



UNIVERSITY of
TASMANIA
AUSTRALIA

Financial Services
Locked Bag 1353
Launceston, Tasmania
03 6324 3780

PurchaseNow Blanket Purchase Order Request

Details of Order			
Supplier Name (PurchaseNow)			
Blanket Order Title (Supplier Account Number/Description)			
Description of Goods/Services			
Period Start Date		Expiry Date	

TechOne Project Number	Natural Account Number	Amount Ex GST
Total		

Order Instructions	
<input type="checkbox"/>	Send Order to Supplier OR
<input type="checkbox"/>	Do Not Send Order to Supplier
<input type="checkbox"/>	Hide Order Amount from Supplier OR
<input type="checkbox"/>	Show Order Amount to Supplier

UTAS STAFF CONTACT	
Browser/Buyer Name	
PurchaseNow Ship To Address (To appear on order)	

STAFF TO REVIEW INVOICES		
List the staff who will be responsible for checking & accepting the invoices for payment		

Please complete and **SAVE** your request, then submit your form & any supporting documentation via the [Self Service Portal](#)

For each attachment, please specify if it should be sent to the supplier or kept internal for justification purposes, via the self service request.

Please remind Suppliers to include the Purchase Order number on all Invoices.