account information is pre-populate.

Charge Account

Alias: 170101 SEAS ADMINISTRATION

OK Cancel Clear Help

Charge Account

Entity: UN UNIVERSITY  
 Account: [redacted]  
 Organization: 170101 SEAS test alert ADMINISTRATION  
 Funding Source: C100001 CURRENT OPERATIONS  
 Net Asset Class: G GENERAL UNRESTRICTED  
 Function: ACS ACADEMIC SUPPORT  
 Location: FB FOGGY BOTTOM  
 Activity: 000000 DEFAULT  
 Future: 000000 DEFAULT

OK Cancel Combinations Clear Help

**Note:** If your Purchase is charged to a PTA skip Step 8A and go to Step 8B.

**Step 8B.** If your purchase is charged to Project/Task/Award combination, click on the Project tab and enter the appropriate project information. **DO NOT do Step 8A.**

Distributions (000000 - THE GEORGE WASHINGTON) - 100026903-7, 1

Destination More Project

Num	Project	Task	Award	Expenditure Type	Org
1					

Account Description  
 Charge Budget  
 Accrual Variance

**Step 9.** Place your cursor in the bracketed field “[ ]” and use CTRL+L to enter the delivery room number, your phone number and press OK and close the distribution form.

Distributions (000000 - THE GEORGE WASHINGTON) - 100026903-7, 1

Destination More Project

Num	Quantity	Charge Account	Recovery Rate	Reserved GL Date
1	1	UN.54111.171103.C100001.G.JNS.FB.000	0	30-APR-2007

Deliver-to Room Number: [ ]

Account Description  
 Charge Budget  
 Accrual Variance

OK Cancel Clear Help

**Step 10.** Press the Approve button at the bottom of the form to open the Approve Document form. Ensure that a check mark is in the Reserve and Submit for Approval boxes and press OK.

PO, Rev: 100026903 4 Release: 7 0 Created: 07-MAY-2007 10:22  
 Supplier: ADVANCED COMPUTE Site: ARLINGTON 01 Contact: [redacted]  
 Buyer: WILSON, BASIL L Status: Incomplete Currency: USD Total: 320.00

Shipments More Status Item

Source

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	10		GW	SEE ADDRESS	Each	1	320	

Item: PROXIMA DS-1 LAMP

Receiving Controls... Agreement Distributions Approve...

**Step 11.** Ensure that a check mark is in the Reserve and Submit for Approval boxes and press OK.

Approval Details Additional Options

Encumbrance  
 Reserve  Unreserve Unreserve Date: [redacted]  
 Use GL Override  Use Document GL Date to Unreserve Accounting Date: [redacted]

Approval  
 Submit for Approval Forward From: [redacted]  
 Forward Approval Path: [redacted]  
 Note: [redacted]  
 Change Summary: [redacted]

Transmission Methods  
 Print FAX Number: [redacted]  XML  
 Fax E-Mail Address: [redacted]  EDI  
 E-Mail

OK Cancel

**Completed: BPO Release Submitted for Approval**

## Section 2. Modify an Existing Blanket Purchase Order Release

**Step 1.** Identify the Purchase Order and Release number to be modified.

**Step 2.** Log into EAS using your userid and password. Use the **GW SC Departmental User** responsibility; go to Purchase Orders/Releases. The Releases form will open; this form is also used to enter new releases.

PO, Rev: 1000037874 Release: 400 Created: 18-OCT-2007 08:12  
 Supplier: TEMPORARY SOLUTIC Site: WASHINGTON01  
 Buyer: PERRY, KEVIN F. Status: Incomplete Currency: USD  
 Total: 8,845.00

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised

**Step 3.** Search for your specific PO/Release combination by clicking the *View* dropdown and selecting *Query By Example* and *Enter*.

Oracle Applications - EASTST  
 File Edit **View** Folder Tools Window Help  
 Show Navigator  
 Zoom  
 Find...  
 Find All  
**Query By Example** Enter  
 Record  
 Cancel  
 Translations...  
 Attachments...  
 Show Last Criteria  
 Count Matching Records  
 Summary/Detail  
 Status Item  
 Requests

**Step 4.** Fields will change color from yellow and gray to light blue and white to signify search mode. Enter the PO number and the Release number to modify.

PO, Rev: 1000037874 Release: 400 Created: 18-OCT-2007 08:12  
 Supplier: TEMPORARY SOLUTIC Site: WASHINGTON01  
 Buyer: PERRY, KEVIN F. Status: Incomplete Currency: USD  
 Total: 8,845.00

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised

**Step 5.** Run the PO/Release search by clicking *View* dropdown and selecting *Query By Example* and *Run*.

Oracle Applications - EASTST  
 File Edit **View** Folder Tools Window Help  
 Show Navigator  
 Zoom  
 Find...  
 Find All  
**Query By Example** Enter  
 Record  
 Cancel  
 Translations...  
 Attachments...  
 Show Last Criteria  
 Count Matching Records  
 Summary/Detail  
 Status Item  
 Requests

**Step 6.** The selected Release is shown and available for modifications.

PO, Rev: 1000037874 Release: 400 Created: 09-MAY-2007 10:21  
 Supplier: TEMPORARY SOLUTIC Site: WASHINGTON01  
 Buyer: JOHNSON, RODFORD Status: Approved, Reserv. Currency: USD  
 Total: 8,845.00

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	8		GW	801 22ND ST N	Hour	480	17.69	
2	8		GW	44983 KNOLL S	Hour	20	17.69	

**Step 7.** Increase the available funding by adding a new line to the Release. Click beneath the last number in the *Num* field to add a new line ... or click the last visible line and press the down arrow.

PO, Rev: 1000037874 Release: 400 Created: 09-MAY-2007 10:21  
 Supplier: TEMPORARY SOLUTIC Site: WASHINGTON01  
 Buyer: JOHNSON, RODFORD Status: Approved, Reserv. Currency: USD  
 Total: 8,845.00

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	8		GW	801 22ND ST N	Hour	480	17.69	
2	8		GW	44983 KNOLL S	Hour	20	17.69	
3			GW	SEE ADDRESS		0		

**Step 8.** Follow Steps 6 through 11 above to complete the BPO Release Modification.

**Completed: BPO Release Modified and Submitted for Approval**