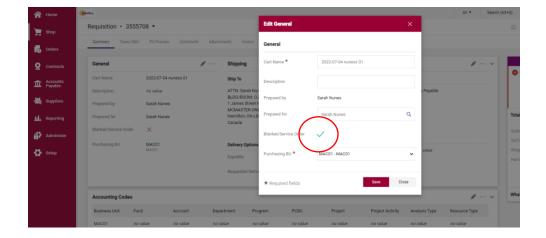
How to Create a Blanket/Service Order:

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.

Shop	Requisition • 3555			
Orders	Summary Taxes/S&H	PO Preview Comments	Attachments History	
Contracts	General		Shipping	
Accounts	Cart Name	2022-07-04 nuness 01	Ship To	
Payable	Description	no value	ATTN: Sarah Nunes	
Suppliers	Prepared by	Sarah Nunes	BLDG/ROOM: OJN 320 1 James Street North	
		Sarah Nunes	MCMASTER-ONE JAMES Hamilton, ON L8R 2K3	NORTH DTC RECV
Reporting	Prepared for	Saran Nunes	Canada	
Administer	Blanket/Service Order	× (
	Purchasing BU	MAC01 MAC01	Delivery Options	
Setup		WAGOT	Expedite	×



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.