

Blanket Order Payment Processing

Blanket purchase orders resemble a contract (like a standing purchase order) with predetermined dates, terms and conditions that enable departments to make independent purchases for a determined duration of time. Departments can place orders directly with a vendor for supplies and services that are routinely ordered or required.

Procedure

Blanket orders can be entered into HokieMart using the non-catalog form. Be sure to select the contract number if it is not already populated in for that vendor. Most blanket orders will be User will Deliver for the purchase order, so that the purchase order does not go to the vendor.

Review the [HokieMart and Training Reference Materials](#) for additional guidance on entering requisitions into HokieMart.

Complete receiving as invoices need to be paid to the vendor.

For more information, contact the [HokieMart help desk](#).