



Flagging a Blanket Purchase Order

Version 1.0 | October 5, 2015

Directions to create a Blanket Purchase Order:

Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update POs

1. Navigate to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**.
2. On the **Add a New Value** tab, select **Add**.

Purchase Order

Find an Existing Value | **Add a New Value**

Business Unit: 09900

PO ID: NEXT

Add

3. Begin creating a new Purchase Order.
4. Select **Header Details** from the **Header** area.

Header

*PO Date: 10/04/2015

*Supplier: MCM ELECTR-001

*Supplier ID: 0000000001

*Buyer:

PO Reference:

Header Details

PO Defaults

PO Activities

Actions

Supplier Search

Supplier Details

MCM Electronics inc

Activity Summary

Add Comments

Add ShipTo Comments



5. Click on the magnifying class from the **PO Type** field in the **PO Details** area.

PO Details

Supplier MCM ELECTR-001

*PO Type

*Billing Location 00000000 Billing Address

Origin

Use One Ship To

6. Select **BLKT** or **Blanket** to flag this Purchase Order.

Look Up PO Type ×

PO Type: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

PO Type	Description
BLKT	Blanket
GEN	General

7. Complete the steps to finish creating the Purchase Order.



Directions to search for a Blanket Purchase Order:

Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update POs

1. Navigate to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**.
2. Select the **Find an Existing Value** tab.
3. Choose **Blanket** from the **PO Type** dropdown menu and click **Search**. This will return any POs that have been flagged as Blanket.

Business Unit: = ▾ 09900 🔍

PO ID: begins with ▾

Purchase Order Date: = ▾ 📅 31

PO Status: = ▾ ▾

Short Supplier Name: begins with ▾ 🔍

Supplier ID: begins with ▾ 🔍

Supplier Name: begins with ▾ 🔍

Buyer: begins with ▾ 🔍

Buyer Name: begins with ▾ 🔍

PO Type: = ▾ **Blanket** ▾

Purchase Order Reference: begins with ▾

Hold From Further Processing

Case Sensitive

Search **Clear** **Basic Search** 🔍 **Save Search Criteria**