

NC STATE UNIVERSITY

College of Sciences

Blanket Purchase Order

I. What is a Blanket Purchase Order (BPO)?

A BPO is the preferred method for placing orders that allows for multiple delivery dates requiring multiple payments over a set period of time.

II. When to Use a BPO?

- A. BPOs are **NOT** to be used with MarketPlace (MP) vendors
- B. The goods or services are recurring purchases
- C. The order involves variable dollar amounts and/or quantities
- D. The maximum order amount may need to be adjusted over time
- E. The order has specific contract start and end dates
- F. Examples: standing orders, maintenance/service contracts and open orders

III. Benefits of Using a BPO

- A. Provides opportunities to negotiate cost savings and assurance of supply
- B. Prevents NCSU from having to hold large amounts of inventory
- C. Reduces administrative costs by eliminating repetitive acquisition costs
- D. Streamlines ordering procedures
- E. Reduces ordering and delivery lead times
- F. Terms and conditions have been reviewed and negotiated in advance
- G. Known expenditures are encumbered to ensure funding

IV. When to Submit a Requisition?

- A. For BPOs with a start date of July 1, requisition must be submitted by May 1.
- B. For other start dates, allow one month for processing.

V. Create a Purchase Requisition (*Non-MarketPlace Requisition*)

A. **Navigation**

MyPack Portal > Financial Systems > MarketPlace > Create Requisition > Purchase Requisition

B. **Tiles**

MyPack Portal > Financial System Homepage > MarketPlace > Non-MarketPlace Requisition

Purchase Requisition ?

Supplier ID

Copy From

Use Best Source Vendor

Confirming Order?

Total Amount 0.0000

Personalize Find View All						
First 1 of 1 Last						
Description	Quantity	UOM	Price	Category		
1 <input type="text"/>	<input type="text"/>	EA <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add to Cart"/>						

- **Supplier ID (Sole Source):** upload justification memo, vendor quote, and all supporting documents to requisition
- **OR**
- **Best Source Vendor (Competitive Bidding):** include list of items and any quotes obtained
- **Description:** BPO to purchase xxx ... (supplies or services) as needed
- **Quantity:** Always 1 (one)
- **UOM (Unit of Measure):** leave default of **EA** (each)
- **Price:** estimated amount for FY (will be encumbered)
- **Category:** select from list
- **Add to Cart**
- **Adjust Distributions:** adjust as necessary
 - To distribute every invoice in the same ratio every time, use one line with multiple distributions.
 - To have the ability to customize the distribution on each invoice, use separate lines for each project. Split funding will require a request to Purchasing to change the 'Bill To' so the invoice is delivered to the Department. Include this request in the Comments section of the requisition, as well.
- **Comments & Attachments:** enter begin & end date; list all points of contact who will be placing orders; upload justification memo, vendor quote, list of items, and all supporting documents to requisition
- **Save & Submit**

VI. Attachments of Additional Documentation

- Multiple Years:** Quote may reference multiple years and request for BPO can cross fiscal years. This is useful for maintenance agreements where the dollar amount is known for each fiscal year and the term of the agreement is set. It also can be used to purchase consumables. This is useful for BPOs that have few, clearly defined items, that will not change (for example, strain of mice).
- Multiple BPOs from Same Quote:** Multiple requisitions may be entered to request multiple BPOs be created, using the same quote. There is no need to obtain separate quotes for each request. This may be useful when buying the same items, but frequently charged to different fund types.

VII. Once BPO is Issued

- A. Departments need to know their BPO balance prior to placing orders.
- B. Check PO balance through PO Activity Summary:

MyPack Portal > Financial Systems > Procurement > Purchase Orders > PO Activity Summary

- C. Always use the BPO# when placing the order with the vendor.

VIII. Invoices

- A. For BPOs where the invoice charges are distributed in the same ratio every time:
 - 1. The vendor will mail the invoices to Accounts Payable (A/P) per the 'Bill To' information on the BPO.
- B. For BPOs where the invoice is sent to the Department:
 - 1. Ensure the BPO# is correct.
 - 2. Distribute each line for split funding and note the line numbers the invoice should be paid from.
 - 3. If an online receiver is required, note the receipt number and BPO# on the invoice.
 - 4. If an online receiver is not required, ensure approver's printed name, signature, and approval date are noted on the invoice.
 - 5. Send invoices via campus mail to A/P:
PO Processing Unit
Campus Box 7204
 - 6. A/P's lead time from receiving invoice to posting in WRS is 5-7 business days during non-peak processing times or 7-10 business days during peak processing times (year-end close; university breaks; holidays).
Processing time is contingent upon receipt of accurate invoices, and delays could be caused if A/P finds discrepancies (inadequate budget; multiple line distributions not specified; project doesn't match invoice).
 - 7. Maintain open invoice file for tracking purposes until posting in WRS has been verified.

IX. Change Orders

- A. To make a change to a BPO:
 - 1. If a PO has not yet been issued, email the purchasing agent who handled the BPO to request a change order to take the action desired.
 - 2. If a PO has been sent to the vendor and no payments have been made on the order, changes can be made through PO Maintain Distributions:

MyPack Portal > Financial Systems > Procurement > POs > PO Maintain Distributions

- 3. If a payment has been processed against the order, email the purchasing agent who handled the BPO to request a change order to take the action desired.

B. Changes to BPOs may include:

1. Increase amount of BPO (can be done multiple times during the life of a BPO)
2. Decrease amount of BPO (can be done more than once, likely not numerous)
3. Cancel or Close BPO – ensure all invoices have been paid (one time only)
4. Change funding sources (can be done more than once, likely not numerous)