How to Create a Blanket/Service Order:

Blanket/Service Orders are used when you have an order that will require multiple delivery/service dates over a period of time. Examples of these types of orders would be yearly leases, rent, service agreements, standing orders, etc. Using this option allows Accounts Payable to create and schedule recurring payments against the PO. This will also keep the PO open and active until all funds have been invoiced.

Once you have completed your shopping cart and have entered the requisition stage of the order, you can select the Blanket/Service Order option. Choose the pencil icon in the General box and click the Blanket/Service Order box. You can now proceed with the rest of your order.

NOTE: When creating a receipt for a Blanket/Service order, you MUST choose the ‘Create COST Receipt’ option. This will allow you to draw down on the total cost of the PO, rather than the QTY.