

The Purch – Blanket Order Manual

1. Select Blanket Orders Form on Dashboard

The screenshot shows the 'The Purch' Shopping Dashboard. At the top, there is a navigation bar with a search bar, currency (0.00 USD), and user profile. Below the navigation bar is a banner for JAGGAER's Service Privacy Policy. The main content area is divided into several sections:

- Shop**: A search bar with a search button and links for Favorites, Forms, Non-Catalog Item, Quick Order, Suppliers, Categories, and Contracts.
- Organization Message**: A message box with the text 'Welcome to The Purch!'.
- My Purchase Orders**: A table with columns for Number, Supplier, Requisition, Date, and Total. It shows one purchase order: P0084317 from Dell Financial Services LLC, with Requisition 153113774, Date 1/28/2022, and Total 263.53 USD.
- My Requisitions**: A section with a view toggle (View as Graph / View as List).
- Showcases**: A section with a dropdown menu for Forms, showing options: Blanket Orders, Check Request, New Vendor Request Template, and Non-Catalog Form. A yellow arrow points to the 'Blanket Orders' option.
- Punch-out Catalogs**: A section with logos for Amazon Business, CDW, Dell, and HP Pro.

2. Start typing in the Supplier Information Box, then select the correct name from the auto populated names.

Blanket Orders Available Actions: Add and go to Cart

Instructions ?
A Blanket Order PO is issued to establish an account with a supplier to obtain item(s) agreed upon for a period of time

Supplier & Order Information ?
Enter Supplier
or [Supplier Search](#) | [Enter Manually](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below:
[Custom Supplier Distribution](#) selected

Manual
Service Start Date
mm/dd/yyyy
Service End Date
mm/dd/yyyy

Buyer Actions: ?

Blanket Order Information ?
Using the Line Item detail below, provide a Description, a Quantity of 1 and a Unit Price that results in the full amount to be encumbered.
Packaging (UOM) EA - Each

Item	Unit Price	Quantity
<input type="text"/>	<input type="text"/>	1

254 characters remaining [expand](#) | [clear](#)



Total 0.00
[See configuration for this form](#)

Displaying 1 of 1 [Search My Purchase Orders](#) [Punch-out Catalogs](#)

- The supplier information and address will appear at the top of the screen.
- If you need to select a different address, click on "Select Different Fulfilment Center", then select the correct address.
- In the "Distribution Section", select the Service Start Date and Service End Date by using the calendar.

Blanket Orders - Google Chrome
 solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=5349324&FavPageContext=2&tmstmp=1645125303967

Blanket Orders Available Actions: Add and go to Cart Go Close

<p>Instructions ?</p> <p>A Blanket Order PO is issued to establish an account with a supplier to obtain item(s) agreed upon for a period of time</p>	<p>Supplier & Order Information ?</p> <p>Supplier Sherwin Williams Paint more info... select different supplier</p> <p>Fulfillment Address PT Pay To 2: (preferred) 1710 Park Hill Rd Tahlequah, OK 74464-5600 select different fulfillment center</p> <p>Distribution The system will distribute purchase orders using the method(s) indicated below: <input checked="" type="checkbox"/> Custom Supplier Distribution selected <input type="checkbox"/> Manual</p> <p>Service Start Date <input type="text" value="01/03/2022"/> <input type="text" value="mm/dd/yyyy"/> </p> <p>Service End Date <input type="text" value="06/30/2022"/> <input type="text" value="mm/dd/yyyy"/> </p>						
<p>Buyer Actions: ?</p>	<p>Blanket Order Information ?</p> <p>Using the Line Item detail below, provide a Description, a Quantity of 1 and a Unit Price that results in the full amount to be encumbered.</p> <p>Packaging (UOM) <input type="text"/> EA - Each <input type="text"/></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Unit Price</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>1</td> </tr> </tbody> </table> <p>254 characters remaining expand clear</p>	Item	Unit Price	Quantity	<input type="text"/>	<input type="text"/>	1
Item	Unit Price	Quantity					
<input type="text"/>	<input type="text"/>	1					

