

HuskyBuy is Now Ready for the Processing of FY22 Blanket Orders and Requisitions

HB is now ready for submission of new requisitions and blanket PO requests for FY22. For Blanket Orders you can create a new requisition by copying an existing requisition of your FY21 PO. Review and update pertinent information including account, dollar amount, contract number if applicable, PO valid from and to dates.

Reminder for all FY 2022 requisitions:

Please be sure that you change the accounting date in the general section of the requisition to 7/1/2021

Accounting Date	7/1/2021	
	mm/dd/yyyy	

Note: Please do not put an end date in the item description.

Requisitions with the accounting date set to July 1, 2021 or after will be processed, held in a queue, and PO's will be released to the vendor in the last part of June to be ready for use on July 1, 2021.

The cart name should read FY22

If you are creating a new PO to replace the previous FY PO, please put the old PO number in the cart name after the FY22.

Example: *FY22-PO#123456*