Updated Blanket Purchase Order Season Reminder

By P. C. Hunter | Published: MAY 10, 2011

Purchasing has recently revised the Blanket Order Reminder. Please see the bold/red text for additional information.

It's "Blanket Order Season" and once again it is time to prepare your blanket purchase orders for the upcoming fiscal year 2011/2012. Here are some quick reminders to assist you with your preparation:

A blanket purchase order allows for emergency or recurring purchases of a specific service or product when the quantity or frequency of delivery cannot be determined at the time the purchase order is initiated.

- Review current Blanket Purchase Order Release Forms with Blanket Order managers to decide if the order needs to be renewed.
- Run the Purchase Order Report (POB101DW) to review the list of outstanding purchase orders with summary and detail information.
- Identify any new blanket order opportunities by reviewing your department's PO activity via the tools on the Procurement Inquiry Homepage in the Financial System or running the PO Report (POB101DW) via eReports.
- Estimate how much money you will need to encumber for next year's orders (add 10% to the total used for the previous year).
- Each blanket order Requisition created should only be ONE line
- Create only one blanket order per vendor per Organization-Fund combination.
- Change the Accounting Date field to 07/01/11 to future date your requisition or purchase order.
- Start your description field with "Blanket order for ____________________________ (Insert SPECIFIC PRODUCT OR SERVICE that you are purchasing)." This has changed from previous years! PLEASE DO NOT CREATE DESCRIPTION WITH "BLANKET ORDER AS FOLLOWS...."
- Enter the value of 06/30/2012 in the Due Date field.
- Change the default Ship-To Code from Central Receiving (381) to your department's Ship-To Code (the Location field would be the same values).
- Communicate new purchase order numbers with Blanket Order managers and vendors to ensure a smooth transition.
- Once the old blanket orders are expired and no more activity is expected, submit an on-line PO Closure Form via Controller's web site or your Service Center (if applicable) to close these orders.

If you have questions about blanket purchase orders, contact a central buyer in the Purchasing Department or Peg Schmidt at (614) 688-8615.

http://ocio.osu.edu/blog/newslink/2011/05/10/updated-blanket-purchase-order-season-remi... 6/13/2011