Onslow County Schools Purchasing Dept

Online Purchasing Training

Blanket PO – Services Only

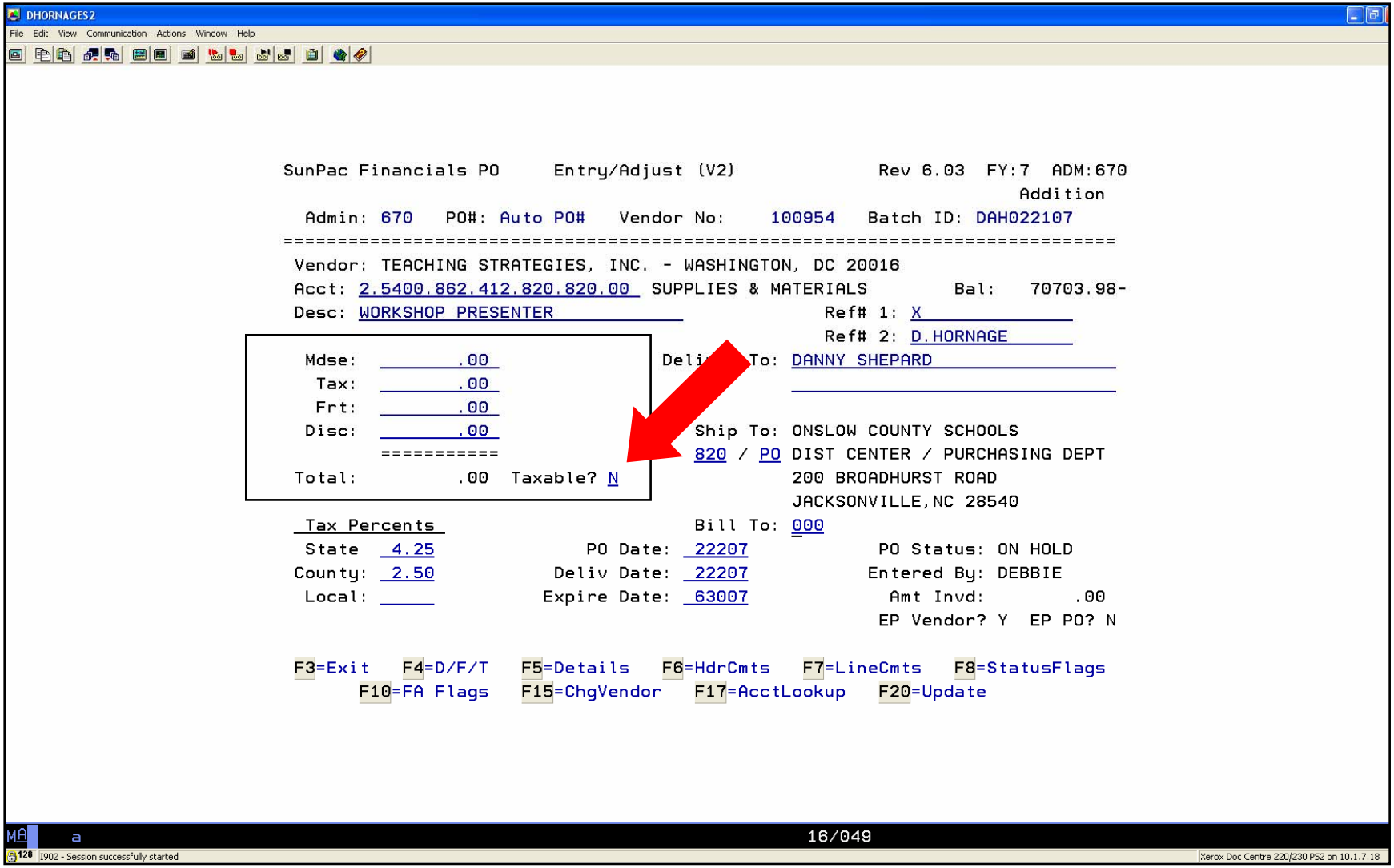
NOTE: In order for "Sunpac" to link information with "E-Procurement" ALL blanket orders for "Goods" , "Services", and "Goods and Services" must be done in this format.

