Pegasys Quick Reference Guide

Blanket Purchase Agreements: Enter BPA Number

- Blanket purchase agreements (BPA) are pre-negotiated agreements between GSA and vendors. To track spending against a BPA, the BPA number and its terms and conditions must be entered on the **Blanket Agreement Maintenance** table. Purchase requests are used to establish the BPA in Pegasys and include:
  - **BL-BPA with Limitations** - BPA that commits funding and reduces the budget's availability.
  - **BP-BPA without Limitations** - BPA that does not reduce the budget's available balance.
- These purchase requests are similar in function to the GSA Form 300/GSA Form 3521.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
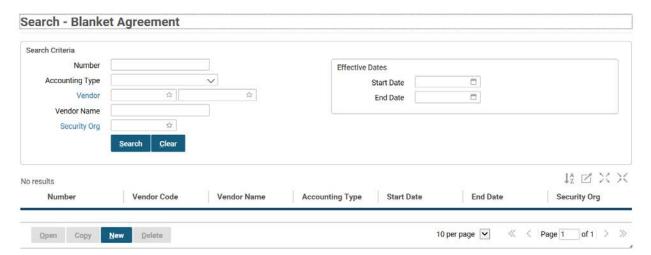
GSA Policy

- The roles of Requisitioner, Direct Payer and Contracting Officers have the authority to update the **Blanket Agreement Maintenance** table.
- BPAs with limitations require Account Classification, Funds Authorization and Manager Approvals.
- If the BPA is $3,000 or more, an Authorized Buyer's approval is required. If the BPA is more than $3,000, a Contracting Officer's approval is required.
- BPAs without limitations do not require approvals.
- GSA will not use the **Update Blanket Agreement** feature on the BPA documents.

Blanket Purchase Agreements: Entering a BPA Number

1. Select Reference → Purchasing → Blanket Agreement → Blanket Agreements from the Pegasys menu bar.
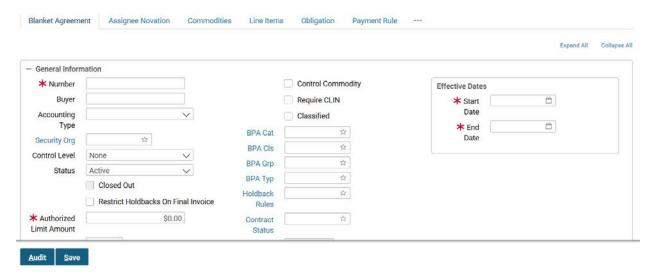2. Select **New**.

Figure 1: Blanket Agreement Search Page

3. Enter the unique (alphanumeric) BPA number in the **Number** field.
4. Enter the **Buyer** responsible for the BPA.
5. Select the Control Level.

   NOTE: Pegasys will prevent all spending above the limitation only when the control is set to Reject.
6. Enter the maximum dollar amount that can be spent against the BPA in the **Authorized Limit Amount** field.
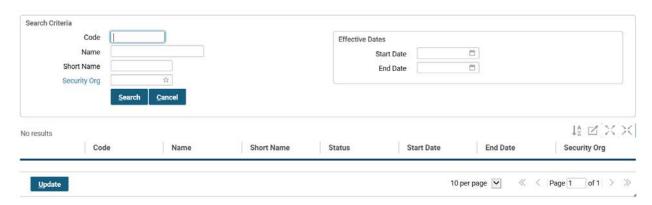7. Select the **BPA Type** link.

Figure 2: Blanket Agreement General Information

    a. Enter the appropriate search criteria.

    b. Select **Search**.

Figure 3: BPA Type Search Page

c. Select the appropriate **Code**.

d. Select the corresponding **Select** button.

e. You will be returned to the Blanket Agreement page.

8. Enter the **Start** and **End Dates** for the BPA.

9. Enter the **Vendor Code** and **Vendor Address Code** with whom GSA is entering the agreement.

a. If the vendor is unknown, contact your contracting officer.

10. Enter additional information (e.g. purpose of the agreement) in the **Description** field.

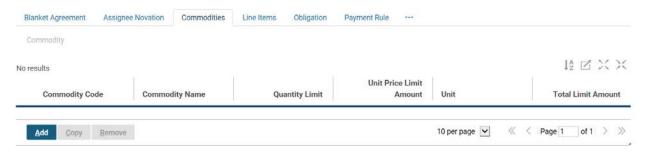11. Select the **Commodities** tab.

12. Select **Add**.

Figure 4: Commodities Tab

13. Enter the **Commodity Code** and **Unit**.

14. Enter the **Total Limit Amount**, **Quantity Limit**, and/or the **Unit Price Limit** by which to limit the itemized purchases against the BPA. These are found in the Limited By group box.

15. Select the **Commodities** link to return.

Figure 5: Commodities Tab (continued)

a. New commodities can be entered by repeating steps 13-16.

b. A commodity can be copied by selecting the desired commodity, selecting **Copy**, selecting the new commodity and selecting the **Commodity** link to apply any changes.

c. A commodity can be deleted by selecting the appropriate commodity and selecting **Remove**.

16. Select **Save**.