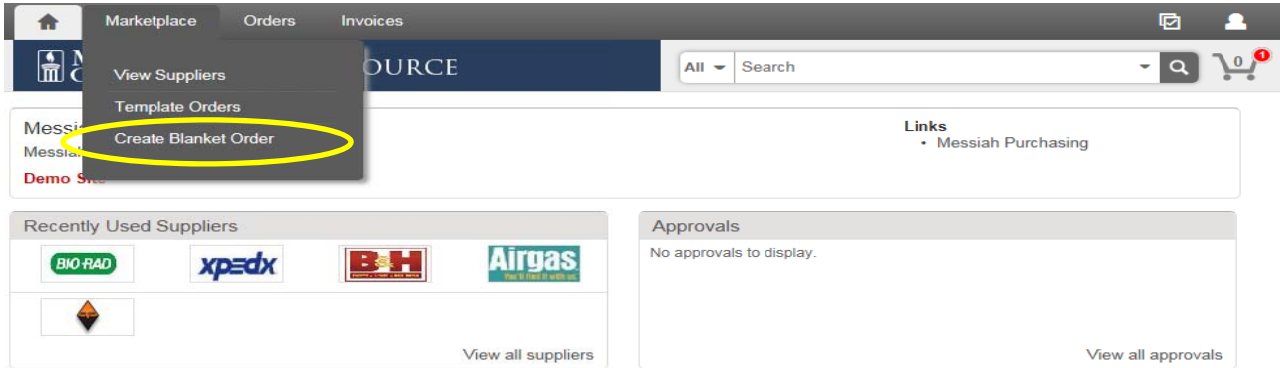- From the dashboard, hover over the Marketplace tab and then click on **Create Blanket Order**.

- Type a descriptive blanket order name with FY15 or current year first.
- Type a detailed description of services and products to be purchased with the blanket order. **Include** the contract or agreement expiration date.

- Click on the Supplier box and begin to type the supplier's name. Then click on the correct supplier from the display box.

- Type in the blanket order dollar amount. Amounts **cannot** be adjusted after the requisition has been approved. Please estimate usage during the entire blanket order period.

Supplier *	Bio-Rad Laboratories	Amount *	$ 32975
Valid From *	1/22/2015 12 : 00 AM	Valid To *	11 : 59 PM
Default Account * Code	🔍 🔍 🔍 ❌ ↻ 📍 Split		
	☐ Allow Release Order Coding ❓		

- The Valid from and Valid to dates can by typed in or chosen from the calendar.   **The Valid to date must allow for time for the invoice to be processed. If blanket order is for the fiscal year, the Valid to date should be **7/20** to allow for fiscal year end invoices that may arrive after the fiscal year end date of **6/30**.

Details

| Name * | FY 15 Leased Campus Copiers |
| Description | X7 Digital Color Copier Serial Number 12-34572 and R360 Laser Copier Serial Number 24-448892

 We pay a lease agreement plus per copy basis. We are estimating 315,000 color copies and 440,000 black copies.

 This agreement is a 24 month agreement expiring July 2017. |

| Supplier * | Bio-Rad Laboratories | Amount * | $ 32975 |
| Valid From * | 1/22/2015   12 : 00 AM | Valid To * | 7/20/2015   11 : 59 PM |

- In the first box, type the org code. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)

| Default Account * Code | 27 🔍 🔍 🔍 ❌ ↻   📍 Split |

2700 - General Adminstration (Board)
2708 - United Way Campaign
2710 - President's Office
2711 - Institutional Events
2712 - Middle States Review
2713 - Commencement
2714 - Sustainability
2715 - Institutional Research
2716 - Institutional Review
2717 - Office of the Provost

| Ship To * | | Bill To * | ACCOUNTS PAYABLE |
| | | | *Attn:ACCOUNTS PAYABLE*
 ACCOUNTS PAYABLE [ACTPAY]
 ONE COLLEGE AVENUE
 SUITE 3012
 MECHANICSBURG, PA 17055
 United States |

- In the second box, type the account code. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)
- If applicable, type the activity code in the third box.