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".

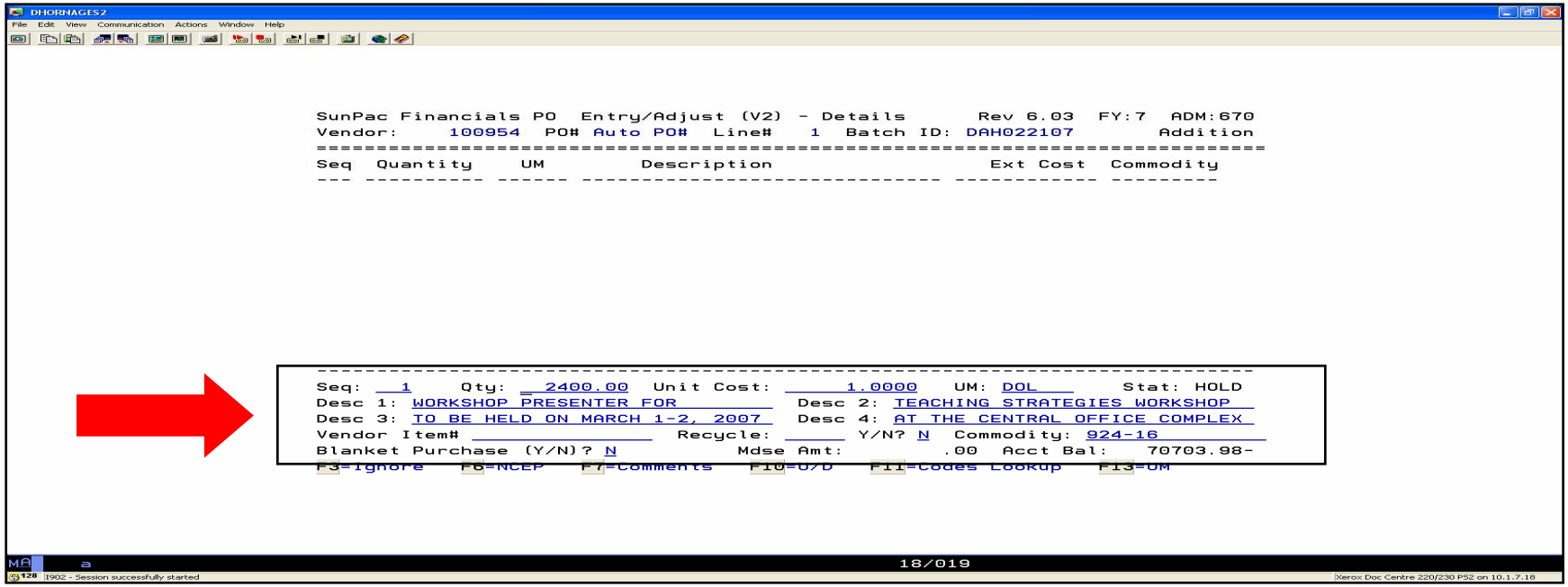


BLANKET PO UPDATE – SERVICES ONLY

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"

