

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.

Requisition • 3555708

Summary Taxes/S&H PO Preview Comments Attachments History

General

Cart Name 2022-07-04 nunes 01

Description no value

Prepared by Sarah Nunes

Prepared for Sarah Nunes

Blanket/Service Order ☒

Purchasing BU MAC01
MAC01

Shipping

Ship To

ATTN: Sarah Nunes
BLDG/ROOM: OJN 320
1 James Street North
MCMASTER-ONE JAMES NORTH DTC REC
Hamilton, ON L8R 2K3
Canada

Delivery Options

Expedite ☒

Requested Delivery Date no value

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Summary Taxes/S&H PO Preview Comments Attachments History

General

Cart Name * 2022-07-04 nunes 01

Description

Prepared by Sarah Nunes

Prepared for Sarah Nunes

Blanket/Service Order ☒

Purchasing BU * MAC01 - MAC01

* Required fields

Save Close

Accounting Codes

Business Unit	Fund	Account	Department	Program	PCBU	Project	Project Activity	Analysis Type	Resource Type
MAC01	no value	no value	no value	no value	no value	no value	no value	no value	no value

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.