



Requisitioner Checklist for Releases

FOR RIFANS BLANKET AND CONTRACT RELEASES

Blanket and Contract Releases do not require Purchases review. When processed correctly, they automate to Purchase Order issuance within minutes in the RIFANS system.

To ensure success, please use the following checklist as a guide.

Blanket Release (Store) from a Blanket Purchase Agreement

- This Release is **created from the Store**
- At Document to Create, select **Blanket Release**

Contract Release (Non-Catalog) from a Contract Purchase Agreement

- This Release is a **non-Catalog**
- Enter the **Contract Purchase Order Number** in the Contract PO Field
- Click the **Tab** key on the keyboard
- Vendor information will populate
- At Document to Create, **select Contract Release**

NOTES:

Blanket and Contract Releases do not require Purchases review; they should be automated within the RIFANS system to PO Issuance.

If you follow the instructions above, the RIFANS system will issue a **purchase order number within minutes.**

Failure to follow these instructions will result in routing to the requisition pool which requires Purchases to manually process, and you *will* experience a *minimum* of 24 to 48 hours delay time.