

BLANKET PURCHASE ORDERS

When creating a Requisition for a Blanket Purchase Order you will follow the same instructions for creating a regular Requisition, with the following changes:

When you get to the Lines section of the requisition be sure that your "Item" field reads "**Blanket Order 05/06**" (or appropriate school year).

You then need to reverse your Quantity and Unit Cost fields. *Example: If you are opening a \$5000.00 Blanket, your Quantity would be 5000, and your Unit Cost would be \$1.00.*

In the "Item Description" field you should give a brief description of what materials will be purchased with this Blanket Purchase Order. *Example: Lumber/Hardware supplies.*

Lawson portal - Purchase Order Worksheet (PO23.1) - Microsoft Internet Explorer provided by Pasadena ISD

File Edit View Favorites Tools Help

Address http://pisdlawson/lawson/portal/

Welcome, Robert Boice - Your current Productline is PROD

LAWSON™ Purchase Order Worksheet (PO23.1)

Go To Preferences Help

po23 PageDown PageUp Inquire Add Change Details Release Issue Draft Issue Final

Filter and List Items

Procurement Grp: PISD Company: 199 Filter Sort By: I Item

Document: 1204 System: RQ Operating Company:

Create Purchase Order

Vendor, Purchase From:

Vendor Contact:

Buyer: 1-Robert Boice Early Dlv Date: 10/11/2005

Purchase Order:

Select All Items: N Header Defaults PO Totals Display Total: 25000.00

| FC | Item | Quantity | BUOM | Unit Cost | |
|----|---------------------|----------|------|-----------|------|
| | BLANKET ORDER 05-06 | 25000.00 | EA | 1.00 | More |
| | | | | | More |
| | | | | | More |
| | | | | | More |

Detail Purchasing Source Arrts. Actv Asset

Description: FOR CABLING INFRASTRUCTURE SVC

Requested Quantity: 25000.00 Requested Quantity UOM: EA Add Comments

Entered Cost: 1.00 Entered Cost UOM: EA Delivery Date:

Manufacturer Info:

Inquire Complete Local intranet

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