

Quick Reference Card 2v2

How to create and receipt Blanket Purchase Orders

Blanket purchase orders are a method of creating a requisition against which multiple invoices will be paid. An order line is created to cover the total value of the item. Each month the actual amount received is receipted. At the end of the period, if the full amount has not been used, then the remainder of the PO is cancelled.

A blanket order uses quantity rather than price to set the total amount of the purchase order. This can be used for spend with suppliers who will invoice you regularly but do not require multiple purchase orders or where the overall total amount is known but individual payments are unknown.

Step by Step

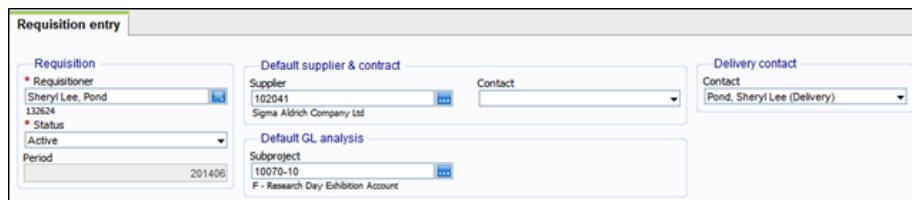
Login to Agresso. Select Procurement – Requisitioning – Requisition Standard

In Requisition entry, the following will default:

Requisitioner - Your name and staff ID no.

Period - The current financial period.

Delivery address - Your delivery address. Use drop down menu to change.



The screenshot shows the 'Requisition entry' screen. Under 'Requisition', 'Requisitioner' is set to 'Sheryl Lee, Pond' (132624), 'Status' is 'Active', and 'Period' is '201406'. Under 'Default supplier & contract', 'Supplier' is '102041 Sigma Aldrich Company Ltd'. Under 'Delivery contact', 'Contact' is 'Pond, Sheryl Lee (Delivery)'. Under 'Default GL analysis', 'Subproject' is '10070-10 F - Research Day Exhibition Account'.

You will need to enter:

SupplierID and **Subproject**. If unknown use the inline (click in the field and type a character) or Field help to search.

In Requisition Details, you will need to enter **Product**. If unknown use Field help to search. Replace default Description with a meaningful description e.g. supplier's product or service reference and description.

| Requisition details | | | | | | | | | | |
|---------------------|---------|-------------------------------------|------|------------------|----------------------------------|----------|----------|----------|--------------|--------|
| # | Product | Description | Unit | Unit description | Supplier | Quantity | Currency | Price | Curr. amount | Status |
| 1 | * L010 | Industrial freezers - Entered by CS | EA | Each | 102041 Sigma Aldrich Company Ltd | 1.00 | GBP | 1,200.00 | 1,200.00 | N |
| 2 | | Industrial freezers | Each | | 102041 | 0.00 | GBP | 0.00 | 0.00 | Active |

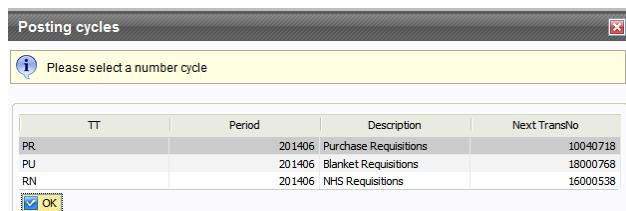
Select the appropriate **Unit** from the drop down list.

Enter **Qty.**, using this to set the total amount of the purchase order e.g. to create a purchase order for £7,000, enter Qty at 7000 and price at £1. Click

Save once requisition is complete.

Select the **Blanket Requisitions** posting cycle and click **OK**.

| Quantity | Currency | Price | Curr. amount | Status |
|----------|--------------|----------|--------------|--------|
| 1.00 | GBP | 1,200.00 | 1,200.00 | N |
| | GB Sterli... | | | N |



The screenshot shows the 'Posting cycles' screen. It displays a table with three rows: 'PR' (201406 Purchase Requisitions), 'PU' (201406 Blanket Requisitions), and 'RN' (201406 NHS Requisitions). The 'PU' row is selected. At the bottom, there is an 'OK' button.

A system-generated requisition number will be issued and the requisition will automatically go into workflow. Once approved, the blanket requisition will become a blanket purchase order. **Provide the supplier with the blanket PO number asking them to quote this on applicable invoices.**

Blanket orders can also be raised where unit price is known but overall quantities to be purchased are not entirely known e.g. Liquid Nitrogen purchases at £0.29 per litre. Select Litres 'Lt' under **Unit**, enter an estimated figure in **Qty.** and set **Price** at £0.29.

Goods receiving blanket POs

Receipting must be done in order to release payment. **Select Procurement – Purchase orders – Goods receipt**

- Enter PO number in OrderNo field
- Enter the quantity received
- Select **Cancel the rest** to cancel the remainder, if appropriate

Cancel the rest of goods to be delivered

Example 1:

A blanket order has been created for the maximum value of £7,000 i.e. 7,000 units at £1 each. Over the course of time 3 invoices or delivery notes are received showing that the service has been delivered in 3 phases as follows:

| Phase | Reference | Net Amount |
|-------|-----------|------------|
| 1 | FRE123 | £1,450.40 |
| 2 | FRE456 | £2,245.60 |
| 3 | FRE789 | £2760.00 |

At the time each phased delivery is made, in the receiving screen, **External ref** field, enter the delivery note or invoice reference e.g. FRE123. In the **Qty. received** field, enter the amount received e.g. the net value of 1450.40. Tab out and save a goods receipt no. will be auto-generated by the system. In this example, after receipting the final phase 3, a balance of £544 remains and can be cancelled by selecting **Cancel the rest** if no further invoices are expected.

Example 2:

A blanket order has been created for the supply of LN2 i.e. 2000 litres at £0.29 per litre. Total PO value is therefore £580. 120 litres are delivered on 2nd August on delivery note no. 6789. In the receiving screen, enter 6789 in the **External ref** field and 60 in the **Qty.** field, then tab out and click **Save**. This will automatically equate to a receipt value of £34.80.