

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	
Supplier Information	
Contract	UC-17-LP080717-A more info...

Dates And Renewal	
Start Date	1/23/2018 12:00 AM EDT
End Date	12/31/2020 11:59 PM EDT

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	07/01/2019 
	mm/dd/yyyy

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