


**HuskyBuy is now ready for the processing of FY21 Blanket Orders and Requisitions**

HB is now ready for submission of new requisitions and blanket PO requests for FY21. For Blanket orders you can create a new requisition by copying an existing requisition of your FY20 PO. Review and update pertinent information including account, dollar amount, contract number if applicable, PO valid from and to dates.

**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.

**Reminder for all FY 2021 requisitions:**

- Please be sure that you change the accounting date in the general section of the requisition to 7/1/2020

Accounting Date	07/01/2020	
	mm/dd/yyyy	

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

Requisitions with the accounting date set to July 1, 2020 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, 2020.

- The cart name should read FY21 –
  - 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 FY21.

Example: FY21-PO#123456