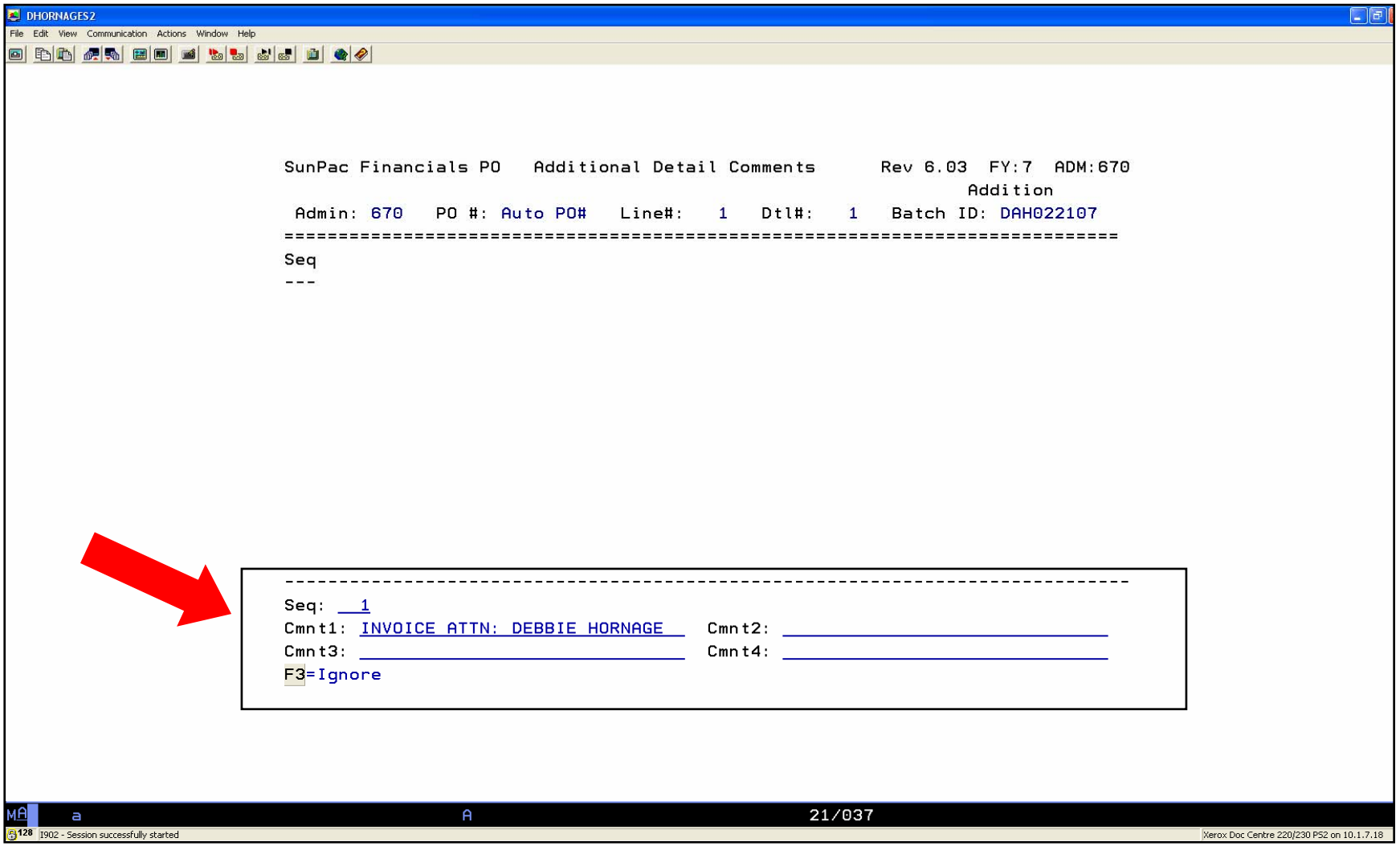
NOTE: Always use "N" for Services (Except for code series 965-00 & 966-00)



