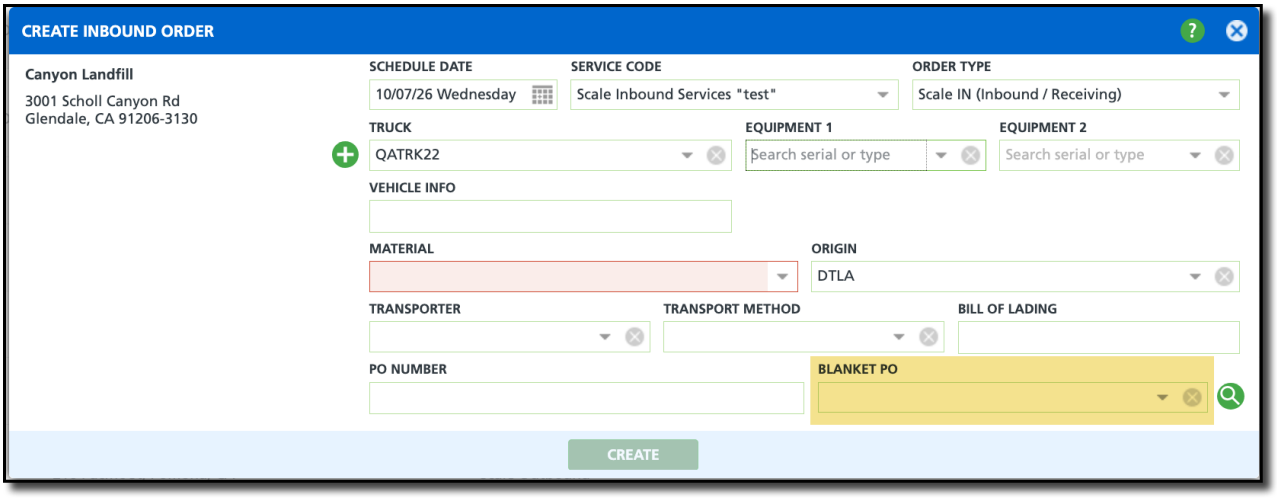
Blanket PO Usage for Inbound / Outbound Orders

Last Modified on 10/28/2026 1:43 pm PDT

Pathway: *Operations > Inbound / Outbound > Create Inbound Order | Create Outbound Order*



Blanket Purchase Orders (POs) allow scale operators to associate recurring inbound and outbound transactions with a specific PO. When creating or editing an inbound or outbound ticket, the operator can search for or select a Blanket PO. The selected PO is saved to the work order and can determine which charges are available, which rates apply, and what quantity limits are enforced.

For orders fulfilled across multiple loads or days—such as aggregate orders for stone, dirt, or mulch—operators can select the applicable order when creating each outbound scale ticket. Each load is recorded against that order, allowing delivered quantities to accumulate and the remaining quantity to be tracked. Orders should be searchable by order number, including when a customer has multiple orders with different pricing.

The Blanket PO determines which account, site, operation type, charges, and rates apply. It can also track quantity limits for charges and prevent charges from being used after their limits are reached. Operators can view service history for charges linked to a rate. The Blanket PO process applies to both inbound and outbound transactions.

