

Procurement Services will create a COMMENT on the **Fiscal Year 2023 Blanket Purchase Order (FY23 BPO)**.

It will contain information related to the BPO Renewal process, including important dates.

**Note:**

Copiers cannot be cancelled prior to the [expiration date](#) listed in the Note to all Supplier field.

Note to Supplier

BPO effective 7/1/21 through 6/30/22 / AP type - 01

Est.copies per month: 45000 (B&W) / 1 -22000 copies @ \$0.01905 = \$419.10 (monthly minimum charge); 22001 + copies @ \$0.0055; All color copies @ \$0.029

S/N: CHEH27534 Installed: 7/09/18 Expires: 7/08/23

State Contract #4400010872

Cancel/supersedes B0013055

Auth.User/Contact: Angelia Cartrette / BRTH 331 / 843-349-6588

NOTE: Please be advised that prior to the removal of any copier or multi function device due to repair end of lease etc. a member of CCUs IT staff must be present.

Show less

- To Renew the BPO:

Login to ePro

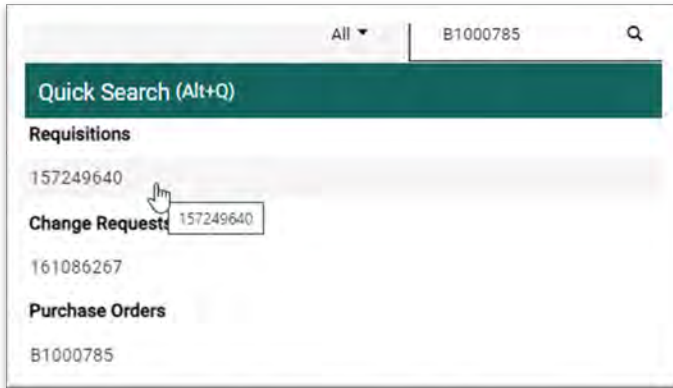
Reference BPO Renewal COMMENT to locate **BPO B1000785 for FY2023**

Key that number into the Search field (ex: B1000785)

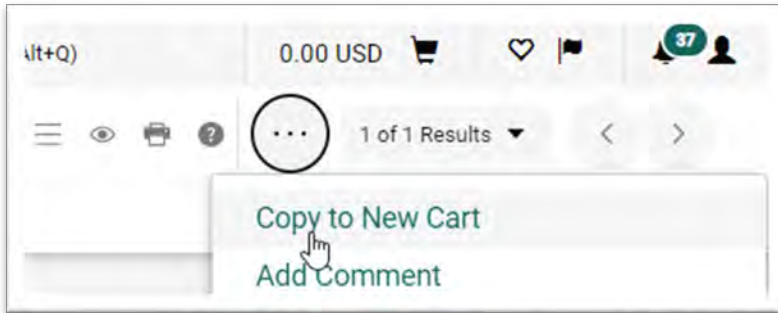
Enter



Any requisitions, purchase orders, and/or change requests associated will appear  
Select the requisition number (ex: 157249640)

