


Blanket Order Available Actions: Add and go to Cart Go Close

General Information	Supplier Information	Encumber Funds in SAP?
 <p>Instructions for use of this form:</p> <ul style="list-style-type: none"> Use this form to request a Blanket Order for recurring, non-catalog items consisting of consumable supplies or services for a specific period of time. Blanket orders allow one purchase order number to be issued to a specific supplier which can be used repeatedly for specific periods of time. When split funding is used and "Yes" is selected to encumber funds, only the FIRST cost object entered will display the commitment in SAP. Invoices with split funding will contain every cost object specified when the actual posting occurs in SAP. This form will be routed to Purchasing for approval. <p>Fields in bold are required.</p>	<p>Enter Supplier 1</p> <p>or Supplier Search</p> <p>Order Start Date 2</p> <p>Order End Date 2</p>	<p><input type="radio"/> No 3 <input checked="" type="radio"/> Yes</p> <p><i>*If yes is selected, the Order End Date must be specified <u>and</u> be on or before the end of the current fiscal year (06/30/xx).</i></p>
Quantity / Price		
Blanket Orders involve a start and end date so quantity below will always be '1'.		
Quantity 1		
Enter the anticipated total amount to be paid under this order, into the Unit Price field.		
Unit Price 4		
If encumbrances are to be posted for this order, this field drives the encumbrance date in SAP.		
Preferred Delivery Date 5		
Quantity / Price Total: 0.00		
Line Item Description		
Product Description 6		Catalog No.
		BLANKET
Item Notes (included on PO) 7		
Use the "Add Attachments" link below to include additional information.		
Internal Attachments 8		
<input type="button" value="Add Attachments"/>		

Notes:

- 2-way matching applies to Blanket Orders, so no goods receipt will be needed.
- All Blanket Invoices will route for Department Funding Approval before payment will be made.

1. Search for the Supplier by entering the beginning or part of the Supplier's name. A list will then be populated with likely matches as you type and include icon(s) denoting special characteristics about the supplier.
2. Enter the start date for the Blanket Order, normally 07/01/xx that coincides with the fiscal year. **Optional:** Enter the end date **or** leave blank of "open" ended. If using an end date, do not go past the current fiscal year (06/30/xx).
3. Select an option as to whether funds should be encumbered in SAP.
4. Enter the total amount expected to be spent on this line item.
5. If encumbrances are to be posted for this order, enter the date to be used for the commitment item.
6. Enter a general description of item(s) to be purchased.
7. Use the **Item Notes** field to include the standard phrase "PO subject to 30 day cancellation notice."
8. You may attach information if needed.