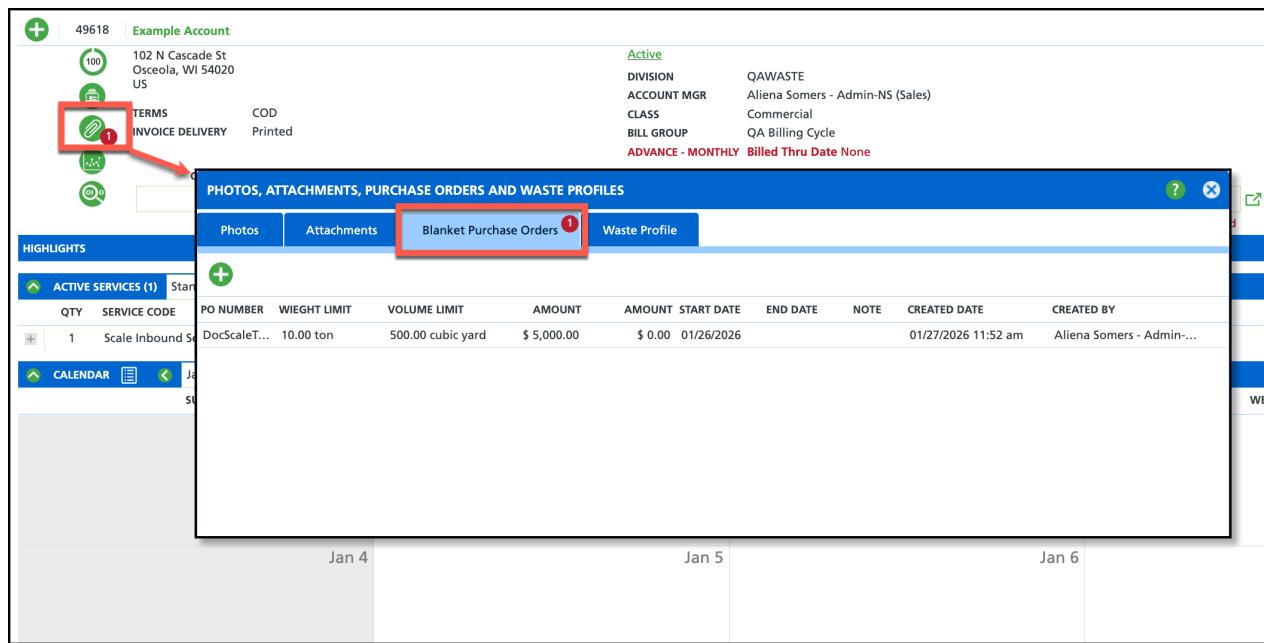


Add a Blanket Purchase Order

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.



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 1 Waste Profile

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:

- o New and Existing Services
- o 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		PREPAYMENT	
PO NUMBER	BLANKET PO 1234	EXTERNAL ID	
ROUTE			

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						
CREATED BY Alena Somers - Admin-NS (Sales) on 1/27/26 11:51 am	TRUCK Doc Scale Truck	VEHICLE INFO				
ORDER REASON	PO NUMBER	BLANKET PO DocScaleTest	EXTERNAL ID			
RECEIVING FACILITY LALANDFILL		MATERIAL MSW				
TRANSPORTER	TRANSPORT METHOD		BILL OF LADING			
PURCHASE ORDERS						
PO NUMBER DocScaleTest	WEIGHT LIMIT 10 ton	WEIGHT TO DATE 1 ton	VOLUME LIMIT 500 cubic yard	VOLUME TO DATE 8 cubic yard	AMOUNT \$ 5,000.00	AMOUNT BILLED \$ 500.00
START DATE TO DATE 01/26/2026		END DATE		NOTE		

Select Print Format  **SAVE (F2)**

Related Articles

[Blanket Purchase Order Management](#)