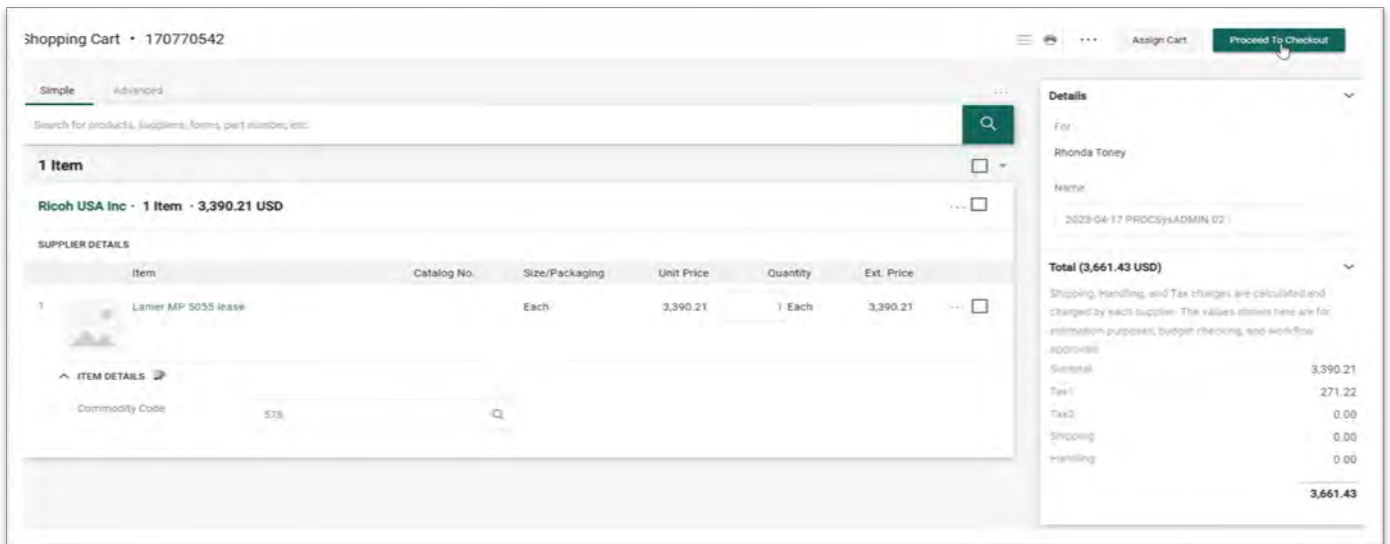


From the Requisition dropdown menu, select "Copy to New Cart"



The Simple Shopping Cart will be created

Proceed To Checkout



- Update the Cart to reflect changes for FY24

**Note:** updates generated by a BPO Change Request will **NOT** appear on the original requisition and thus will not be reflected on the FY24 BPO Renewal Copy to new Cart. Please reference the current FY23 BPO when determining FY24 request information.

➤ **General:**

**Cart name:** FY24 – End User’s name – Supplier

**Description:** Blanket Purchase Order Renewal

**Accounting Date:** leave empty, Proc. Buyer will update later

**Requires ITS Approval:** only applicable on original request

**Intended Pcard Purchase by Department:** for BPO Renewal, select “No”

**Is your purchase an allowed Pcard (or travel Card) purchase and do you have sufficient card limits? :** select “N/A

Save Changes

**Edit General** [X]

**General**

Cart Name \* 2023-04-17 PROCSysADMIN - Ricoh

Description Blanket Purchase Order Renewal

Prepared by Casey Keck

Prepared for Rhonda Toney [Search]

Accounting Date [mm/dd/yyyy]

Requires ITS Approval

Is this a state wide contract? [Dropdown]

State Contract Number [Text]

Intended Pcard Purchase \* by Department? No - [Dropdown]

Is your purchase an \* allowed Pcard (or Travel Card) purchase and do you have sufficient card limits? N/A - [Dropdown]

\* Required fields

Save Close

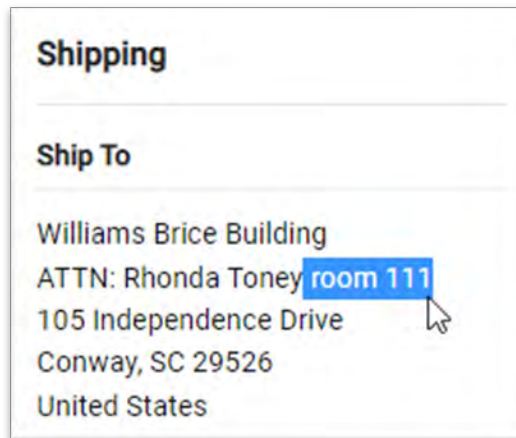
➤ **Shipping:**

Verify Shipping address listed

Update if needed

Copier BPO's should list a **Shipping – Ship To** address of the actual location of the copier.

In the "ATTN:" field please list the department contact person regarding this copier as well as the room number it is located in / or by.



