



Onslow County Schools Purchasing Dept

**Online Purchasing Training**

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**Blanket PO – Goods 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 – GOODS ONLY

**GOODS ONLY:** “Goods Only” is the only type of orders that can be done as a non-blanket order or a blanket order. Remember, blanket orders for “Goods Only” must have twelve or more line items.

### 1. Taxable? Field: Type “Y”

All taxes are to be listed on the “F4 Key” screen

SunPac Financials PO      Entry/Adjust (V2)      Rev 6.03    FY:7    ADM:670  
Addition  
Admin: 670    PO#: Auto PO#    Vendor No: 101496    Batch ID: DAH022107  
=====

Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573  
Acct: 2.5400.862.412.820.820.00 SUPPLIES & MATERIALS    Bal: 70703.98-  
Desc: INSTRUCTIONAL SUPPLIES    Ref# 1: X  
Ref# 2: D.HORNAGE

Mdse: .00    Deliver To: DANNY SHEPARD  
Tax: .00  
Frnt: .00  
Disc: .00  
=====

Total: .00    Taxable? Y  
Ship To: ONSLOW COUNTY SCHOOLS  
820 / PO DIST CENTER / PURCHASING DEPT  
200 BROADHURST ROAD  
JACKSONVILLE, NC 28540

Tax Percents    Bill To: 000  
State 4.25    PO Date: 22107    PO Status: ON HOLD  
County: 2.50    Deliv Date: 22107    Entered By: DEBBIE  
Local:    Expire Date: 63007    Amt Invd: .00  
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

MA a      08/069

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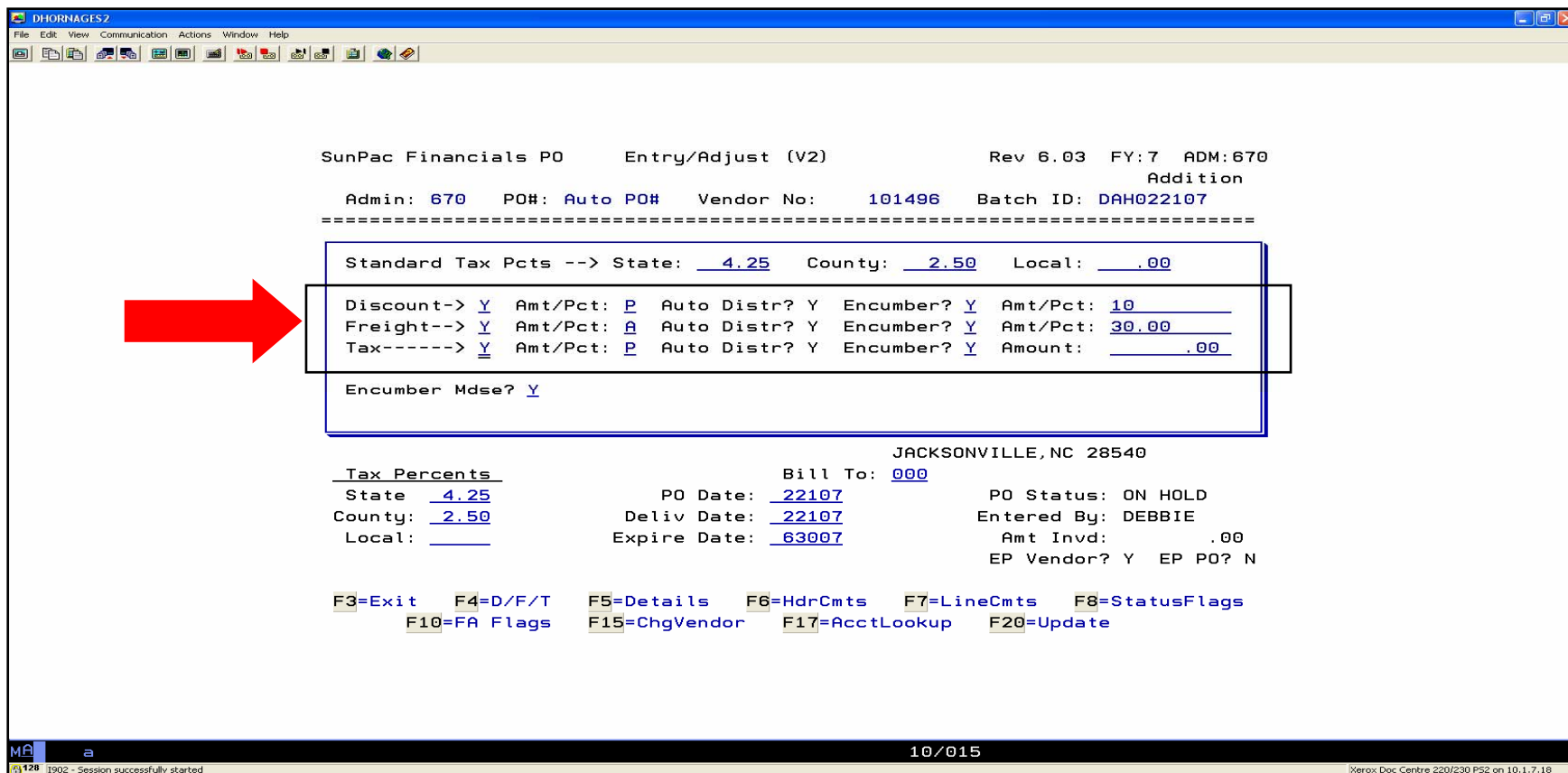
## BLANKET PO UPDATE – GOODS ONLY

