

Procurement Services will create a COMMENT on the **Fiscal Year 2024 Blanket Purchase Order** (FY24 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	<p><b>***NEW COPIER ORDER***</b></p> <p>BLANKET PURCHASE ORDER effective 7/1/23 - 6/30/24 / AP type - 01</p> <p>Toshiba Model e-Studio 2528A</p> <p>Copier for Admissions Processing Dept. Est. 2,000 copies per month:(B&amp;W); Monthly minimum cost: \$67.99; 2,001 overage @ \$.0041 CPC</p> <p>SC State Contract #4400029304</p> <p>S/N: CTEN45840</p> <p>Installed: 7/24/23</p> <p><b>Expires: 7/23/28</b></p> <p>Replaces copier from expiring contract on BPO# B1000974</p> <p>Original quote and installation documents filed with BPO # B1001640</p> <p>Auth. User/Contact: Sharlene Zwing / 843-349-2504</p> <p>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 CCH's IT staff must be present</p>
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- To Renew the BPO:

Login to ePro

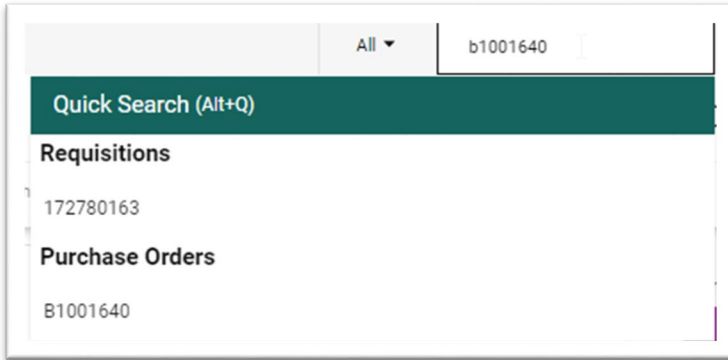
Reference BPO Renewal COMMENT to locate EXAMPLE: **BPO B1001640 for FY2024**

Key that number into the Search field (ex: B1001640)

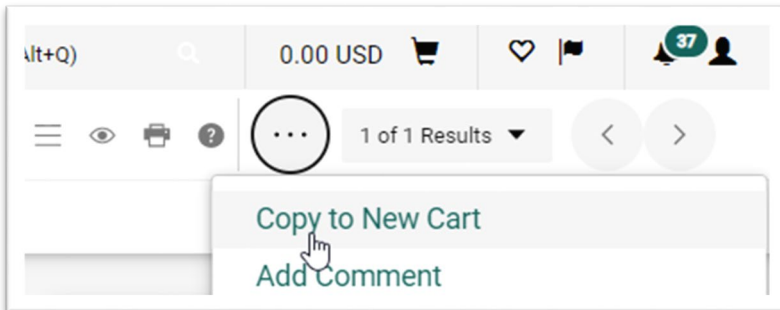
Enter



Any requisitions, purchase orders, and/or change requests associated will appear  
Select the requisition number (ex: 172780163)

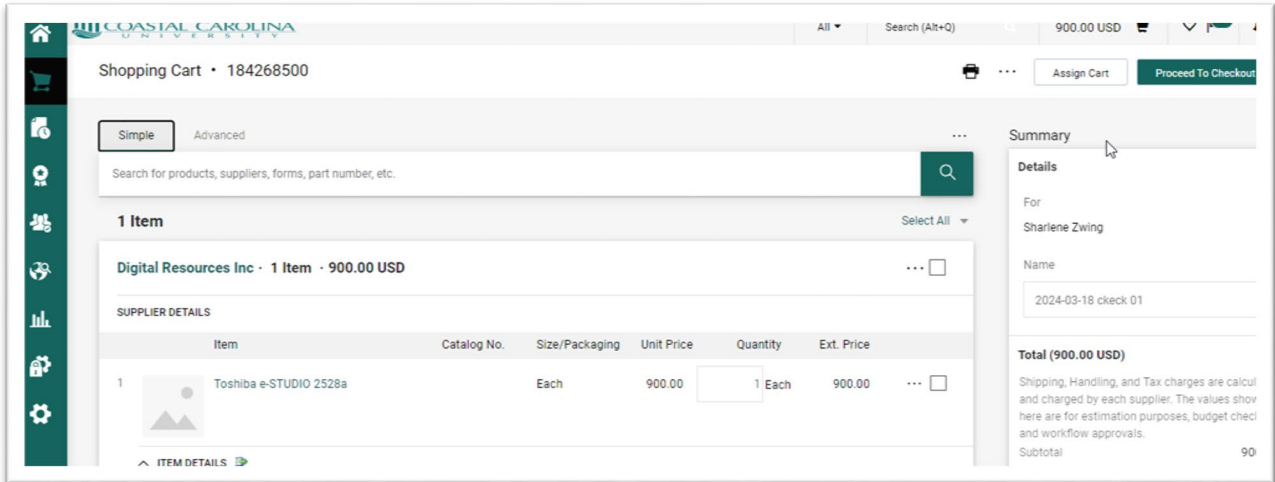


From the Requisition dropdown menu, select "Copy to New Cart"