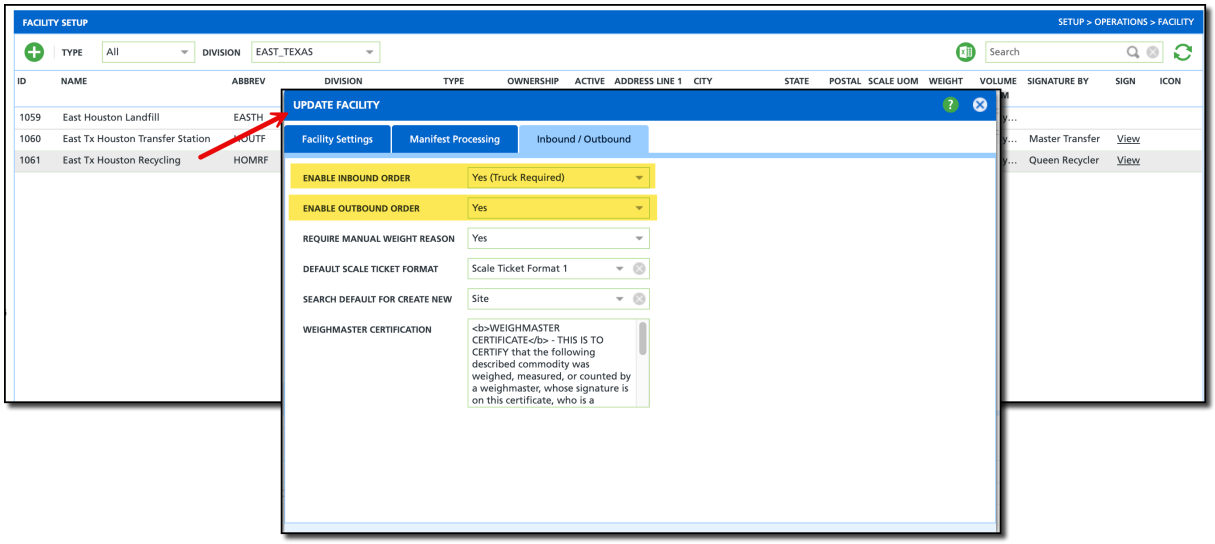
Setup Requirements

Before using Blanket POs for tracking inbound and outbound orders, proper configuration is required.

Setup: Facility

Pathway: *Setup > Operations > Facility*

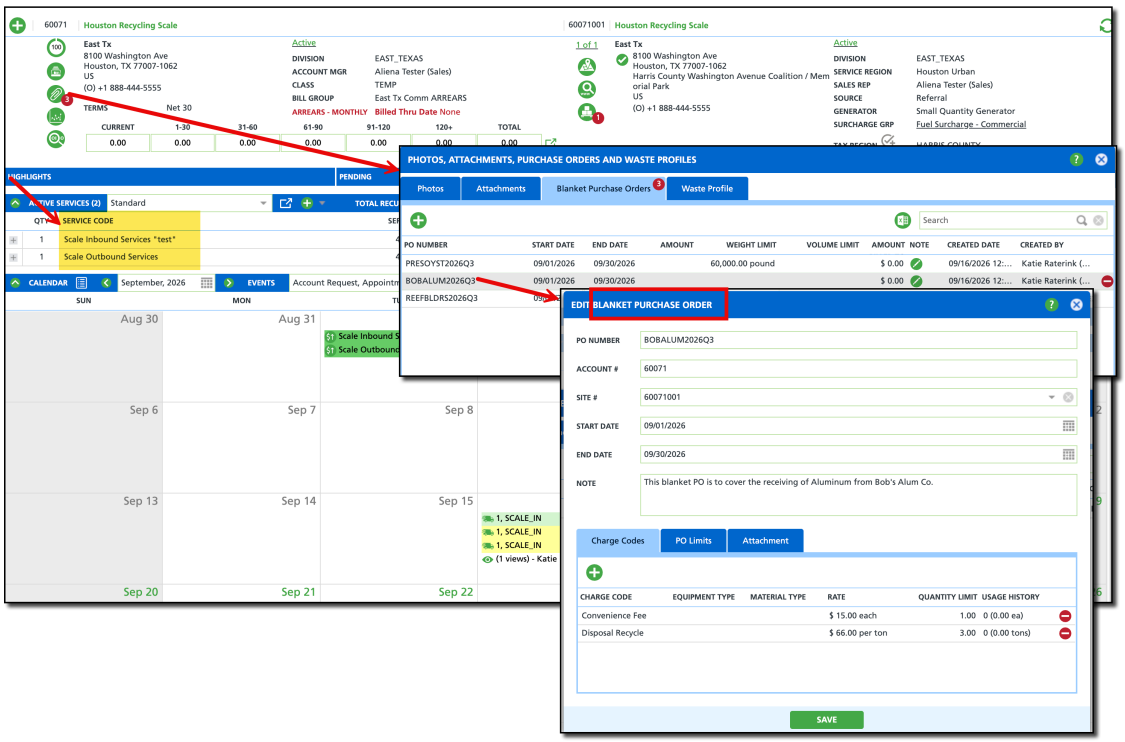
The facility with the scale that will be processing the hauls, either inbound, outbound, or both must be enabled for such transactions.



