

Blanket vs. Non-Blanket Purchase Orders

When creating requisitions in NC E-Procurement @ Your Service, users should enter the unit of measure as follows:

Line Item Classification	Unit of Measure		
	Dollar	Hour	All Others
Non-Blanket/Good	NO	NO	YES
Blanket/Good	YES	NO	NO
Non-Blanket/Service	YES	NO	NO
Blanket/Service	NO	YES	NO

Blanket Goods and Non-Blanket Services:

- 1.) Set the quantity to the TOTAL dollar amount of the order (total dollar amount should include taxes and other costs)
 - 2.) Set the unit of measure to **dollar**
 - 3.) Set the price to \$1.00
 - 4.) Mark the blanket purchase indicator as 'yes' (for **blanket goods** only)
- *When receiving these types of orders, you will receive against the dollar amount.*

Blanket Services:

- 1.) Set the quantity to the total number of hours for the service order
 - 2.) Set the unit of measure to **hours**
 - 3.) Set the price to the price per hour
 - 4.) Mark the blanket purchase indicator as 'yes'
- *When receiving this type of order, you will receive against the number of hours.*

Non-Blanket Good:

- 1.) Set the quantity to the total number of units to order.
 - 2.) Set the unit of measure to anything **except** dollar and hours (e.g., each)
 - 3.) Set the price to the price of the item
- *When receiving this type of order, you will receive against the quantity ordered.*