An enhancement to AISystem is scheduled to be released to Production before Fiscal Year End related to the entry of blanket orders. You are receiving this communication since you have been identified as a person that has entered blanket orders in the last year.

**WHAT IS CHANGING?**
Two fields are being added to the Purchase Order that will allow the “old” Fiscal Year Blanket Orders to be linked to “new” Fiscal Year Blanket Orders thereby creating efficiencies with processing invoices.

**WHEN IS THIS HAPPENING?**
The change will apply to all Blanket Orders being created on or after **May 19, 2017**.

**IMPACT TO YOU:**
Please see the new search screen for Purchase Orders below (note the new highlighted information.)

If you create a New BO using the “Copy” Action:
One new field will auto-populate on a copy of an existing blanket order and no action is required on your part. Simply let AISystem fill in the data for you and continue as normal.
If by chance you are copying but not replacing a blanket order, please answer the question “No” on the search page and continue as normal.

If you create a New BO using the “New” Action:
If you are replacing an old year blanket order with this New BO, **please enter ‘Y’es on the replace question and enter the prior encumbrance ID on the Purchase Order entry page**. You will see this information at the top right hand side of that Purchase Order page. If you are not replacing an old year BO, no action is needed.

*Note* - this change is not related to Lease Maintenance Purchase Orders.
If you have questions, email sap@wustl.edu or call 314-935-5707.