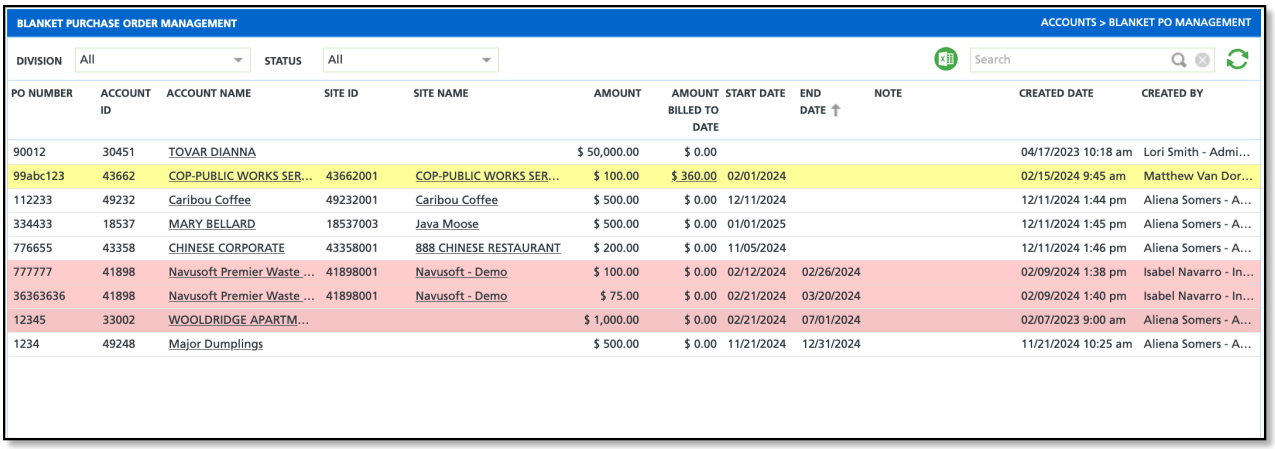
Blanket Purchase Order Management

Last Modified on 09/16/2026 1:27 pm PDT

Pathway: *Accounts > Blanket PO Management*

Access the *Blanket Purchase Order Management* screen to view both active and expired blanket purchase orders across all accounts and sites. Blanket Purchase Orders are managed at the account or site level, with any necessary edits made directly to the account or site they apply. This screen also provides the option to export data to Excel.

This screen offers a summary of accounts and their associated blanket purchase orders. It does not allow for adjustments to the Amount or Start Date and End Date values directly. Any necessary edits must be done through the respective account, which can be accessed by clicking on the account or site name.



PO NUMBER	ACCOUNT ID	ACCOUNT NAME	SITE ID	SITE NAME	AMOUNT	AMOUNT BILLED TO DATE	START DATE	END DATE	NOTE	CREATED DATE	CREATED BY
90012	30451	TOVAR DIANNA			$ 50,000.00	$ 0.00				04/17/2023 10:18 am	Lori Smith - Admi...
99abc123	43662	COP-PUBLIC WORKS SER...	43662001	COP-PUBLIC WORKS SER...	$ 100.00	$ 360.00	02/01/2024			02/15/2024 9:45 am	Matthew Van Dor...
112233	49232	Caribou Coffee	49232001	Caribou Coffee	$ 500.00	$ 0.00	12/11/2024			12/11/2024 1:44 pm	Aliena Somers - A...
334433	18537	MARY BELLARD	18537003	Java Moose	$ 500.00	$ 0.00	01/01/2025			12/11/2024 1:45 pm	Aliena Somers - A...
776655	43358	CHINESE CORPORATE	43358001	888 CHINESE RESTAURANT	$ 200.00	$ 0.00	11/05/2024			12/11/2024 1:46 pm	Aliena Somers - A...
777777	41898	Navusoft Premier Waste ...	41898001	Navusoft - Demo	$ 100.00	$ 0.00	02/12/2024	02/26/2024		02/09/2024 1:38 pm	Isabel Navarro - In...
36363636	41898	Navusoft Premier Waste ...	41898001	Navusoft - Demo	$ 75.00	$ 0.00	02/21/2024	03/20/2024		02/09/2024 1:40 pm	Isabel Navarro - In...
12345	33002	WOOLDRIDGE APARTM...			$ 1,000.00	$ 0.00	02/21/2024	07/01/2024		02/07/2023 9:00 am	Aliena Somers - A...
1234	49248	Major Dumplings			$ 500.00	$ 0.00	11/21/2024	12/31/2024		11/21/2024 10:25 am	Aliena Somers - A...

Permissions

The following permission is required to view the Blanket Purchase Order Management screen:

Permission ID	Permission Name
439	Blanket Purchase Order Management

Fields and Filters

The following descriptions apply to the filters and fields found on the Blanket Purchase Order Management screen.

Field/Filter Name	Description
Filter Fields	
Division	Option to filter what displays by Division.

Field/Filter Name	Description

Status	Filters to only display Blanket PO's by the status selected. Status options include:
	• All
	  ◦ Default setting upon entry
	• Expired
	  ◦ Row will display in red for Blanket PO's with an end date in the past.
	• Billed Amount Exceeds PO Amount
	  ◦ Row will display in yellow for Blanket PO's when the value in the *'Amount Billed to Date'* column is higher than the value in the *'Amount'* column.

Fields	
PO Number	The purchase order number for the Blanket PO.
Account ID	The account the Blanket PO belongs to. To go to the account, double click within the row.
Account Name	The account the Blanket PO belongs to. To go to the account, double click within the row.
Site ID	The site the Blanket PO belongs to. Blanket PO's can be created and assigned to specific sites.
Site Name	The name of the site the Blanket PO belongs to.
Amount	The amount of the Blanket PO.
Amount Billed To Date	The total amount that has been billed against the purchase order amount. If this value is greater than 0, it will display as a hyperlink. Click on the hyperlink to display the Blanket Purchase Order Billed to Date popup.
Start Date	The Start Date entered when the Blanket PO was created.
End Date	The End Date entered when the Blanket PO was created.
Note	Displays Notes that were added to the Blanket PO.
Created Date	The date the Blanket PO was created in the system.
Created By	The name of the user who created the Blanket PO.

Related Articles

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