

HuskyBuy will be Ready for the Processing of FY27 Blanket Orders and Requisitions on February 9

HuskyBuy, on **February 9th**, will be ready for submission of new requisitions and blanket PO requests for FY27. These orders will be released on the last day of the Fiscal Year. **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.**

IMPORTANT: Blanket POs will need back up verifying how prices will apply:

Cost Documentation

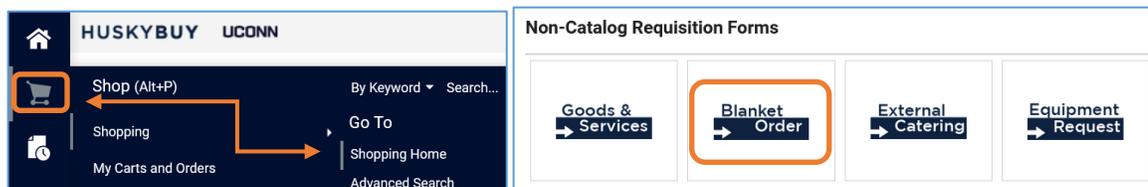
- Blanket POs is for specific item(s): attach quote covering FY26 for discounted pricing or indicate prices will bill at list.
- Blanket POs Covering full catalog/product list:
 - Use Comment Field of PR to indicate all pricing will be at list or seek discount on all items
 - If a blanket discount will be applied (i.e. UConn receives flat 5% off list price) then include a quote from supplier detailing the discount thru 6/30/2025

Blanket PO Review

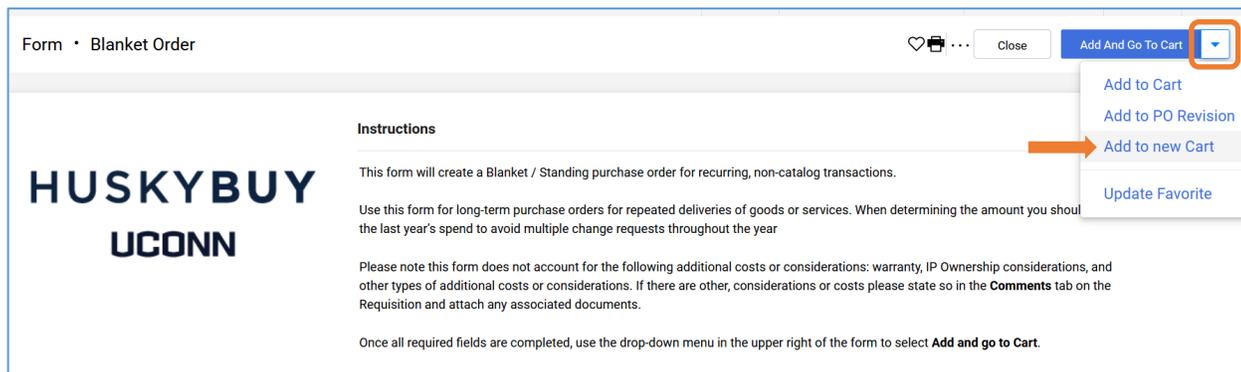
- Procurement will review all orders and may contact you if further information is needed.
- Departments are responsible for ensuring invoice charges are in line with quoted or contracted pricing.
 - If you have any questions on contracted pricing, please contact the appropriate Buying team as defined here: <https://kb.uconn.edu/space/FPB/27713142882/Commodity+Code+Dictionary>.

Instructions

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 2027 requisitions:

Please be sure that you change the accounting date in the *General* section of the requisition to 7/1/2026.

Accounting Date	<input type="text" value="7/01/2026"/>	<input type="button" value="Calendar"/>
	mm/dd/yyyy	

Note: If you put an end date in the Product Description, be sure to update end date to the end of FY27.

Form • Blanket Order

Supplier Information

Existing Supplier

Supplier *

Mansfield Supply Inc

Mansfield Supply Inc

Storrs Mansfield Fulfillment Center

PO Information

Enter the description of the products and/or services covered by this Purchase Order.

Product Description *

Blanket order for widgets End Date 6/30/27

212 characters remaining expand | clear

Blanket Amount *

100.00

Requisitions with the accounting date set to July 1, 2026 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, 2026.

The cart name should read FY27

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 FY27. **Example: *FY27-PO#123456***

Shopping Cart • 3967053

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Mansfield Supply Inc • 1 Item • 100.00 USD

SUPPLIER DETAILS Storrs Mansfield Fulfillment Center : 1527 Storrs Rd, Storrs Mansfield, Connecticut 06268-1319 United States

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1			100.00	Qty: 1	100.00

Blanket Order for widgets End Date 6/30/25

Summary

Details

For Jeremiah Macht

Name

FY27-PO#123456

Total (100.00 USD)