2. All Blanket Purchase Orders are to have the following information listed on the “F4 Key” screen

(amt = Amount / pct = Percent)

- a. Type any Discounts by “amt” or “pct”
- b. Type any Freight by “amt” or “pct”
- c. Type any Taxes by “pct” Note: The tax percentage is already listed

*You will NO LONGER list this Information on the “F5 Key” line item.*



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Addition  
Admin: 670    PO#: Auto PO#    Vendor No: 101496    Batch ID: DAH022107  
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Standard Tax Pcts --> State: 4.25    County: 2.50    Local: .00

Discount-> Y    Amt/Pct: P    Auto Distr? Y    Encumber? Y    Amt/Pct: 10  
Freight--> Y    Amt/Pct: A    Auto Distr? Y    Encumber? Y    Amt/Pct: 30.00  
Tax-----> Y    Amt/Pct: P    Auto Distr? Y    Encumber? Y    Amount: .00

Encumber Mdse? Y

JACKSONVILLE, NC 28540

Tax Percents      Bill To: 000  
State 4.25      PO Date: 22107      PO Status: ON HOLD  
County: 2.50      Deliv Date: 22107      Entered By: DEBBIE  
Local:             Expire Date: 63007      Amt Invd: .00  
EP Vendor? Y    EP PO? N

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

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## BLANKET PO UPDATE – GOODS ONLY

3. You will then see all your information listed.

**PERCENTAGE:** Tax Percentage, Discount Percentage, and Freight Percentage will not show until PO line details have been entered so amounts can be calculated accordingly.

**AMOUNT:** The specific amount will show up automatically and stay the same, whereas the percentage will change as you key in each line item.

SunPac Financials PO      Entry/Adjust (V2)      Rev 6.03    FY:7    ADM:670  
Addition  
Admin: 670    PO#: Auto PO#    Vendor No: 101496    Batch ID: DAH022107  
-----  
Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573  
Acct: 2.6320.801.412.000.820.00 SUPPLIES & MATERIALS      Bal: 15331.10  
Desc: INSTRUCTIONAL SUPPLIES      Ref# 1: X  
Ref# 2: D.HORNAGE  
Deliver To: DANNY SHEPARD  
Ship To: ONSLOW COUNTY SCHOOLS  
820 / PO DIST CENTER / PURCHASING DEPT  
200 BROADHURST ROAD  
JACKSONVILLE, NC 28540  
Bill To: 000  
PO Date: 22107      PO Status: ON HOLD  
Deliv Date: 22107      Entered By: DEBBIE  
Expire Date: 63007      Amt Invd: .00  
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

