HuskyBuy is now ready for the processing of FY20 Blanket Orders

Current Blanket Orders may be carried over to be used in the next fiscal year unless a new PO is required due to the funding source (such as grant-based sponsor requirements), specific contract terms, bidding threshold limitations or your individual department’s fiscal processes.

NOTE: PO’s converted from KFS should be resubmitted as a new requisition. Converted PO’s will have “FROM KFS” in the cart name of the requisition.

Reminders when carrying over a current year blanket order:

1. **If current PO was issued against a contract.** The “PO Valid to date” in the general section of the PO must be revised, by processing a PO Revision, to match the contract end date. If the contract end date has passed, please check with the buyer in Procurement to see if there is an extension before creating a new PO.

   PO Valid To (mm/dd/yyyy)  12/31/2020

   To find the contract end date, click on the contract number in the supplier information box on the PO tab.

   ![Supplier Information](image1)

   ![Dates And Renewal](image2)

Reminder when submitting a new requisition for FY 2020:

- Please be sure that you change the accounting date in the general section of the requisition to 7/1/2019

   ![Accounting Date](image3)

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

   Requisitions with the accounting date set to July 1, 2019 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, 2019.

- The cart name should read FY20 –
  - 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 FY20.

   Example: FY20-PO#123456