Total 0.00
See configuration for this form

Page 1 of 1 [Search My Purchase Orders](#) [Punch-out Catalogs](#)

6. Type in the description and the unit price/amount of PO total. In the “Blanket Order Information” Section
7. If needing to add additional line, click drop down box in the “Available Actions” section and select “Add to Cart” and click “Go”, then fill out the “Blanket Order Information” section for new item.
8. Click drop down box in the “Available Actions” and select “Add and go to Cart”
9. Click “Go”

Blanket Orders

Available Actions: Add and go to Cart **Go** Close

Supplier & Order Information

Supplier
Sherwin Williams Paint [more info...](#)
[select different supplier](#)

Fulfillment Address
PT Pay To 2: (preferred)
1710 Park Hill Rd
Tahlequah, OK 74464-5600
[select different fulfillment center](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below.
Custom Supplier Distribution selected

Manual
Service Start Date: 01/03/2022 (mm/dd/yyyy)
Service End Date: 06/30/2022 (mm/dd/yyyy)

Blanket Order Information

Using the Line Item detail below, provide a Description, a Quantity of 1 and a Unit Price that results in the full amount to be encumbered.

Packaging (UOM): 1 EA - Each

Item	Unit Price	Quantity
Paint and Supplies Needed for Building Maintenance 203 characters remaining expand clear	2,000.00	1
Total		0.00

[See configuration for this form](#)

10. Review information and click "Proceed to Checkout"

Shopping Cart • 154401247

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Sherwin Williams Paint • 1 Item - 2,000.00 USD

SUPPLIER DETAILS PT Pay To 2 : 1710 Park Hill Rd, Tahlequah, OK ...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Blanket Orders		1/EA	2,000.00	Qty: 1 EA	2,000.00

ITEM DETAILS

Commodity Code

Taxable

Capital Expense

Details

For Alissa Williams

Name 2022-02-17 N00114190 01

Estimate (2,000.00 USD)

Total: 2,000.00

Assign Cart Proceed To Checkout

11. Click on the pencil icon to edit the shipping address.

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Requisition • 3403003

Summary PO Preview Comments Attachments History

General

Cart Name 2021-11-17 N00114190 02

Description no value

Priority Normal

Prepared by Alissa Williams

Prepared for Alissa Williams

Blanket Order?

Standing Order? no value

Shipping

Ship To

Shipping and Receiving
Attn: 148 Short Street
Tahlequah, OK 74464
United States

Delivery Options

Expedite

Ship Via Best Carrier-Best Way

Requested Delivery Date no value

Billing

Bill To

Tahlequah Administration
Attn: AP
601 N Grand Ave
Tahlequah, OK 74464
United States

Credit Card Info

No credit card has been assigned.

Billing Options

Accounting Date no value

Draft

Correct these issues.
You are unable to proceed until addressed.

Required: Fund
Required: Organization
Required: Account
Required: Program

Total (1,181.49 USD)

Subtotal 1,181.49

1,181.49

What's next for my order?

Logout Assign Cart Place Order

- Select the shipping address and enter your name and/or department in the Attn field.
- Click Save.

Edit Shipping
✕

Ship To ★
✕

CURRENT ADDRESS
↻

Contact Line 1	Shipping and Receiving	<input type="checkbox"/> Add to my addresses
Attn:	<input style="border: 1px solid #ccc;" type="text" value="Alissa Williams/Purchasir"/>	
Address Line 1	148 Short Street	
City	Tahlequah	
State	OK	
Zip Code	74464	
Country	United States	

○ **Shipping** - Shipping and Receiving, [Attn], 148 Short Street, Tahlequah, OK 74464, United States
★

Results Per Page

Delivery Options

Expedite

Ship Via

Requested Delivery Date

★ Required fields

➔
Save
Close

- Click in the pencil icon in the Accounting Code section to enter FOAP information.