Setup: Account

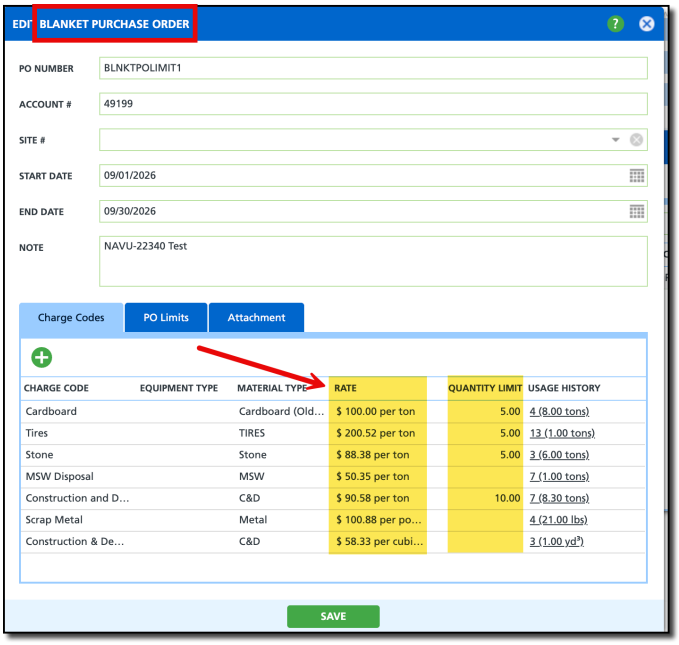
Pathway: *Customer Service > Photos, Attachments, Purchase Orders and Waste Profile*

The account or site must have an active Inbound or Outbound service and an unexpired Blanket PO.



Default Charge Codes, Rates and Quantity Limits

Charge codes, rates, and quantity limits are entered on the Blanket Purchase Order. These will be used automatically if an inbound or outbound order falls under this PO number.

