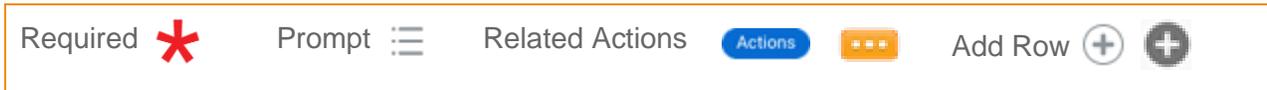


## ICONS REFERENCED IN THIS JOB AID



## SUPPLIER CONTRACT - BLANKET ORDER FOR PUNCHOUT SUPPLIER

This job aid explains how to create a Blanket order for a Punchout Supplier in Billiken Buy. This task is called “Create Supplier Contract” in Workday. Users will be able to create a blanket order that allows them to designate individual purchase orders against it, that will not require additional approvals. This blanket order option is appropriate for products ordered on a regular basis and products used to replenish just-in-time inventory. In most cases, this option is used with punchout suppliers in Billiken Buy (e.g. Staples, McKesson Medical-Surgical, Fisher Scientific).

This blanket order option does not create an initial encumbrance, nor will the supplier receive a copy of this blanket order. The encumbrance will take place when the individual release orders are issued against the blanket order. The vendors will issue invoices against the release purchase orders. Invoices cannot be direct keyed against supplier contracts.

Please reference the [“Blanket Order Decision Tree”](#) guide if you are unsure if this is the correct blanket order option for this vendor.

### Steps:

#### Create Supplier Contract

1. From the Workday search bar, type **Create Supplier Contract**, and access the task.
2. Input the following information:
  - a. **Company:** Select Saint Louis University
  - b. **Supplier:** Select the Supplier Name. The Workday Supplier ID is the same as the supplier’s former Banner ID. You can enter the legacy Banner ID in this field and the supplier name will auto-populate. Alternately, you can enter the supplier name.
  - c. **Contract Type:** Select Blanket Order for Punchout Suppliers. You will select this option to issue a blanket order to a punchout vendor.
  - d. Select **Create Blank Supplier Contract**
3. Click **OK**.

#### Contract Information

1. All fields will auto-populate except for Contract.
2. **Contract Name:** Enter the Cost Center (Dxxx), Supplier Name and the fiscal year. An example is shown below. Add a unique identifier if multiple blanket orders will be issued to this vendor in your cost center.

Contract Name \*

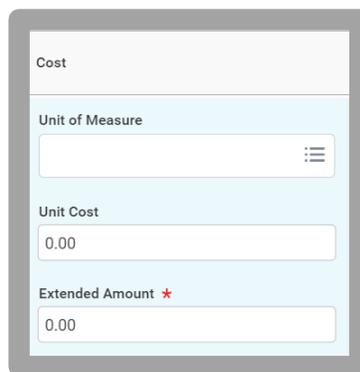
Terms and Amounts

1. **Start Date:** Backdate to the beginning of the fiscal year. This is a required step and will be monitored in the approval process.
2. **Contract Signed Date:** Leave this field blank.
3. **End Date:** Enter the last day of the fiscal year unless it is associated with a grant. In that case, end date is end date of the grant. This is a required field.
4. **Total Contract Amount:** Enter in the total amount of the contract.
5. Leave everything else as is.

Contract Overview – Leave blank

Goods Lines

1. Add Line by clicking the plus  icon.
2. **Line Number:** Number with 1. Contracts should contain one line only.
3. **Company:** This will auto-populate to Saint Louis University.
  - a. **Spend Category:** Select the appropriate category by entering the legacy Banner account code or name of the spend category. The spend category is the worktag previously known in Banner and Billiken Buy as the account code. Users can enter the legacy account code into the spend category field for it to display. A full list of spend categories and the legacy account codes (defined as “commodity code”) can be found by running a report titled “Data Audit Spend Categories”. – Example: 751000 -> Office Supplies
4. **Tax:** Leave this column blank.
5. **Extended Amount:** Enter the same amount as the Contract Amount in the header details.



The screenshot shows a form with the following fields:

- Cost:** (Header)
- Unit of Measure:** (Dropdown menu)
- Unit Cost:** (Text input field containing 0.00)
- Extended Amount \*** (Text input field containing 0.00)

6. **Start Date/End Date:** Leave these fields blank. Supplier contract dates are governed by the dates in the contract header section.
7. **Cost Center:** Scroll all the way to the right. Select the appropriate cost center. This will auto-populate the Fund and Function. Additional Worktags such as Grant, Program, Gift, and Project can also be selected and will update the applicable cost center, fund, and function worktags.



**Note:** This contract does not create an encumbrance. Encumbrance will occur whenever purchase orders are placed against the supplier contract.

8. Click **Submit**.

#### Questionnaire

1. If the supplier contract is above the competitive bid threshold of \$10,000, the requester will be prompted to complete a purchasing questionnaire to justify the purchase.
2. Select **Complete Questionnaire**.
3. Read and complete the questionnaire. Selections include:
  - a. Competitive Bids were Obtained (3) – This option applies if your purchase can be bid out. Select this option and attach competitive bids.
  - b. This is a sole source vendor – “Sole Source” is defined as a product or service which is **only** available from one source. – This option applies if your purchase can only be made with one supplier. Select this option and answer the prompted question. **Note: If a contract is in place with a sole source vendor, please select the sole source vendor option.**
  - c. This purchase or service is under a competitively bid contract – This option applies if your purchase is covered by a competitively bid contract – Example: Clean Uniform or Ronnoco Coffee

**Note: If you have any questions about which option to select, please contact your Business Services representative.**

4. Click **Submit**.
5. Click **Done**.
6. This will follow the standard requisition approval process.
7. To place an order against this supplier contract, reference the [Requisition for a Punchout Blanket Order](#) job aid.

NOTE: The supplier will not receive a copy of this supplier contract.