



How Do I Buy or Handle...

Blanket Order Payment Processing

Buyer Contact Information:

HokieMart Help Desk 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.

Procedures:

Blanket orders can be entered in to 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 so that a PO 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.