BLANKET PO UPDATE – SERVICES ONLY

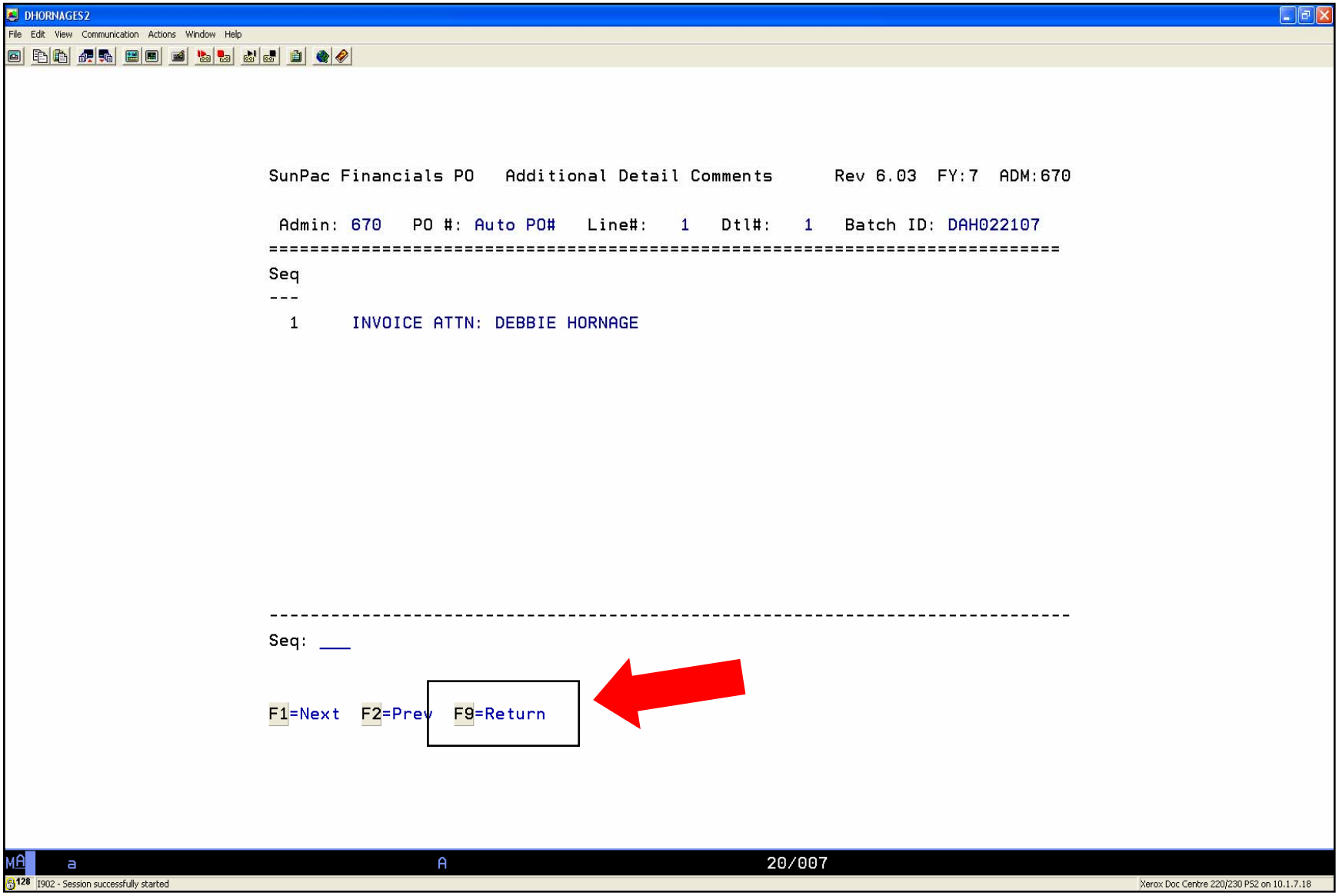
10. Press the “F7 Key” for more lines to add additional information (Invoice Attn, etc)
11. Press “enter” to get comment lines
12. Type your additional comments and press “enter”