The image shows a screenshot of a shipping form. At the top, the word "Shipping" is written in bold. Below it, there is a horizontal line. Underneath the line, the text "Ship To" is written in bold. Below "Ship To", there is another horizontal line. Underneath this second line, the following address information is listed: "Williams Brice Building", "ATTN: Rhonda Toney room 111", "105 Independence Drive", "Conway, SC 29526", and "United States". The text "room 111" is highlighted in blue, and a mouse cursor is pointing at it.

➤ **Account Codes:**

Verify information copied from previous Cart

Edit section if needed

**Fund – Activity:** a dash is required between the fund and the activity code

**Object:** search by number for description

**Project:** \*\*Note: not all GL accounts are associated with a Project ID. This is not a free form field. The information entered in this field must match EXACTLY to what is listed on the general ledger with Financial Services, otherwise an error will occur preventing the cart from becoming a requisition.

➤ **Internal Notes and attachments:**

**Internal Note:** used only by Procurement Services and accounts Payable

**Internal Attachments:**

Copy to New Cart functionality pulls the previous requisition attachments over.  
Remove attachments that will not apply to the new request

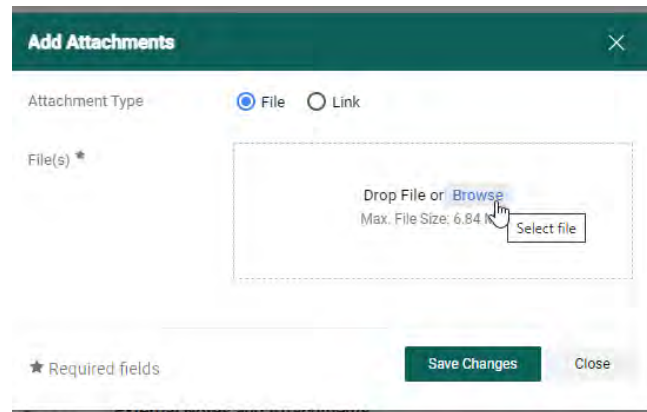
Upload all of the updated supporting documentation (ex: BPO Renewal COMMENT notification, quote, COI, contract for Legal review, sole source documentation, etc...)



Click on "Add"

Attachments can be files or links

Select "Save Changes"



➤ **Supplier and Item Description:**

Review and verify

Update for new **Fiscal Year (FY24)** (if applicable)

The amount calculated should be based off of the months included in the BPO Renewal range (07/01/2023 – 6/30/2024) or the amount of months remaining on the contract.

To update a line item, click on the description



Update field(s) on the pop-out window

A screenshot of a 'Non Catalog Item' pop-out window. The window has a dark green header with the title 'Non Catalog Item' and a close button. Below the header, there are several sections: 'Existing Supplier' with a search box containing 'Ricoh USA Inc'; 'Fulfillment Address' with a dropdown menu showing 'MAIN FULFILLMENT CENTER - PO BOX 532530, Atlanta, GA 30353-2530'; 'Distribution Methods' with a dropdown menu and a checkbox for 'Check this box to customize order distribution information.'; and 'Item' with a table. The table has columns for 'Product Description', 'Catalog No.', 'Quantity', 'Price Estimate', and 'Packaging'. The 'Product Description' field contains 'Lanier MP 5055 lease', 'Quantity' is '1', and 'Price Estimate' is '3,390.21'. There are 'Save' and 'Close' buttons at the bottom right. A note at the bottom left says '\* Required fields'.

