

Onslow County Schools Purchasing Dept

**Online Purchasing Training**

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**Blanket PO – Services Only**

**NOTE: In order for “Sunpac” to link information with “E-Procurement” ALL blanket orders for “Goods”, “Services”, and “Goods and Services” must be done in this format.**

## BLANKET PO UPDATE – SERVICES ONLY

**SERVICES ONLY:** “Services Only” requires a minimum of one detail line item for “Services”

1. **Taxable? Field:** Type “N” NO taxes are paid on services

**Note:** “Services Only” usually do not have any discounts or freight charges so you will not have to use the “F4 Key”.

SunPac Financials PO      Entry/Adjust (V2)      Rev 6.03    FY:7    ADM:670  
Addition  
Admin: 670    PO#: Auto PO#    Vendor No: 100954    Batch ID: DAH022107  
=====

Vendor: TEACHING STRATEGIES, INC. - WASHINGTON, DC 20016  
Acct: 2.5400.862.412.820.820.00    SUPPLIES & MATERIALS    Bal: 70703.98-  
Desc: WORKSHOP PRESENTER    Ref# 1: X  
Ref# 2: D.HORNAGE

Mdse:	<u>.00</u>	Deliv To:	<u>DANNY SHEPARD</u>
Tax:	<u>.00</u>		
Frst:	<u>.00</u>		
Disc:	<u>.00</u>		
=====			
Total:	<u>.00</u>	Taxable?	<u>N</u>

Ship To: ONSLOW COUNTY SCHOOLS  
820 / PO DIST CENTER / PURCHASING DEPT  
200 BROADHURST ROAD  
JACKSONVILLE, NC 28540

Bill To: 000

Tax Percents      PO Date: 22207      PO Status: ON HOLD  
State 4.25      Deliv Date: 22207      Entered By: DEBBIE  
County: 2.50      Expire Date: 63007      Amt Invd: .00  
Local: \_\_\_\_\_      EP Vendor? Y    EP PO? N

F3=Exit    F4=D/F/T    F5=Details    F6=HdrCmts    F7=LineCmts    F8=StatusFlags  
F10=FA Flags    F15=ChgVendor    F17=AcctLookup    F20=Update

16/049

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## BLANKET PO UPDATE – SERVICES ONLY

### F5 - PO DETAIL SECTION

1. **QTY Field:** Type the Total Dollar Amount of the Blanket Order (Example: “2400.00”)

**NOTE:** *Total Dollar Amount is the Total Cost of Services Only*

2. **Unit Cost Field:** Type “1”

3. **UM Field:** Type “DOL”

4. **Desc 1 Field:** Type “Description of Service” - “Workshop Presenter For”

5. **Desc 2 Field:** Type “Teaching Strategies Workshop”

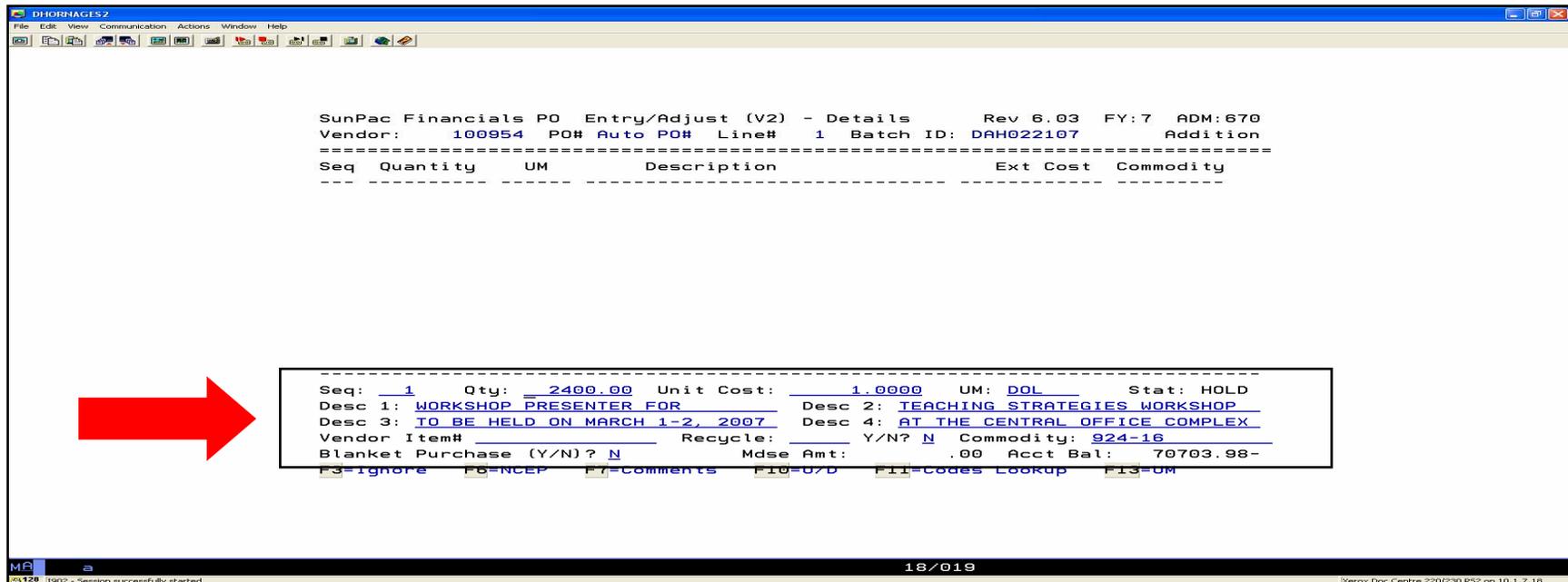
6. **Desc 3 Field:** Type “to be held on March 1-2, 2007”