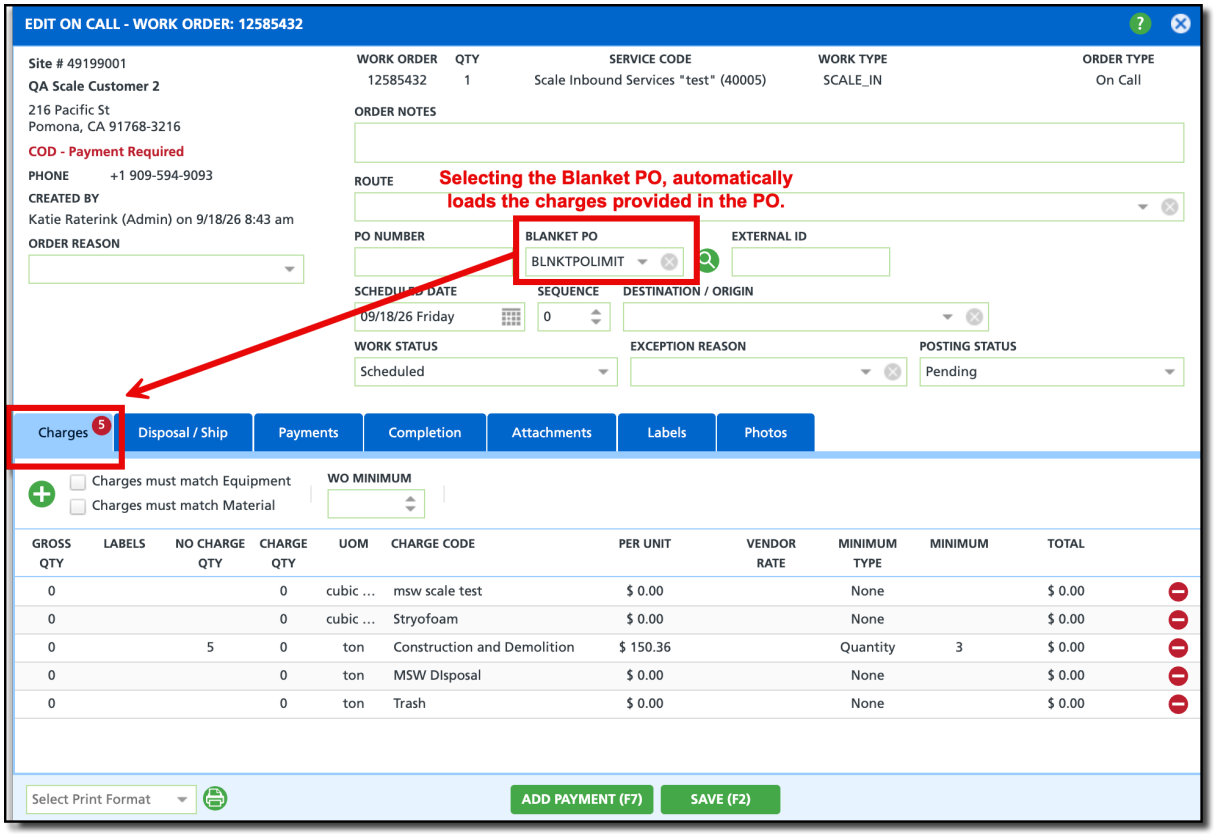


Blanket PO Functionality

Blanket POs can be used to associate multiple inbound or outbound tickets with one PO, while applying the PO's specified rates and quantity limits to each ticket. For quantity-based orders, the PO can help track cumulative deliveries and the remaining balance across tickets. After a Blanket PO is defined and set up, selecting it for a work order triggers certain behaviors and dictates the allowed quantity.

Charges Menu

Selecting a Blanket PO determines which charges are available in the Charges grid.



Without a Blanket PO, the Charges menu includes:

- Generic Site Service charges
- Default Rate charges with no Blanket PO assignment

With a Blanket PO selected, the Charges menu includes:

- Generic Site Service charges
- Default Rate charges with no Blanket PO assignment
- Default Rate charges associated with the selected Blanket PO

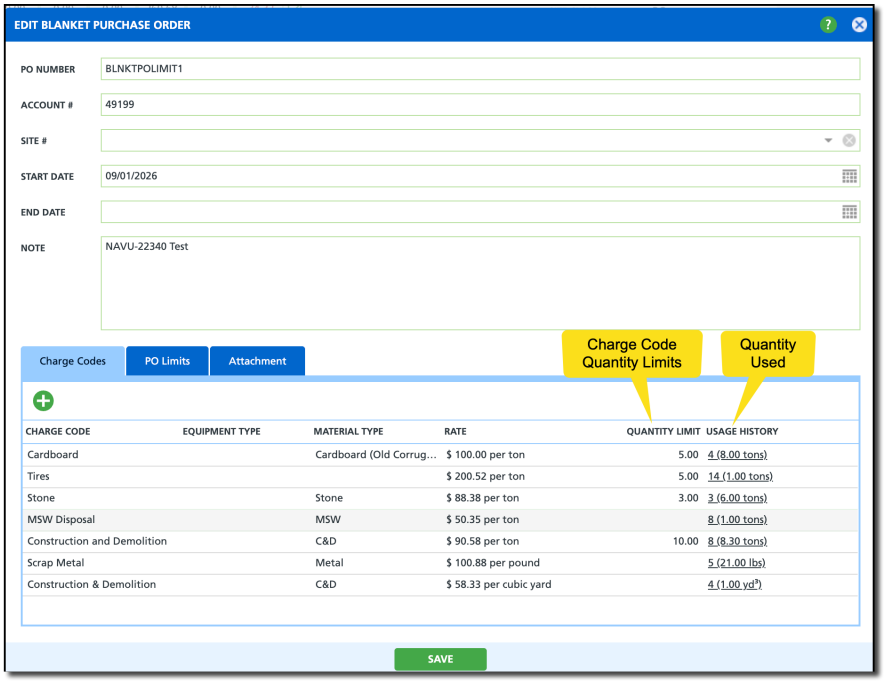
Charges associated with other Blanket POs are excluded. Blanket PO charges display the Charge Code and Default Rate. Note. The Default Rate ID is not shown. A charge that has reached its quantity limit remains visible but cannot be selected, and is labeled “Quantity limit reached”.

When a Blanket PO is set up with Default Rate charges as described in setup, eligible charges associated with that Blanket PO are defaulted.

