

## Add a Blanket Purchase Order

Last Modified on 02/10/2026 11:11 am PST

**Pathway:** Accounts > Search > Attachments Icon

Create a Blanket Purchase Order for an account to bill recurring services, manual charges and on call orders to. Blanket Purchase Orders can be limited to a specific site under the account, or be made available to all sites. After a Blanket PO has been created, the option to delete will be unavailable if any records are linked to it. Use the [Blanket PO Management](#) tool under the Accounts module to review and manage all Blanket PO's for all accounts.

+

49618

Example Account

100

102 N Cascade St  
Osceola, WI 54020  
US

100

TERMS

100

INVOICE DELIVERY

100

COD

100

Printed

Active

DIVISION

ACCOUNT MGR

CLASS

BILL GROUP

ADVANCE - MONTHLY

QAWASTE

Aliena Somers - Admin-NS (Sales)

Commercial

QA Billing Cycle

Billed Thru Date None

PHOTOS, ATTACHMENTS, PURCHASE ORDERS AND WASTE PROFILES

Photos

Attachments

Blanket Purchase Orders

Waste Profile

QTY	SERVICE CODE	PO NUMBER	WIEIGHT LIMIT	VOLUME LIMIT	AMOUNT	AMOUNT	START DATE	END DATE	NOTE	CREATED DATE	CREATED BY
1	Scale Inbound S	DocScaleT...	10.00 ton	500.00 cubic yard	\$ 5,000.00	\$ 0.00	01/26/2026			01/27/2026 11:52 am	Aliena Somers - Admin-...

## Permissions

The following permissions are necessary to create and edit blanket purchase orders for an account:

Permission ID	Permission Name
5	View Account

## Add a Blanket Purchase Order

In the *Add Blanket Purchase Order* popup editor, only the PO Number is a required field. Complete all additional fields based on the signed contractual agreement for the PO.



A Blanket PO can only be deleted if there are no records linked to it.

PHOTOS, ATTACHMENTS, PURCHASE ORDERS AND WASTE PROFILES

Photos
Attachments
Blanket Purchase Orders
Waste Profile

PO NUMBER	WIEIGHT LIMIT	VOLUME LIMIT	AMOUNT	AMOUNT	START DATE	END DATE	NOTE	CREATED DATE	CREATED BY
DocScale...	10.00 ton	500.00 cubic yard	\$ 5,000.00	\$ 0.00	01/26/2026			01/27/2026 11:52 am	Aliena Somers - Admin...

ADD BLANKET PURCHASE ORDER

PO NUMBER

ACCOUNT #

SITE #

WEIGHT LIMIT

WEIGHT LIMIT UOM

VOLUME LIMIT

VOLUME LIMIT UOM

AMOUNT LIMIT

START DATE

END DATE

NOTE

Choose a file or drag it here.

SAVE

## Add to an Account

1. Select the **Attachments** icon from the Account screen to access the Blanket Purchase Orders tab.
2. Select the **Blanket Purchase Orders** tab from the pop up editor.
3. Click on the **green '+' icon**.
4. Enter a **PO Number**.
5. Select a **Site #** if the purchase order applies to a specific site. Leave it blank to make the purchase order available for all sites on the account.
6. Enter **Weight** and **Volume** limits along with their associated **UOM** to set maximum usage for the purchase order.
7. Enter an **Amount Limit**. Leave blank if the amount will not be capped.
8. Enter the **Start** and **End Dates** the blanket purchase order is active and available. Leave blank if dates do not apply.
9. Enter any **Notes** regarding the purchase order (optional).
10. Upload the purchase order (optional) by selecting within the 'Choose a file or drag it here' box.
11. Click **Save** when finished.

## Assign to a Work Order

The Blanket PO drop box has been added to the following locations:

- New and Existing Services
- On Call Orders

- Manual Charges
- Inbound Scale Tickets

CREATE ON CALL ORDER

SCHEDULE DATE

11/21/24 Thursday

SERVICE CODE

2 Yard Trash Service

ORDER TYPE

QUANTITY

1

REQUESTED BY

CONTACT

REASON CODE

ORDER NOTES

PO NUMBER

BLANKET PO

1234

EXTERNAL ID

ROUTE

PREPAYMENT

## Tracking Blanket Purchase Order Limits

After a blanket purchase order is linked to a work order, the system tracks usage against the limits defined on the purchase order, if limit parameters were entered. In this example, clicking the Purchase Order search icon opens the Purchase Orders screen, where available purchase orders and their tracking limits are displayed.

EDIT INBOUND / RECEIVING - TICKET NUMBER: 41920 - WORK ORDER: 10917070

Site # 49618001

DocScale Customer

102 N Cascade St  
Osceola, WI 54020

TICKET NUMBER

41920

WORK ORDER

10917070

QTY

1

SERVICE CODE

Scale Inbound Services (39344)

WORK TYPE

SCALE\_POST

ORDER TYPE

Inbound / Receiving

ORDER NOTES

TRUCK

Doc Scale Truck

VEHICLE INFO

PO NUMBER

BLANKET PO

DocScaleTest

EXTERNAL ID

RECEIVING FACILITY

LALANDFILL

MATERIAL

MSW

TRANSPORTER

TRANSPORT METHOD

BILL OF LADING

CREATED BY

Aliena Somers - Admin-NS (Sales) on 1/27/26  
11:51 am

ORDER REASON

PURCHASE ORDERS

PO NUMBER	WEIGHT LIMIT	WEIGHT TO DATE	VOLUME LIMIT	VOLUME TO DATE	AMOUNT	AMOUNT BILLED TO DATE	START DATE	END DATE	NOTE
DocScaleTest	10 ton	1 ton	500 cubic yard	8 cubic yard	\$ 5,000.00	\$ 500.00	01/26/2026		

Select Print Format

SAVE (F2)

# Related Articles

[Blanket Purchase Order Management](#)

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