7. **Desc 4 Field:** Type “at the Central Office Complex”

8. **Commodity Code Field:** Enter the best commodity code that describes the Service listed on the order (For detailed commodity code instructions see the “Commodity Code”)

9. **“Blanket Purchase (Y/N)?”** Type “N”

**NOTE:** Always use “N” for Services (Except for code series 965-00 & 966-00)



SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:7 ADM:670  
Vendor: 100954 PO# Auto PO# Line# 1 Batch ID: DAH022107 Addition  
=====

Seq	Quantity	UM	Description	Ext Cost	Commodity
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Seq: 1 Qty: 2400.00 Unit Cost: 1.0000 UM: DOL Stat: HOLD  
Desc 1: WORKSHOP PRESENTER FOR Desc 2: TEACHING STRATEGIES WORKSHOP  
Desc 3: TO BE HELD ON MARCH 1-2, 2007 Desc 4: AT THE CENTRAL OFFICE COMPLEX  
Vendor Item# \_\_\_\_\_ Recycle: \_\_\_\_\_ Y/N? N Commodity: 924-16  
Blanket Purchase (Y/N)? N Mdse Amt: .00 Acct Bal: 70703.98-

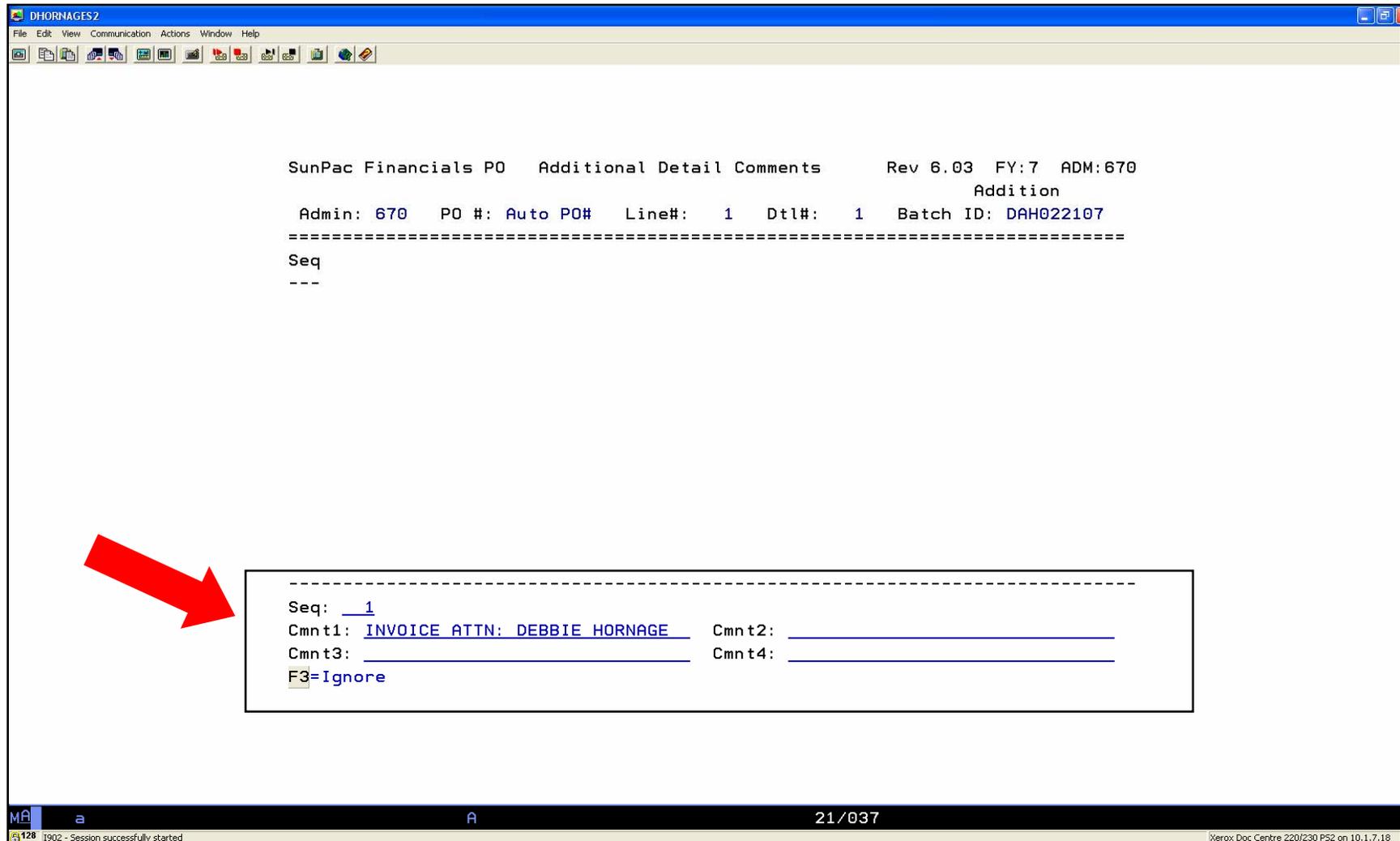
F3=Ignore F8=NCEP F7=Comments F10=U/D F11=Codes Lookup F13=DM