Save

**Verify tax application**

Copy to New Cart will mirror the Tax field on the previous requisition

To Edit (if applicable) - click on the particular "Edit Line\_: Item Details" pencil to access

➤ **External Notes and Attachments:**

Edit Section

**Note to all Supplier:**

This area allows entry of 1000 characters

Expand field to view all information

Click and Drag corner to expand or select the “expand” option

Update to reflect FY24 information

Including the following:

Update FY24 BPO date range

**Copy the Item Description line and paste here**

Include the ePro BPO Number FY23: B1000785

**Edit External Notes And Attachments**

**External Info**

Note to all Suppliers

BPO effective 7/1/23 through 6/30/24 /

AP type - 01

Lanier MP 5055 /

NASPO ValuePoint #3091 / SC contract# 4400010730 (CPC program) Estimated copies per month: 15000 1-3960 copies @ \$0.0471 CPC; 3961+ copies @ \$0.0068 CPC (Minimum monthly charge - \$186.52)

S/N: C339R600228

Installed: 9/10/19

Expires: 9/9/24

Original quote and installation documents are filed with B0012780.

Cancels/Supersedes B1000785(FY23)

Auth. contact: Rhonda Toney / 843-349-2808

NOTE: Please be advised that prior to the removal of any copier or multi function device due to repair end of lease etc. a member of CCUs IT staff must be present.

Save Close

Save Changes

➤ **Comments:**

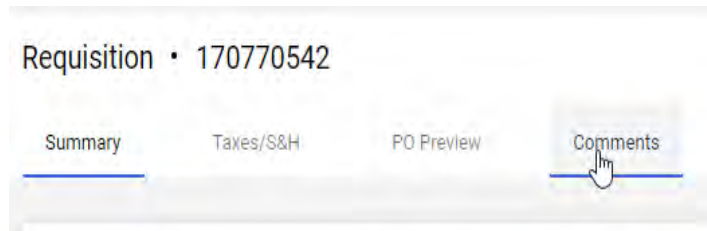
Create a Comment indicating the Procurement Buyer listed on the FY23 BPO.

Example from Blanket Purchase Order B1000785 – Steven Glenn is the Procurement Buyer

Procurement Only	
Buyer Approval	
Annette Roberts	no value
<b>Steven Glenn</b>	<b>Yes</b>
Wanda Lewis	✗
Jennifer West	no value
Dean Hudson	no value
Toni Richardson	no value

So in FY24 Cart (170770542)

Open COMMENTS tab



Add a COMMENT

Show comments for: Requisition ▼

**New Comment**

The image shows a form with a dropdown menu set to 'Requisition' and a 'New Comment' button. A mouse cursor is hovering over the button.



Key in the previous year's Procurement Buyer's name & Blanket Purchase Order

ADD COMMENT

FY23 B1000785 Steven Glenn is the Procurement Buyer

949 characters remaining expand | clear

This will add a comment to the document.

Attach file (optional)

Attachment Type

File

Link/URL

File Name

File

Choose File Upload your file

Click on the checkmark to save the comment.

- Depending on what role assigned to you in ePro, what role you will fulfill in the BPO Renewal process, and what additional Departmental / Area processes are required in addition to the general university workflow established, will determine what your next step will be.

Assign Cart to a Requester?

Assign cart to another End User with the Shopper / Requester role for their approval via comment?

Place Order so that the Cart enters the workflow process of becoming a Requisition, obtaining approvals from Budget Officers, ITS, Marketing and Communication, Grants, VP Level and Procurement Services?

- Should you have questions, concerns or issues related to ePro, please contact Casey Keck [ckeck@coastal.edu](mailto:ckeck@coastal.edu) / 843-349-2061 for assistance.

## Checklist

- Fiscal Year 2023 **B**lanket **P**urchase **O**rder number \_\_\_\_\_
- Determine if a **Fiscal Year 2024** will need to be created (yes/no) \_\_\_\_\_
- FY23 Procurement Buyer name \_\_\_\_\_
- Compile updates made since FY23 BPO created that need to reflect on FY24 request \_\_\_\_\_
- Obtain updated supporting documentation (ex: quote, COI, contract for Legal review, sole source documentation, etc...)
- Update sections:
  - General (page 3)
  - Shipping (page 4)
  - Account Codes (page 4)
  - Internal Notes and attachments (page 5)
  - Supplier and Item Description (page 6)
  - External Notes and Attachments (page 7)
  - Comment (page 8-9)
- How to proceed request forward