**Please Note: If allocating to more than one org/account number, please contact Purchasing Department for instructions.

- Allowing Release Order Coding is **not** recommended. Checking this box, allows for release orders to be allocated to org/account codes that differ from those originally entered for the blanket order. The Purchasing Department **must** be consulted before checking this box.

- Verify that the Ship To information is correct. The Bill To address defaults to Accounts Payable and should not be changed.

- Available To: In most cases this will just have the creator's name. If selecting others, please keep in mind they will have access to place orders against this blanket order and approve invoices.

- Click on **Add Attachments** to attach contracts, agreements, emails or quotes from the supplier to the requisition. (Attachments must be saved as PDF first.) The Add Attachment box will be displayed. Click Browse or Choose File, find the file to be uploaded and double click on it. Then click OK. **These attachments <u>will</u> be seen by the supplier unless you uncheck the Share with Supplier box.**
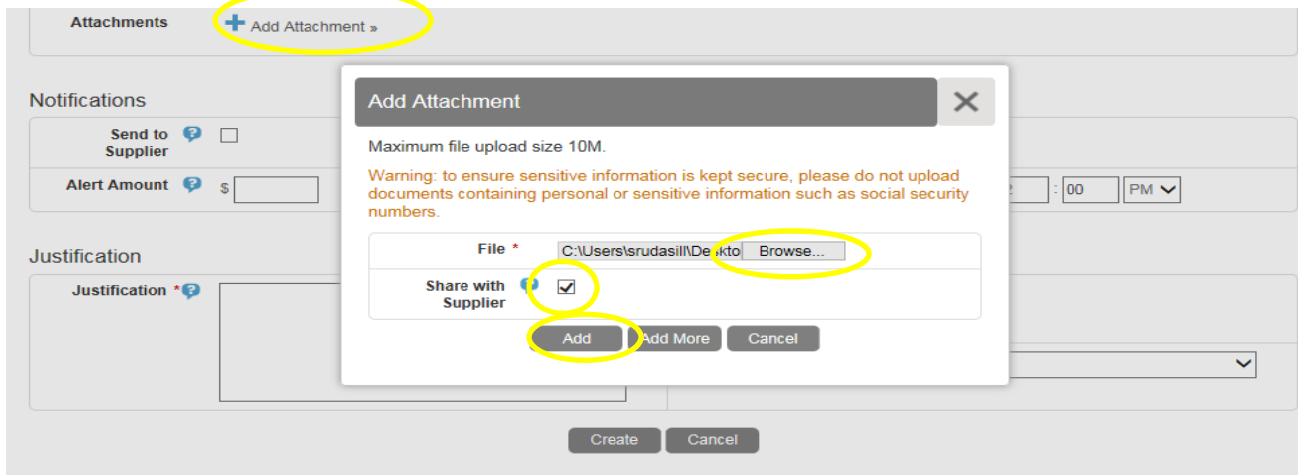
- Checking Send to Supplier will email the PO to the supplier after the blanket order is approved. If not checked, the PO will not be emailed to the supplier and only the users listed as Available to will be emailed.

- Hide Amount from Supplier must remain checked. The Supplier does not need to know the blanket order amount.

- Optional: Alert Amount - When the funds available on the blanket order drop below the alert amount entered, a warning email is generated and sent to your email.

- Optional: Alert Date - On the date entered, an email is generated to remind the user to create another blanket order.

Notifications

| Send to Supplier | ☑ | Hide Amount from Supplier | ☑ |
| Alert Amount | $ 500 | Alert Date | 6/15/2015 12 : 00 PM ☑ |

- In the Justification box, give an explanation as to why the purchase is being made. This is important information and necessary for IRS audit purposes. This will not print on the PO.
- Click on Add Attachments to add other supplier quotes, emails, etc. (First save attachments as PDF.) **These attachments will not be seen by the supplier.**
- After reviewing and verifying that all information is correct, click on **Create**.

Justification

| Justification * | Repair and maintenance on college copiers as needed. | Justification Attachments | ✚ Add Attachment » |
| | | Justification Type | None ☑ |

Create   Cancel

The blanket requisition will now be forwarded through the appropriate approval queue. Remember that following approval, the blanket purchase order is **not** sent to the supplier unless Send to Supplier box in the Notifications section is checked. Also, any invoices applied to this blanket purchase order will not need to be approved again by the approval queue.