- The Blanket PO rate is used by default.
- Charges associated with another Blanket PO are excluded.
- Unassigned Default Rate charges are not defaulted when the selected Blanket PO has its own Default Rate charges.
- Site Service charges are used only when the Blanket PO has no associated Default Rate charges.
- If all Blanket PO Default Rate charges have reached their limits, no replacement charges are defaulted.

How Charge Code Quantity Limits Work

Each Charge Code tied to the Blanket PO has a Quantity Limit that sets the limit of items that can be charged for this one PO. There is some logic associated with how the Quantity Limits are managed.



The **Quantity Limit** is tracked separately for each Default Rate. The charge remains available for new transactions as long as the Quantity Used is less than the Quantity Limit. Once the Quantity Used reaches or exceeds the limit, the charge is no longer available for future transactions.

The system checks the limit before adding the new transaction. If the quantity used is below the limit at that

time, the entire transaction is allowed - even if adding it causes the total quantity to exceed the limit. For example:

If the Quantity Limit was setup as 100 and the existing quantity (amount already charged) is at 95 and a new transaction comes in with a quantity of 15, then the new Quantity total is 110.

The new quantity exceeds the Quantity Limit, however, this one transaction is accepted. The transaction is allowed but the charge becomes unavailable on subsequent transactions.

Editing a Ticket

Changing the Blanket PO on an existing inbound or outbound ticket can update its charges and recalculate totals.

When the selected Blanket PO has eligible Default Rate charges, those charges replace the ticket's existing charges. Charges from a previous PO or manually entered charges are not carried over. If the new Blanket PO has no Default Rate charges, existing charges remain unchanged.

If all associated charges have reached their limits, existing charges are removed and no replacements are added. When the ticket already includes material and weight information, charge quantities and amounts are recalculated.

Editing a ticket without changing its Blanket PO does not reapply default charges or remove existing ones.

Work Order and Service History

When a Blanket PO is selected, its details and applicable charges are saved to the resulting Work Order.

The selected Blanket PO is saved to the resulting Work Order and the Work Order retains:

- Blanket PO relationship
- PO Number, if entered
- Defaulted charges
- Blanket PO rates
- Default Rate relationships
- Calculated quantities and amounts

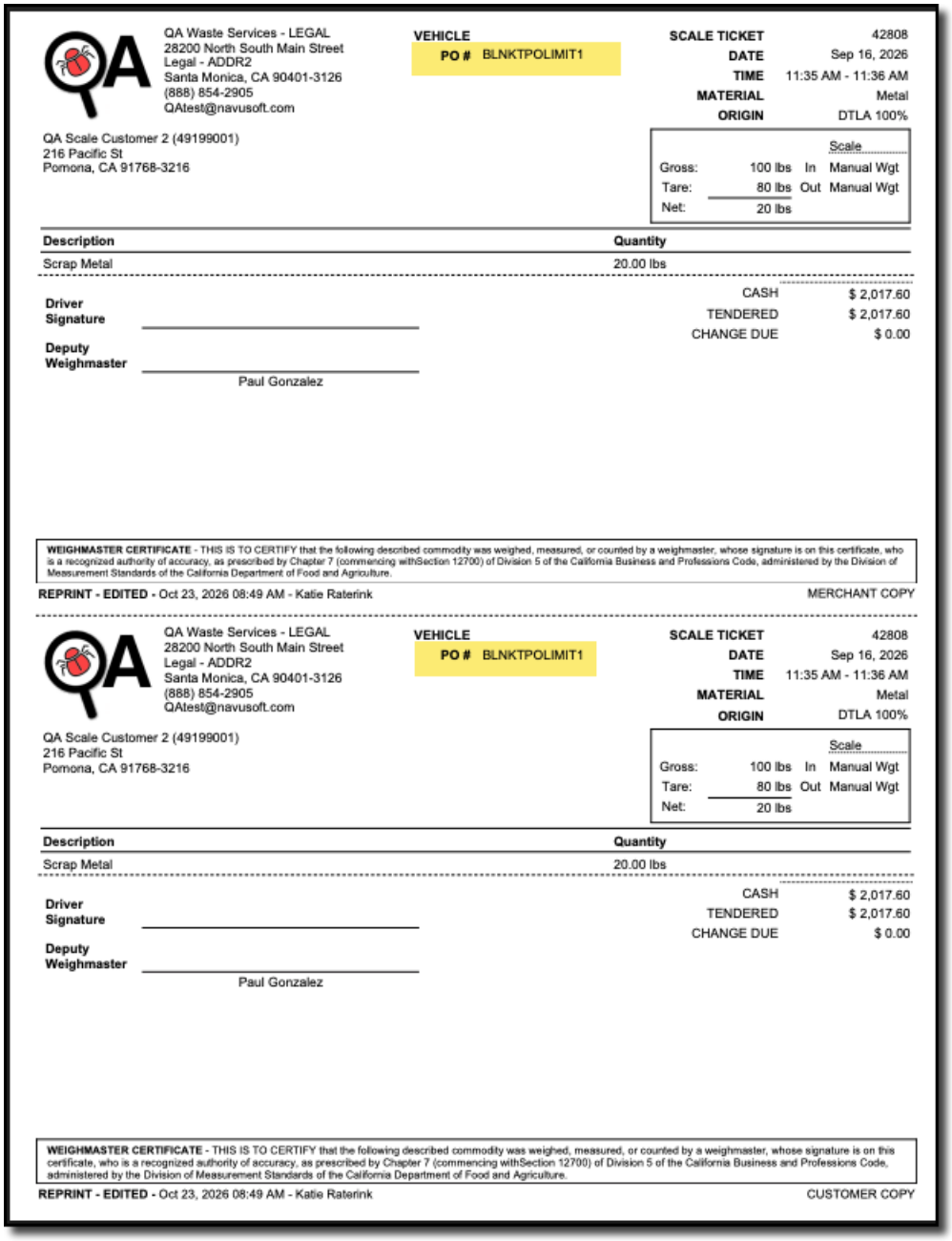
Additionally:

- Charges linked to an Account Default Rate appear as links in the Charges grid.
- Selecting the link opens Service History filtered to Work Orders using that exact Default Rate record.
- Charges using the same Charge Code through a different Default Rate are not included.

Scale Ticket Display

Scale Tickets will display the PO number. Some custom scale tickets display and print the order number, total quantity ordered, total quantity delivered or fulfilled, and total quantity remaining.

Example Scale ticket



QA Waste Services - LEGAL
28200 North South Main Street
Legal - ADDR2
Santa Monica, CA 90401-3126
(888) 854-2905
QAtest@navusoft.com

VEHICLE
PO # BLNKTPOLIMIT1

SCALE TICKET 42808
DATE Sep 16, 2026
TIME 11:35 AM - 11:36 AM
MATERIAL Metal
ORIGIN DTLA 100%

QA Scale Customer 2 (49199001)
216 Pacific St
Pomona, CA 91768-3216

			Scale
Gross:	100 lbs	In	Manual Wgt
Tare:	80 lbs	Out	Manual Wgt
Net:	20 lbs		

Description	Quantity
Scrap Metal	20.00 lbs

CASH $ 2,017.60
TENDERED $ 2,017.60
CHANGE DUE $ 0.00

Driver Signature _____

Deputy Weighmaster _____
Paul Gonzalez

WEIGHMASTER CERTIFICATE - THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing withSection 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

REPRINT - EDITED - Oct 23, 2026 08:49 AM - Katie Raterink MERCHANT COPY

QA Waste Services - LEGAL
28200 North South Main Street
Legal - ADDR2
Santa Monica, CA 90401-3126
(888) 854-2905
QAtest@navusoft.com