**MDSE:** .00  
**TAX:** .00  
**FRNT:** 30.00  
**DISC:** .00  
=====

**TOTAL:** 30.00    Taxable? Y

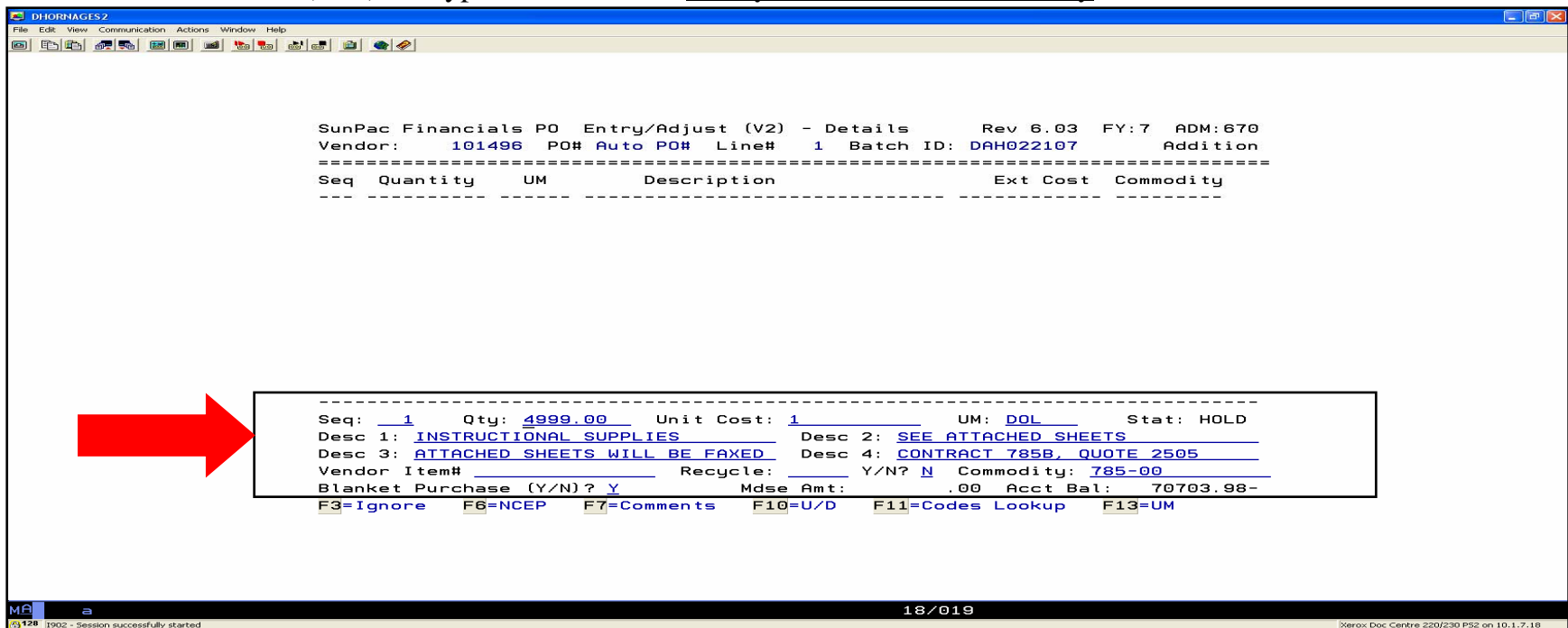
Tax Percents  
State 4.25  
County: 2.50  
Local: \_\_\_\_\_

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## BLANKET PO UPDATE – GOODS ONLY

### F5 - PO DETAIL SECTION

1. **QTY Field:** Type the Total Dollar Amount of the Blanket Order (Example: “4999.00”)  
**NOTE:** Total Dollar Amount is the Total Cost of Goods Only
2. **Unit Cost Field:** Type “1”
3. **UM Field:** Type “DOL”
4. **Desc 1 Field:** Type “Description of Goods” (i.e. Instructional Supplies)
5. **Desc 2 Field:** Type “See Attached Sheets”
6. **Desc 3 Field:** Type “Attached Sheets Will Be Mailed / Faxed”
7. **Desc 4 Field:** Type “Contract # / Quote #”
8. **Commodity Code Field:** Enter the commodity code that best describes the Goods listed on the order  
(For detailed commodity code instructions see the “Commodity Code”)
9. **“Blanket Purchase (Y/N)?”** Type “Y” **NOTE:** Always use “Y” for Goods Only



SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:7 ADM:670  
Vendor: 101496 PO# Auto PO# Line# 1 Batch ID: DAH022107 Addition  
=====

Seq	Quantity	UM	Description	Ext Cost	Commodity
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Seq: 1 Qty: 4999.00 Unit Cost: 1 UM: DOL Stat: HOLD  
Desc 1: INSTRUCTIONAL SUPPLIES Desc 2: SEE ATTACHED SHEETS  
Desc 3: ATTACHED SHEETS WILL BE FAXED Desc 4: CONTRACT 785B QUOTE 2505  
Vendor Item# \_\_\_\_\_ Recycle: \_\_\_\_\_ Y/N? N Commodity: 785-00  
Blanket Purchase (Y/N)? Y 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 – GOODS 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”

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  
---

Seq: 1  
Cmnt1: MARK PER INDIVIDUAL TEACHER Cmnt2: INVOICE ATTN: DEBBIE HORNAGE  
Cmnt3: \_\_\_\_\_ Cmnt4: \_\_\_\_\_  
F3=Ignore

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## BLANKET PO UPDATE – GOODS ONLY

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

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

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    MARK PER INDIVIDUAL TEACHER  
     INVOICE ATTN: DEBBIE HORNAME

-----

Seq: \_\_\_\_

F1=Next    F2=Prev    F9=Return

A red arrow points to the "F9=Return" key label.

At the bottom of the window, there is a status bar with the following information:

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## BLANKET PO UPDATE – GOODS ONLY


14. Press “enter” to submit item 1

SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:7 ADM:670  
Vendor: 101496 PO# Auto PO# Line# 1 Batch ID: DAH022107 Addition  
=====

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

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Seq: 1 Qty: 4999.00 Unit Cost: 1 UM: DOL Stat: HOLD  
Desc 1: INSTRUCTIONAL SUPPLIES Desc 2: SEE ATTACHED SHEETS  
Desc 3: ATTACHED SHEETS WILL BE FAXED Desc 4: CONTRACT 785B, QUOTE 2505  
Vendor Item# \_\_\_\_\_ Recycle: \_\_\_\_\_ Y/N? N Commodity: 785-00  
Blanket Purchase (Y/N)? Y 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 – GOODS ONLY

15. Press “F9 Key” to go to main PO screen

SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:7 ADM:670  
Vendor: 101496 PO# Auto PO# Line# 1 Batch ID: DAH022107

=====

Seq	Quantity	UM	Description	Ext Cost	Commodity
1	4999.00	DOL	INSTRUCTIONAL SUPPLIES SEE ATTACHED SHEETS ATTACHED SHEETS WILL BE FAXED CONTRACT 785B, QUOTE 2505	4999.00	785-00

-----

Seq: \_\_

-----

Mdse Amt: 4999.00 Acct Bal: 75702.98-

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

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## BLANKET PO UPDATE – GOODS ONLY

16. Verify your totals

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

DHORNAGES2  
File Edit View Communication Actions Window Help

SunPac Financials PO    Entry/Adjust (V2)    Rev 6.03    FY:7    ADM:670  
Addition

Admin: 670    PO#: Auto PO#    Vendor No: 101496    Batch ID: DAH022107

=====

Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573  
Acct: 2.5400.862.412.820.820.00    SUPPLIES & MATERIALS    Bal: 76040.41-  
Desc: INSTRUCTIONAL SUPPLIES    Ref# 1: X  
Ref# 2: D.HORNAGE

Mdse: 4999.00  
Tax: 337.43  
Frt: .00  
Disc: .00  
=====

Total: 5336.43    Taxable? Y

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    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**

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