How to enter and receive a Blanket Order

Entering a Blanket Order

1) Begin a non-catalog order per the directions in the user manual.

2) Enter a quantity of 1 lot.
   Enter the unit cost (price estimate) equal to the total dollar amount that will be spent on the blanket.
   There may be more than 1 line item on a blanket order if you want to track different types of products or services, or charge to different index numbers.

3) Complete the remaining information on the requisition (ship to, account codes, notes, etc.) and place order.

Entering a Receipt against a Blanket Order (receipts are required for orders = $2500 or more)

1) Go to Settlement → draft receipts → Create Cost Receipt ( or History → Receipt History → Create Cost Receipt)

2) Enter PO# for the blanket order and click “search”

3) On the receipt summary section, enter the total cost of the product received in the cost field. For example, if 2 light fixtures were received and they each cost $125.25, the amount received would be $250.50 (2 x $125.25 = $250.50). The Action box should say “Cost Received”.

[Image of the Becker Electric Supply page]
4) Enter other receipt information such as packing slip no., carrier, notes, etc. if needed.

5) Finish the receipt by clicking the “Complete” button at the top of the window.

Note:

If you expect to buy the same product over an extended period of time, the order should be entered for the specific product.

For example, over the next 6 months, I expect to buy about 100 light fixtures, model T100, for Hughes Hall. This fixture costs $55.00 each. The blanket order would look like this:

The receipt process would be the same as above, except you will create a quantity receipt in step 1, instead of a cost receipt. The quantity received would be the number of light fixtures rather than the cost.

For example, I received 2 light fixtures costing $55.00 each. I receive a quantity of 2, rather than $110.