VEHICLE
PO # BLNKTPOLIMIT1

SCALE TICKET 42808
DATE Sep 16, 2026
TIME 11:35 AM - 11:36 AM
MATERIAL Metal
ORIGIN DTLA 100%

QA Scale Customer 2 (49199001)
216 Pacific St
Pomona, CA 91768-3216

			Scale
Gross:	100 lbs	In	Manual Wgt
Tare:	80 lbs	Out	Manual Wgt
Net:	20 lbs		

Description	Quantity
Scrap Metal	20.00 lbs

CASH $ 2,017.60
TENDERED $ 2,017.60
CHANGE DUE $ 0.00

Driver Signature _____

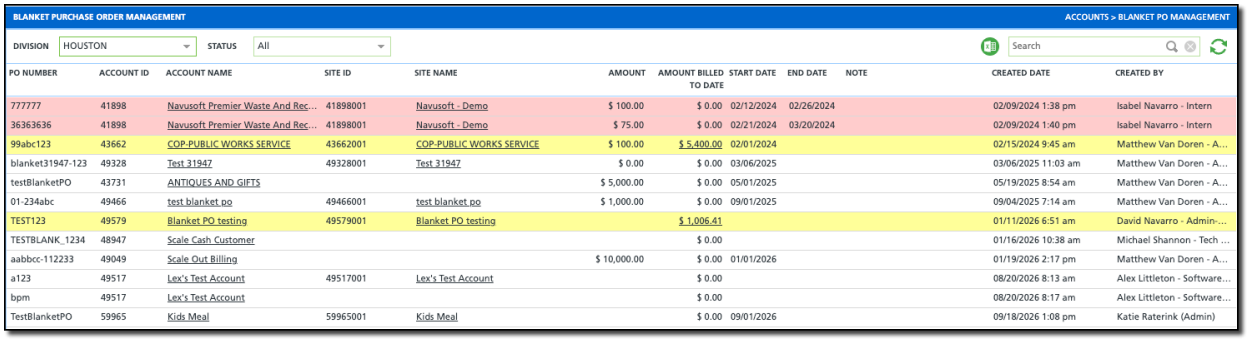
Deputy Weighmaster _____
Paul Gonzalez

WEIGHMASTER CERTIFICATE - THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing withSection 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

REPRINT - EDITED - Oct 23, 2026 08:49 AM - Katie Raterink CUSTOMER COPY

Blanket PO Management

The Blanket Purchase Order Management screen is used to view and manage both active and expired blanket POs across all accounts and sites.



PO NUMBER	ACCOUNT ID	ACCOUNT NAME	SITE ID	SITE NAME	AMOUNT	AMOUNT BILLED TO DATE	START DATE	END DATE	NOTE	CREATED DATE	CREATED BY
777777	41898	Navusoft Premier Waste And Rec...	41898001	Navusoft - Demo	$ 100.00	$ 0.00	02/12/2024	02/26/2024		02/09/2024 1:38 pm	Isabel Navarro - Intern
36363636	41898	Navusoft Premier Waste And Rec...	41898001	Navusoft - Demo	$ 75.00	$ 0.00	02/21/2024	03/20/2024		02/09/2024 1:40 pm	Isabel Navarro - Intern
99abc123	43662	COP-PUBLIC WORKS SERVICE	43662001	COP-PUBLIC WORKS SERVICE	$ 100.00	$ 5,400.00	02/01/2024			02/15/2024 9:45 am	Matthew Van Doren - A...
blanket31947-123	49328	Test 31947	49328001	Test 31947	$ 0.00	$ 0.00	03/06/2025			03/06/2025 11:03 am	Matthew Van Doren - A...
testBlanketPO	43731	ANTIQUES AND GIFTS			$ 5,000.00	$ 0.00	05/01/2025			05/19/2025 8:54 am	Matthew Van Doren - A...
01-234abc	49466	test blanket po	49466001	test blanket po	$ 1,000.00	$ 0.00	09/01/2025			09/04/2025 7:14 am	Matthew Van Doren - A...
TEST123	49579	Blanket PO testing	49579001	Blanket PO testing		$ 1,006.41				01/11/2026 6:51 am	David Navarro - Admin-...
TESTBLANK_1234	48947	Scale Cash Customer				$ 0.00				01/16/2026 10:38 am	Michael Shannon - Tech ...
aabbcc-112233	49049	Scale Out Billing			$ 10,000.00	$ 0.00	01/01/2026			01/19/2026 2:17 pm	Matthew Van Doren - A...
a123	49517	Lex's Test Account	49517001	Lex's Test Account		$ 0.00				08/20/2026 8:13 am	Alex Littleton - Software...
bpm	49517	Lex's Test Account				$ 0.00				08/20/2026 8:17 am	Alex Littleton - Software...
TestBlanketPO	59965	Kids Meal	59965001	Kids Meal		$ 0.00	09/01/2026			09/18/2026 1:08 pm	Katie Raterink (Admin)

Pathway: *Accounts > Blanket PO Management*

Related Articles

Blanket Purchase Order Management
Add a Blanket Purchase Orde