Accounting Codes
✎ ... ▾

Fund	Organization	Account	Program	Activity
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>
● Required	● Required	● Required	● Required	

Internal Notes and Attachments
✎ ...

Internal Note	<i>no value</i>
Internal Attachments	Add

External Notes and Attachments
✎ ... ▾

Note to all Suppliers	<i>no value</i>
Attachments for all suppliers	Add

15. Type in the Fund, Org, Account, and Program Codes

16. Click Save

(*If one or more items have a different account code or need to be coded to a different FOAP, go to next step.)

Accounting Codes

Fund * Organization * Account * Program * Activity

10001 | Search | Search | Search | Search

10001 - Education and General

* Required fields

Save Close

17. If another line item has a different FOAP or Account Code, Click the *** on the right side of the line item you are needing to change the FOAP or Account Code.

Requisition · 3403003

Summary PO Preview Comments Attachments History

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige	12032021	1gal 1/EA	72.49	Qty: 15 EA	1,087.35
2 Sherwin Williams Professional Roller Cover Value Pack (6PK)	1803352	EA	15.69	3 EA	47.07

ITEM DETAILS

Contract: no value Internal Note: no value

Taxable: X Internal Attachments: Add

Capital Expense: X External Note: no value

Commodity Code: no value Attachments for supplier: Add

Draft

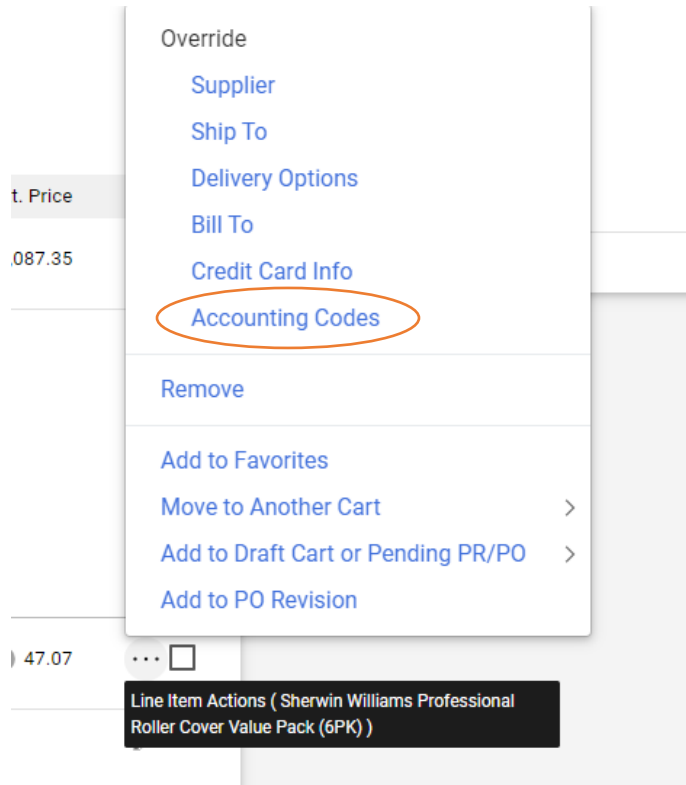
Total (1,181.49 USD)

Subtotal 1,181.49

1,181.49

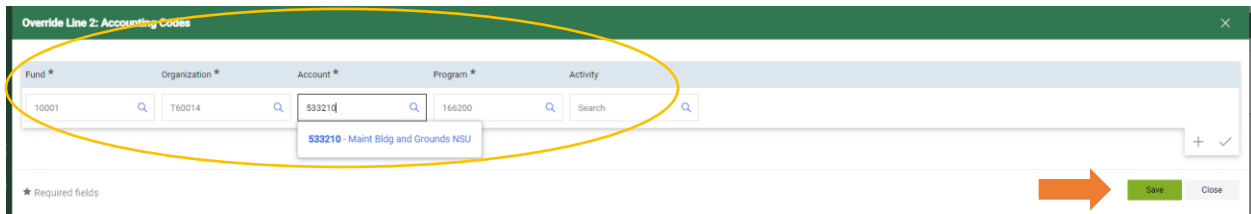
What's next for my order?