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## BLANKET PO UPDATE – SERVICES ONLY

10. Press the “F7 Key” for more lines to add additional information (Invoice Attn, etc)
11. Press “enter” to get comment lines
12. Type your additional comments and press “enter”

**Note:** You can add more comment lines each time you press “enter”



The screenshot shows a terminal window titled "DHORNAGES2" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area displays the following text:

```
SunPac Financials PO  Additional Detail Comments  Rev 6.03  FY:7  ADM:670
                                     Addition
Admin: 670  PO #: Auto PO#  Line#: 1  Dtl#: 1  Batch ID: DAH022107
=====
Seq
---
```

A red arrow points to a rectangular box containing the following text:

```
-----
Seq:  1
Cmnt1: INVOICE ATTN: DEBBIE HORNAME  Cmnt2: _____
Cmnt3: _____  Cmnt4: _____
F3=Ignore
```

The bottom status bar shows "MA a A 21/037" and "128 | 1902 - Session successfully started" on the left, and "Xerox Doc Centre 220/230 PS2 on 10.1.7.18" on the right.

## BLANKET PO UPDATE – SERVICES ONLY

13. Press “F9 Key” to return to line item detail.

SunPac Financials PO Additional Detail Comments Rev 6.03 FY:7 ADM:670

Admin: 670 PO #: Auto PO# Line#: 1 Dtl#: 1 Batch ID: DAH022107

=====

Seq

---

1 INVOICE ATTN: DEBBIE HORNAME

-----

Seq: \_\_\_

F1=Next F2=Prev F9=Return



## BLANKET PO UPDATE – SERVICES ONLY

14. Press “enter”

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:7 ADM:670  
Vendor: 100954 PO# Auto PO# Line# 1 Batch ID: DAH022107 Addition  
=====

Seq	Quantity	UM	Description	Ext Cost	Commodity
-----	----------	----	-------------	----------	-----------

-----

Seq: 1 Qty: 2400.00 Unit Cost: 1.0000 UM: DOL Stat: HOLD  
Desc 1: WORKSHOP PRESENTER FOR Desc 2: TEACHING STRATEGIES WORKSHOP  
Desc 3: TO BE HELD ON MARCH 1-2, 2007 Desc 4: AT THE CENTRAL OFFICE COMPLEX  
Vendor Item# \_\_\_\_\_ Recycle: \_\_\_\_\_ Y/N? N Commodity: 924-16  
Blanket Purchase (Y/N)? N Mdse Amt: .00 Acct Bal: 70703.98-  
F3=Ignore F6=NCEP F7=Comments F10=U/D F11=Codes Lookup F13=UM



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## BLANKET PO UPDATE – SERVICES ONLY

15. Press “F9 Key” to return to Main PO Screen

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:7 ADM:670  
Vendor: 100954 PO# Auto PO# Line# 1 Batch ID: DAH022107

=====

Seq	Quantity	UM	Description	Ext Cost	Commodity
1	2400.00	DOL	WORKSHOP PRESENTER FOR TEACHING STRATEGIES WORKSHOP TO BE HELD ON MARCH 1-2, 2007 AT THE CENTRAL OFFICE COMPLEX	2400.00	924-16

-----

Seq:   

Mdse Amt: 2400.00 Acct Bal: 73103.98-

F1=Next F2=Prev F3=Exit F9=PO Lines F20=Update



## BLANKET PO UPDATE – SERVICES ONLY

16. Verify your totals

17. Press “F20 Key” (Shift + “F8 Key) to update PO and get PO number

DHORNAGES2

File Edit View Communication Actions Window Help

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Desc: WORKSHOP PRESENTER    Ref# 1: X  
Ref# 2: D.HORNAGE

Mdse: 2400.00  
Tax: .00  
Frt: .00  
Disc: .00  
=====

Total: 2400.00    Taxable? N

Deliver To: DANNY SHEPARD

Ship To: ONSLOW COUNTY SCHOOLS  
820 / PO DIST CENTER / PURCHASING DEPT  
200 BROADHURST ROAD  
JACKSONVILLE, NC 28540

Bill To: 000

Tax Percents  
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