The Simple Shopping Cart will be created

Proceed To Checkout



- Update the Cart to reflect changes for FY25

**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:** FY25 – End User’s name – Supplier

**Description:** Blanket Purchase Order Renewal

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

**Does this involve the purchase of IT hardware or software?:** “No” for Copier Renewals

**If this is a software purchase, will it be used to receive credit card payments from third parties?:** “No” for Copier Renewals

**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

Requisition • 184268500

Summary    Taxes/SSH    PO Preview    Comments    Att

**General** ✎

Cart Name	FY25 - ckeck - Digital Resources
Description	Blanket Purchase Order Renewal
Prepared by	Casey Keck
Prepared for	Casey Keck
Accounting Date	no value
Does this involve the purchase of IT hardware or software?	✘
If this is a software purchase, will it be used to receive credit card payments from third parties?	no value
Is this a state wide contract?	no value
State Contract Number	no value
Intended Pcard Purchase by Department?	No
Is your purchase an allowed Pcard (or Travel Card) purchase and do you have sufficient card limits?	N/A

➤ **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.

### Shipping

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**Ship To**

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Bill Baxley Hall  
ATTN: S Zwing / Enrollment Management /  
218  
100 Chanticleer Dr., East  
Conway, SC 29526  
United States

➤ **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.

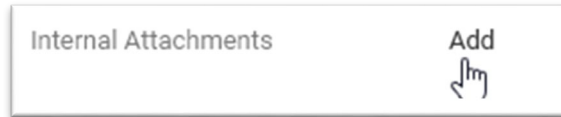
➤ **Internal Notes and attachments:**

**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

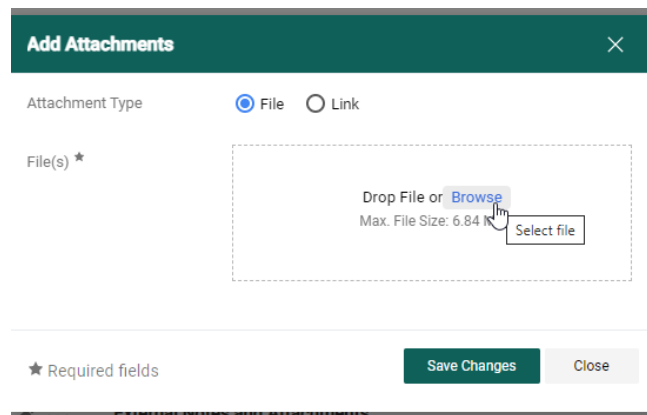
Upload all of the updated supporting documentation (ex: BPO Renewal COMMENT notification, quote, COI, contract for Legal review, sole source documentation, etc...if applicable)



Click on "Add"

Attachments can be files or links

Select "Save Changes"



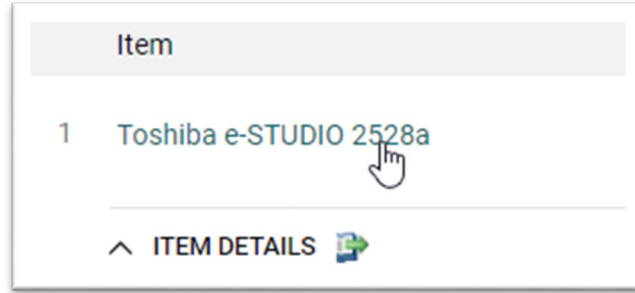
➤ **Supplier and Item Description:**

Review and verify

Update for new **Fiscal Year (FY25)** (if applicable)

The amount calculated should be based off of the months included in the BPO Renewal range (07/01/2024 – 6/30/2025) 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

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 FY25 information

Including the following:

Update FY25 BPO date range

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

Include the ePro BPO Number FY24: B1001640

### External Notes and Attachments ...

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Note to all Suppliers BLANKET PURCHASE ORDER effective  
7/1/24 - 6/30/25 / AP type - 01

Toshiba Model e-Studio 2528A

Copier for Admissions Processing Dept. Est.  
2,000 copies per month:(B&W); Monthly  
minimum cost: \$67.99; 2,001 overage @  
\$.0041 CPC

SC State Contract #4400029304

S/N: CTEN45840

Installed:7/24/23

Expires: 7/23/28

Original quote and installation documents  
filed with BPO # B1001640

Cancel / Supersedes: B1001640

Auth. User/Contact: Sharlene Zwing / 843-  
340-2504

Save Changes

➤ **Comments:**

Create a Comment indicating the Procurement Buyer listed on the FY24 BPO.

Example from Blanket Purchase Order B1001640 – Steven Glenn is the Procurement Buyer



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

So in FY25 Cart (184268500)

Open COMMENTS tab

Add a COMMENT

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

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 2024 **B**lanket **P**urchase **O**rders number \_\_\_\_\_
- Determine if a Fiscal Year 2025 will need to be created (yes/no) \_\_\_\_\_
- FY24 Procurement Buyer name \_\_\_\_\_
- Compile updates made since FY24 BPO created that need to reflect on FY25 request \_\_\_\_\_
- Obtain updated supporting documentation (ex: quote, COI, contract for Legal review, sole source documentation, etc...)
- Update sections:
  - General (page 3 - 4)
  - Shipping (page 4 - 5)
  - Account Codes (page 5)
  - Internal Notes and attachments (page 5 - 6)
  - Supplier and Item Description (page 6 - 7)
  - External Notes and Attachments (page 7 - 8)
  - Comment (page 8-9)
- How to proceed request forward