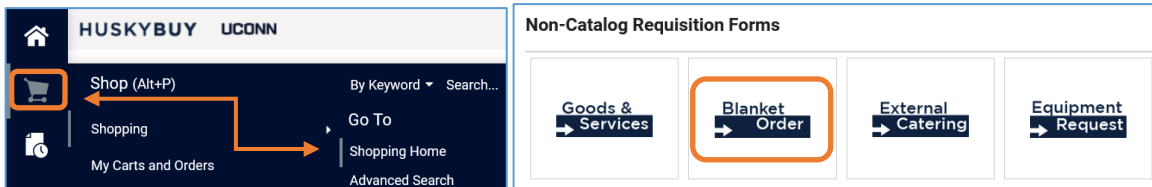


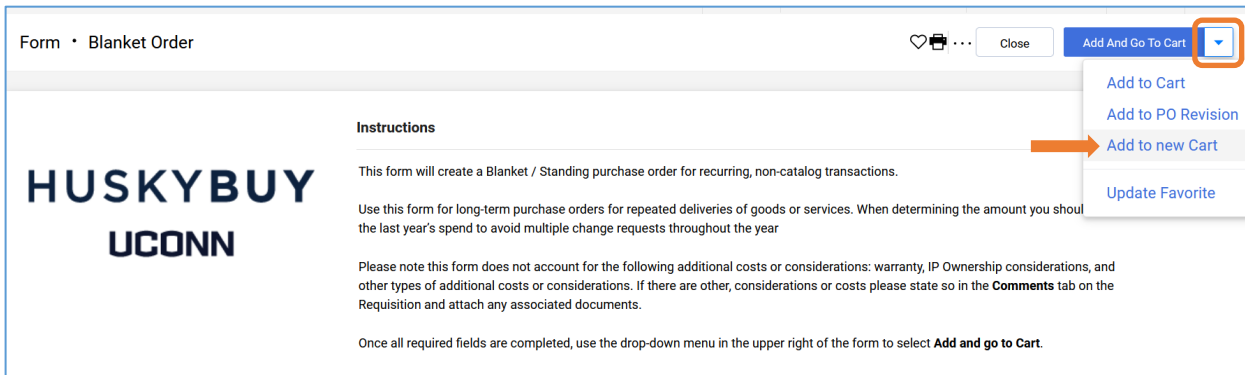
# HuskyBuy, on March 11 will be Ready for the Processing of FY25 Blanket Orders and Requisitions

HuskyBuy, on March 11 will be ready for submission of new requisitions and blanket PO requests for FY25. For Blanket Orders you can create a new requisition by navigating to the HuskyBuy shopping home page and select the Non-Catalog Blanket Order form. **Due to bid threshold updates, copying previous year's Blanket Orders will not be accepted this year.**

Go to the **Shopping Home** page to start a new **Blanket Order**.

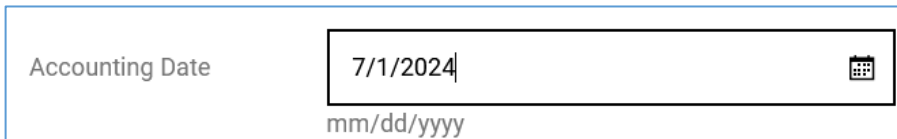


After completing the form, click the **Add to Cart** dropdown menu to select **Add to New Cart**.

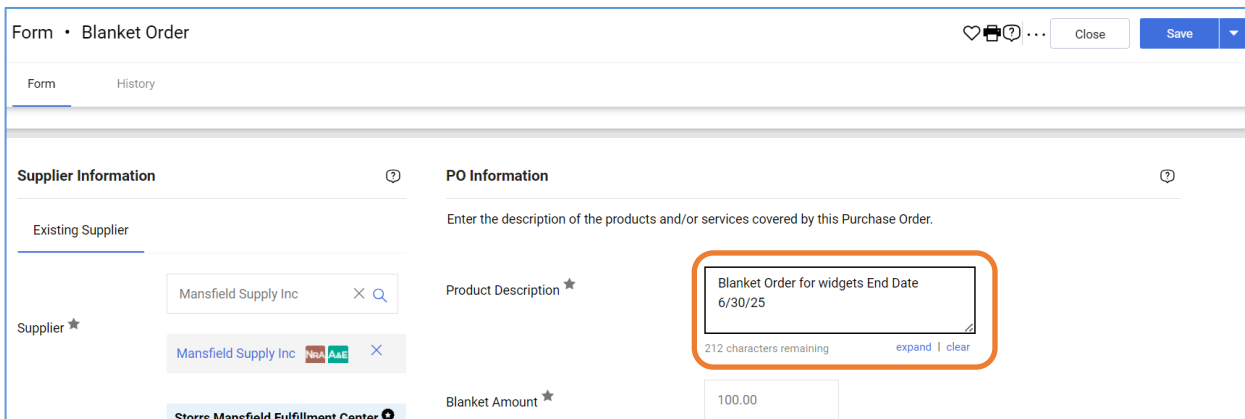


Reminder for all FY 2025 requisitions:

Please be sure that you change the accounting date in the *General* section of the requisition to 7/1/2024.



**Note:** If you put an end date in the Product Description, be sure to update end date to the end of FY25.



Requisitions with the accounting date set to July 1, 2024 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, 2024.

**The cart name should read FY25**

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 FY25. Example: *FY25-PO#123456*

The screenshot shows a shopping cart interface with the following elements:

- Shopping Cart ID: 3967053
- Buttons: Print, Menu, Proceed To Review
- Search bar: Search for products, suppliers, forms, part number, etc.
- Item list: 1 Item (Mansfield Supply Inc) for 100.00 USD.
- Supplier details: Storrs Mansfield Fulfillment Center: 1527 Storrs Rd, Storrs Mansfield, Connecticut 06268-1319 United States.
- Table with columns: Item, Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price.
- Summary panel: Details for Jeremiah Macht, Name field containing FY25-PO#123456 (highlighted with an orange box), Total (100.00 USD).

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Blanket Order for widgets End Date 6/30/25			100.00	Qty: 1	100.00