

buyND™ Blanket POs

- Blanket orders are purchase orders issued for a one-time encumbrance which allows for repeated releases/orders against one purchase order number. Multiple invoices are issued throughout the term of the blanket, and multiple receipts are posted against the blanket order as Cost Receipts.
- Blanket orders are to be used only when the following criteria are met:

- Term:** The term is within one fiscal year for unrestricted FOAPALS and within the grant term for restricted FOAPALS.
- Price:** The estimated encumbrance for the entire term is known.
- Date:** The starting date is within the fiscal year the order is created.
- Supplier:** The supplier has been approved and entered into buyND.

- To submit a Blanket PO, click on the **Blanket Order** sticker on the buyND Home page:



- To complete the form:
 - Supplier:** Select a non-catalog supplier.
 - Business Purpose:** Select a business purpose for the blanket order.
 - Dates:** Enter a start date and end date.
 - Replaces PO:** Enter a PO number if this is a replacement order for another contract order that has expired.

Supplier Information	Business Purpose	Dates
Supplier Scott Specialty Gases, Inc. more info... select different supplier	Business Purpose <input checked="" type="radio"/> Multiple low dollar transactions Product or quantity are variable <input type="radio"/> Mandatory telephone or online ordering <input type="radio"/> Perishable goods <input type="radio"/> Emergency services <input type="radio"/> Other	Start Date 07/01/2011 <input type="text"/> mm/dd/yyyy End Date 06/30/2011 <input type="text"/> mm/dd/yyyy Replaces PO P9999999 (e.g. P9999999)
Fulfillment Address Fulfillment Address 1: (preferred) 6141 Easton Road Plumsteadville, PA 18949 US Supplier Phone +1 (800) 217-2688		

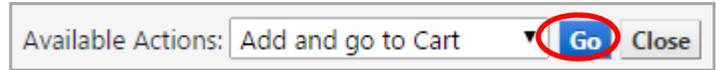
- Product Description:** e.g. Cylinder Rental Lease agreement on 2 cylinders in 115 Galvin. This includes Cylinder No. FF062255 Boron and FC010846 10% Silane.
- Catalog No.:** Append the last two digits of the fiscal year, e.g. B-FY15.
- Not to Exceed:** Enter an estimated yearly expenditure.

- The following fields are locked:

- Unit of Measure: LO (lot)

Product Description	Catalog No.	Quantity	Not to Exceed Amount	Unit of Measure
Blanket order for Cylinder Rental Lease agreement on 2 cylinders in 115 Galvin. This includes Cylinder 108 characters remaining expand clear	B-FY15	1	3500	1 LO - Lot

- Click **Go** next to **Add and Go To Cart** in the upper right hand corner.



- The **Order Details** from the Blanket Order form will be loaded into your active **Shopping Cart**, and you can complete the **Checkout** process.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Blanket order for Cylinder Rental Lease agreement on 2 cylinders in 115 Galvin. This includes Cylinder No. FF062255 Boron and FC010846 10% Silane. more info...	B-FY15	1/LO	3,500.00	1 LO	3,500.00 USD
Supplier subtotal					3,500.00USD

- Header Information fields for the requisition:

a) Supplier Information:

- Change Req. Type to Blanket PO
- Add attachments for the vendor if needed

b) Submit Requisition:

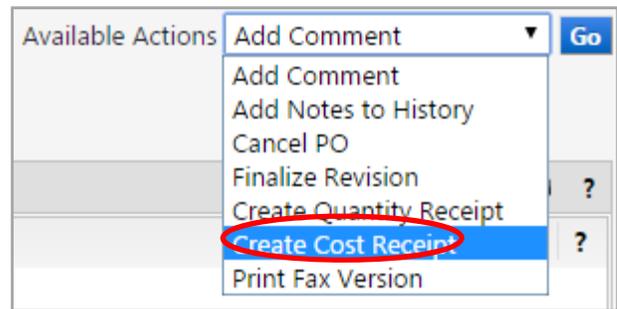
- A Requisition No. will be generated and the workflow process will begin

- Provide the assigned purchase order number when ordering from the supplier against the Blanket.
- Receipts posted against Blanket orders will be posted as **Cost Receipts**.
- Search for and view the blanket purchase order you want to create a cost receipt against.

<input checked="" type="checkbox"/> Z0029564	Scott Specialty Gases, Inc.	10/21/2014 3:08 PM	55454591	Javier Hernandez	Sent	3,500.00 USD
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- Click on the PO number to open it.

- Click **Create Cost Receipt** from the **Available Actions** drop down.



- Scroll down to the bottom of the page. The original default cost (dollar) amount to be received will be the original estimated price.

- Enter the dollar amount to be received based on the ordered/invoiced price.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
Z0029564	1	Blanket order for Cylinder Rental	B-FY15	3,500.00		400	Cost Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive/Cancel"/>

- Click **Save and Complete**.

- For subsequent receipts, any remaining encumbrance will be the default when the user begins to enter a new cost receipt. (Original estimated price – any cost receipts entered to date).

- Enter the dollar amount of the next receipt, click **Save and Complete**.