

## Purchasing Services

Revised Nov. 6, 2008

### **Under what circumstances may I issue a blanket order to U Stores?**

In most cases, University departments should be ordering from U Stores using the web tab. A department may issue a blanket order to U Stores, using the blanket order requisition tab, **under these limited circumstances:**

- **Dry Ice** – for **regularly scheduled deliveries only**. Set up the requisitions with one line item, one chart string, a start and end date, a total for the blanket period, quantity = 1, unit of measure = lot. Once the blanket order is issued in PeopleSoft, call 612-624-4878 and give U Stores Customer Service the blanket order number and confirm your delivery schedule.

For dry ice orders that **do not** require regularly scheduled deliveries, use the web requisition to order as needed from U Stores, using the web requisition tab.

- **Non-Denatured Alcohol** – All orders for federally regulated, non-denatured alcohol require a completed “Alcohol Order Form” **faxed** to 612-624-5778. Do not attach an electronic copy of the Alcohol Order Form to your PeopleSoft Requisition. U Stores does not get the attachments through its automated interface. The form is available on the U Stores web site.

If you order non-denatured alcohol **frequently**, you may issue a blanket order to U Stores. Using the blanket order requisition tab, set up the requisition with one line item, one chart string, a start and end date, a total for the blanket period, quantity = 1, and unit of measure = lot. Fax a completed “Alcohol Order Form” to U Stores at 612-624-5778, referring to the PeopleSoft blanket order number, to place your order each time alcohol is needed.

If you order non-denatured alcohol **occasionally**, create an order using the U Stores web tab for the specific order needed at that time, and fax a completed “Alcohol Order Form” to U Stores at 612-624-5778, referring to the PeopleSoft purchase order number.

- **Standing Orders - Regularly scheduled delivery of a single item.** Using the blanket order requisition tab, set up the requisition with one line item, one chart string, a start and end date, a total for the blanket period, quantity = 1, and unit of measure = lot. Once the blanket order is issued in PeopleSoft, call 612-624-4878 and give U Stores Customer Service the blanket order number and confirm your delivery schedule.
- **Freezers and Cabinets maintained and billed by U Stores.** Using the blanket order requisition tab, set up the requisition with one line item, one chart string, a start and end date, a total for the blanket period, quantity = 1, and unit of measure = lot. When you withdraw material, write on the sign-out sheet posted on the cabinet or freezer: Blanket order number, date withdrawn, product description, product number, quantity withdrawn, name of withdrawer, telephone number of withdrawer. U Stores will access the sign-out sheet record and bill against the blanket order.
- **Other unique ordering situations.**

- **Changes to U Stores Blanket Orders** – If you need to change quantities or shipment dates, you may. Call U Stores to make temporary adjustments to quantities or schedules. If the change will be permanent (e.g., change weekly quantity from 2 cartons to 3 cartons), have your procurement specialist do a change order to your blanket order, and change the dispatch method to phone (U Stores system is set up to get this info electronically).