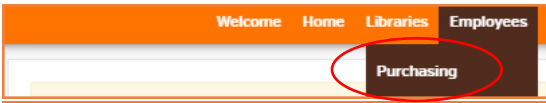# Creating Blanket POs

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo.


Definitions

Non-catalog item- A shopping form that used when the supplier does not have either a hosted catalog or punchout Catalog.

Blanket Purchase Order - A non-catalog order that is estimated or will have multiple shipments or services throughout the year allowing the vendor to use one PO number for billing. Departments should have an internal process for managing a blanket PO. This order can be increased or closed to release funds back into the budget prior to the end of the year.

## Non-Catalog Item Shopping Form

From Shopping Home Page, chose the Non-catalog link on the home page.
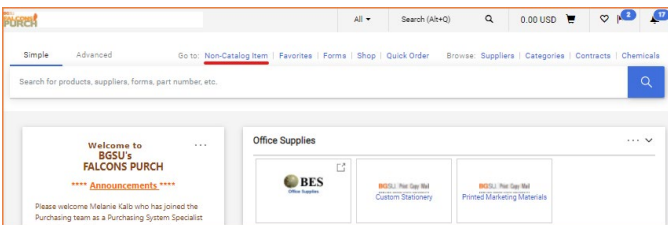
Complete the form using a quantity of 1, the total amount of the blanket should be used as the price, select USD for the unit of measure (UOM). Enter an estimated amount if the exact total is not known. Select the correct commodity code that is relevant to the item(s) being ordered. Click Save and Close.
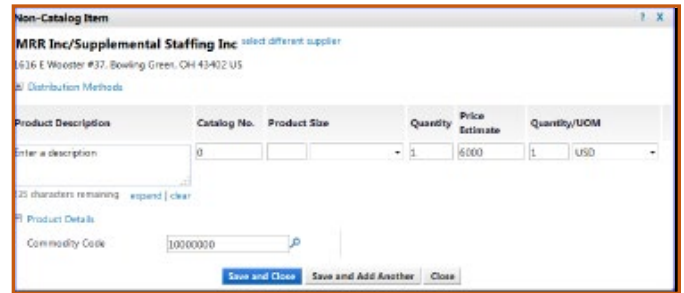
Proceed to the upper right-hand corner. Select the shopping cart, then Checkout.
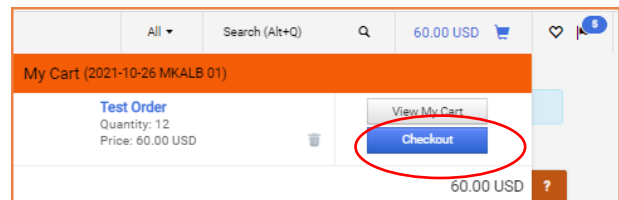
Select the Summary tab and then Edit (Pencil Icon) in the General section. Check the Blanket PO box. Click Save. Now, you may assign the cart or Submit Requisition.
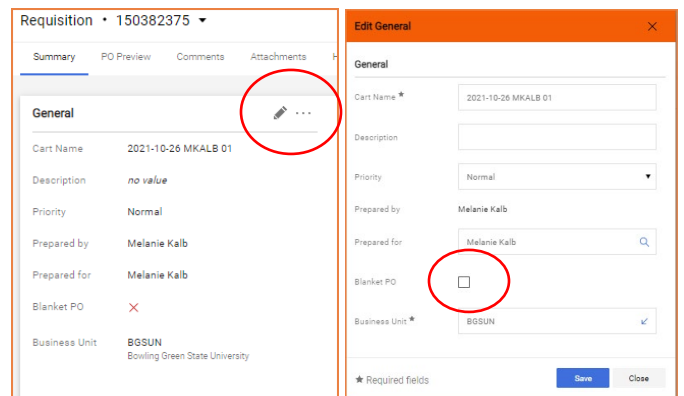
Icons

*** Click to display actions for items in a panel or page

✏ Click to edit information

⌃ Collapse section

⌄ or ❯ Expand section

♡ Click to add an item to Favorites

💙 Item is a user's personal Favorite

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