18. Click "Accounting Codes"



19. Enter the correct codes that need to be changed

20. Click Save



21. Add Backup Documentation (Quote, Agreement, Food Form, etc.,) by clicking “Attachments”

The screenshot shows a requisition page for requisition number 3403003. The 'Attachments' tab is highlighted with an orange arrow. The page is divided into several sections: General, Shipping, Billing, Accounting Codes, and Internal/External Notes and Attachments. The General section includes fields for Cart Name, Description, Priority, Prepared by, Prepared for, Blanket Order?, and Standing Order?. The Shipping section includes Ship To, Delivery Options, and Ship Via. The Billing section includes Bill To, Credit Card Info, and Billing Options. The Accounting Codes section is a table with columns for Fund, Organization, Account, Program, and Activity. The Internal Notes and Attachments section includes fields for Internal Note and Internal Attachments.

Fund	Organization	Account	Program	Activity
10001 Education and General	T60014 Central Receiving	533210 Maint Bldg and Grounds NSU	166200 General Administration	no value

22. Click Add Internal Attachment

The screenshot shows the 'Attachments found: 0' section. The text reads: "This document does not have any attachments associated with it. If you need to add an attachment, return to the Summary page and find the 'Add attachment' button. Please note that attachments cannot be added to documents once they have completed workflow." The 'Add Internal Attachment' button is highlighted with an orange arrow.

26. Click “Select Files” and then choose your file to attached.

27. Once file is attached, click on “Save Changes”

The screenshot shows the 'Add Attachments' dialog box. The 'Attachment Type' is set to 'File'. The 'File(s)' field has a 'SELECT FILES...' button highlighted with an orange arrow. The 'Maximum upload file size: 5.0 MB' is displayed. The 'Save Changes' button is highlighted with a yellow arrow.

28. Click “Place Order”, if no other changes need to be made.

Requisition • 3403003

Summary PO Preview Comments Attachments History

General

Cart Name: 2021-11-17 N00114190 02
 Description: no value
 Priority: Normal
 Prepared by: Alissa Williams
 Prepared for: Alissa Williams
 Blanket Order?:
 Standing Order?: no value

Shipping

Ship To
 Shipping and Receiving
 Attn: Alissa Williams/Purchasing
 148 Short Street
 Tahlequah, OK 74464
 United States

Delivery Options
 Expedite:
 Ship Via: Best Carrier-Best Way
 Requested Delivery Date: no value

Billing

Bill To
 Tahlequah Administration
 Attn: AP
 601 N Grand Ave
 Tahlequah, OK 74464
 United States

Credit Card Info
 No credit card has been assigned.

Billing Options
 Accounting Date: no value

Accounting Codes

Fund	Organization	Account	Program	Activity
10001 Education and General	T60014 Central Receiving	533210 Main Bldg and Grounds NGU	166200 General Administration	no value

Internal Notes and Attachments

Internal Note: no value
 Internal Attachments: [Add](#)

External Notes and Attachments

Note to all Suppliers: no value
 Attachments for all suppliers: [Add](#)

Place Order

Draft

Total (1,181.49 USD)
 Subtotal: 1,181.49
1,181.49

What's next for my order? >

29. The Requisition is now completed and submitted for approvals.

Simple Advanced Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.

Requisition 3403003 Submitted

Summary

Requisition number	3403003
Requisition status	Pending
Cart name	2021-11-17 N00114190 02
Requisition date	12/6/2021
Requisition total	1,181.49 USD
Number of line items	3

Options

[Print](#)
[Recent orders](#)
[Return to your home page](#)