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.

**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.