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



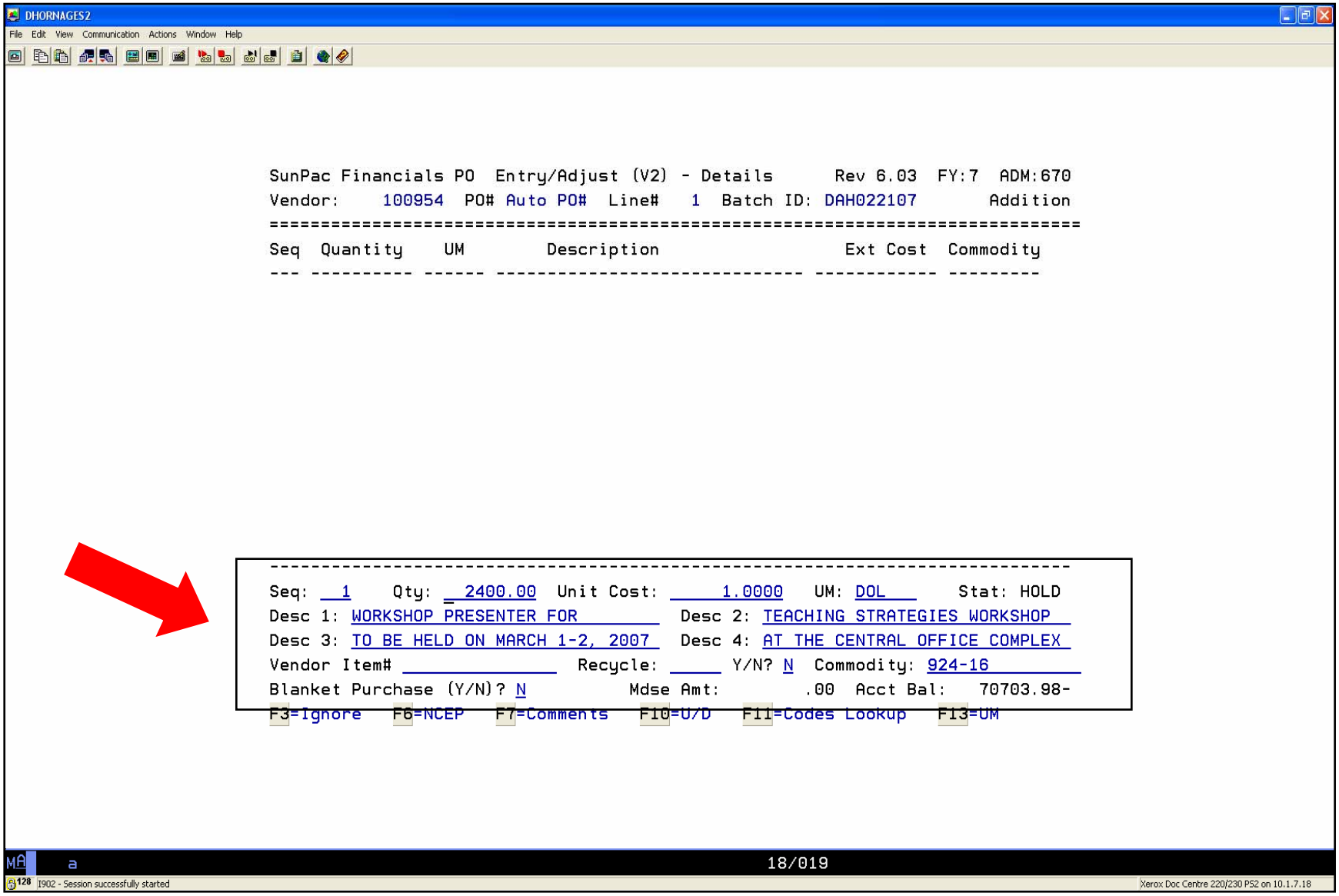
BLANKET PO UPDATE – SERVICES ONLY

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



