Blanket Orders with
Blanket Order

Agenda

– What is it?
– When should it be used?
– How does it work?
– How do I submit?
– Q&A
– Working session
What is a Blanket Order?

• Blanket Order is process for obtaining approval in advance for routine expenditures

• Banner
  – Open
  – Standing
  – Recurring
When should a Blanket Order be used?

• Recommendations
  – Recurring payments
    • Rent or lease payments
  – Utilities
  – Routine monthly charges
    • Trash service
  – System generated orders
    • Pharmacy

• Premium Suppliers
  – Blanket Orders **should not** be needed for premium suppliers
  – Consult with Purchasing
How does a Blanket Order work?

- Department submits request
- Approval
- New features
  - Alerts – amount and/or date
  - Valid from/to date
  - Assignment
    - Users that may apply purchases toward blanket order
How does blanket order work?

- 3 methods to decrement/use the dollars
  - Order to Invoice
  - Release Order
  - Blanket Order Retrofit

- Approval for
  - Order to Invoice – assignee approves invoice
  - Release Order – no additional approval
  - Blanket Order Retrofit – no additional approval
How does blanket order work?

• Receiving
  – Order to Invoice – approving invoice assumes goods/service have been received
  – Release Order – user will receive using standard receiving process
  – Blanket Order Retrofit – auto received

• Process touchpoints
  – Order to Invoice – A/P, blanket order assignees
  – Release Order – BSC, Dept. assignee & receiver, A/P
  – Blanket Order Retrofit – BSC, Dept. assignee, A/P
How is a Blanket Order submitted?

• Department completes and submit template to cubuyplus@creighton.edu

• Template will be reviewed by BSC/Purchasing for completeness and processing methodology

• BSC will generate blanket order and communicate back to Department
Blanket Orders

• Q&A

• Working Session

• For questions contact:
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