Section 1. New Blanket Purchase Order Release

Step 1. Log into EAS using your userid and password. Use the GW SC Departmental User responsibility; go to Purchase Orders/Releases.

NOTE: When you first enter the Releases screen, your name will appear in the Buyer field and change to the Procurement buyer when saved.

Step 2. Click on the “PO, Rev” field and the Purchase Orders list of values will appear. Type the purchase order number in the Find field and click the Find button. Or type “%” in the Find field and click the Find button and to view a list of active BPOs. Then choose the PO number from the list and click on the OK button.

Step 3. Click in the Shipments field.

NOTE: When you click in the Shipments field the name in the Buyer field will change to the Procurement Buyer listed on the BPO.

Step 4. Click in the Line field then click to open the PO Lines search box and type % and press Find for a list of the products or services available on the BPO.

Step 5. Enter your Ship To address and the quantity desired in the Quantity field.

Note: The BPO item description is located in the lower right corner beside the Item field.

Step 6. Click the More tab to enter additional information and to adjust the Match Approval Level field if appropriate.

NOTE: Refer to the GWU Commercial Invoice Processing Policy for 2-Way and 3-Way invoice amount levels.
Step 6 (cont.).

Step 7. Click the Distributions button at the bottom of the page and enter Requester’s name and Deliver To location, press the for each field to open search box.

Step 8A. If your purchase is charged to an expense account, tab or scroll to the right and click the Charge Account field to open the Alias window, enter your Alias and press OK. Enter the Account and press OK other charge account information is pre-populate.

Note: If your Purchase is charged to a PTA skip Step 8A and go to Step 8B.

Step 8B. If your purchase is charged to Project/Task/Award combination, click on the Project tab and enter the appropriate project information. DO NOT do Step 8A.

Step 9. Place your cursor in the bracketed field “[ ]” and use CTRL+L to enter the delivery room number, your phone number and press OK and close the distribution form.

Step 10. Press the Approve button at the bottom of the form to open the Approve Document form. Ensure that a check mark is in the Reserve and Submit for Approval boxes and press OK.

Step 11. Ensure that a check mark is in the Reserve and Submit for Approval boxes and press OK.

Completed: BPO Release Submitted for Approval
Section 2. Modify an Existing Blanket Purchase Order Release

Step 1. Identify the Purchase Order and Release number to be modified.

Step 2. Log into EAS using your userid and password. Use the GW SC Departmental User responsibility; go to Purchase Orders/Releases. The Releases form will open; this form is also used to enter new releases.

Step 3. Search for your specific PO/Release combination by clicking the View dropdown and selecting Query By Example and Enter.

Step 4. Fields will change color from yellow and gray to light blue and white to signify search mode. Enter the PO number and the Release number to modify.

Step 5. Run the PO/Release search by clicking View dropdown and selecting Query By Example and Run.

Step 6. The selected Release is shown and available for modifications.

Step 7. Increase the available funding by adding a new line to the Release. Click beneath the last number in the Num field to add a new line ... or click the last visible line and press the down arrow.

Step 8. Follow Steps 6 through 11 above to complete the BPO Release Modification.

Completed: BPO Release Modified and Submitted for Approval