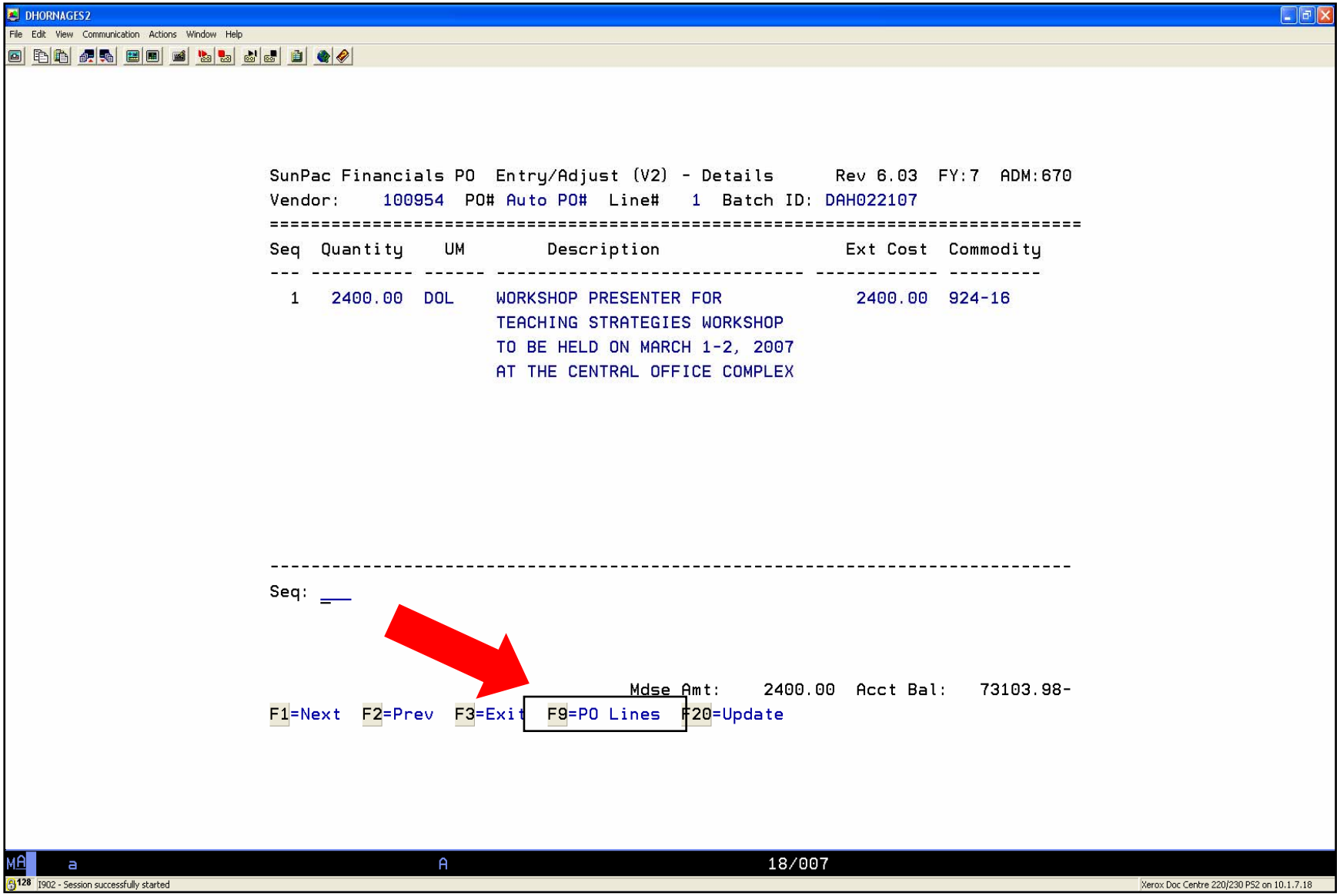
BLANKET PO UPDATE – SERVICES ONLY

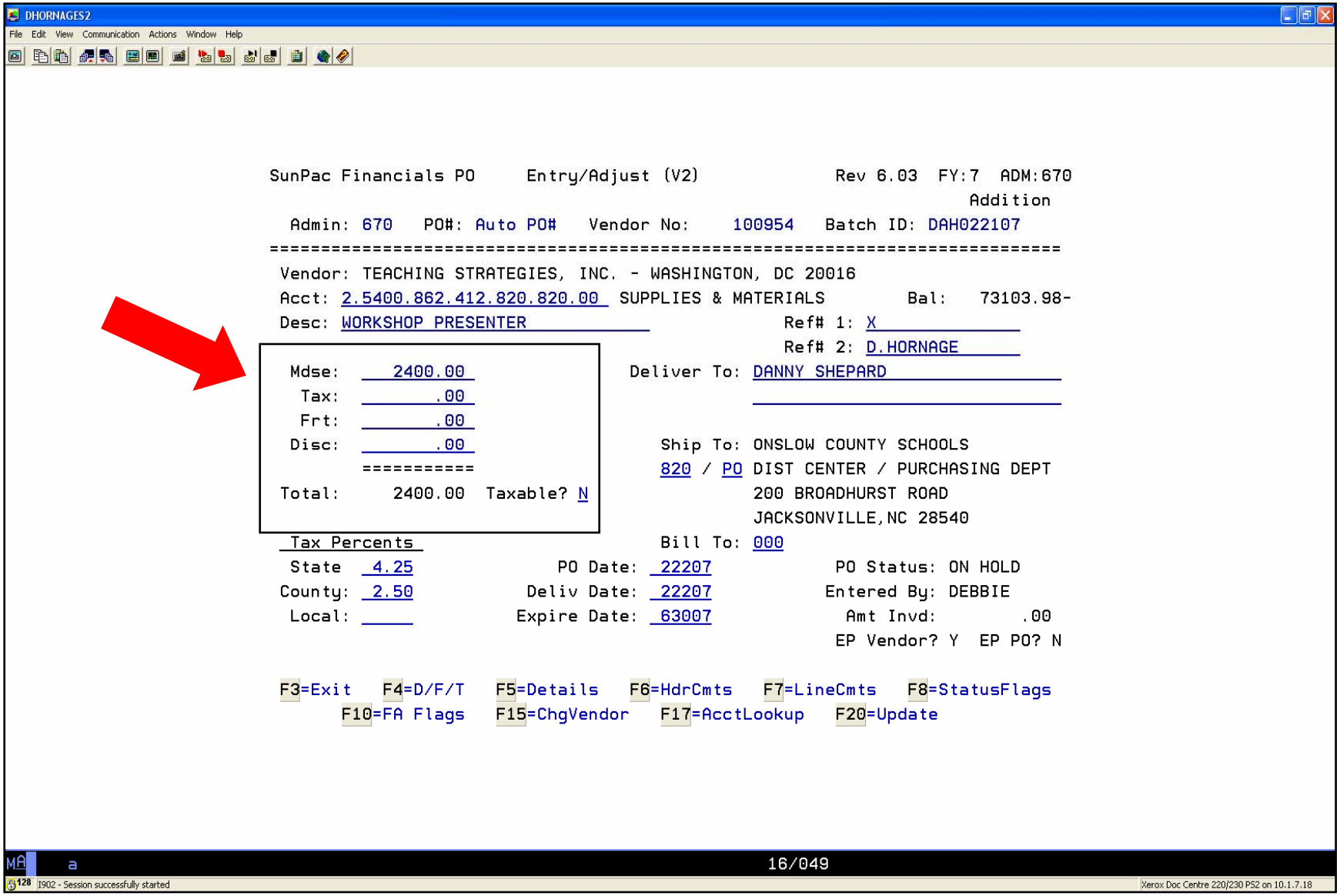
14. Press “enter”



BLANKET PO UPDATE – SERVICES ONLY

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



BLANKET PO UPDATE – SERVICES ONLY

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