

How Do I Buy...

Blanket Order Payment Processing

Buyer Contact Information:

[Hokiemart Help Desk](#) 1-2020 Hokiemart@vt.edu

Description:

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

Step By Step Instructions for Processing PAYMENTS for Contracts and Unencumbered Blanket Orders in Hokie Mart

1. Go to the **non-catalog form** in Hokie Mart and choose the supplier.
2. Fill in the information required: product description, quantity, price estimate and packaging
3. Save and Close
4. Open the Cart
5. In your cart, you will see that the vendor is selected and on the right hand side of the form will you should find the “Contract Number or a yellow box that state to select the Contract Number”. If contract number is already entered, you need to just complete the information to process your payment. If you need to select a contract, Click on Select Contract and a box will open, Step 1 will verifies price and Step 2 Select a contract, click on the contract that you are paying on. Click okay and the box closes. This is used also for making payments to unencumber blanket orders.
6. Make sure and change the “Send to Supplier” from HokieMart will Deliver to **USER WILL DELIVER**, this way the payment/new Purchase Order will not go to the vendor.
7. Process the payment like you do all other payments with your fund number, etc...
8. A new purchase order number will be assigned for your payment that goes against the Contract or Blanket Order.
9. You will then need to receive the item to complete the transaction.