Blanket Order Releases

This feature replaces the need for a Blanket Order log.

These are NOT the steps to create a blanket. If you want to create a blanket PO see the Purchase Order job aid: [http://osuebusiness.osu.edu/documents/eRequestReqJobAidwithTool.pdf](http://osuebusiness.osu.edu/documents/eRequestReqJobAidwithTool.pdf)

**Before you make a purchase on a Blanket Purchase Order:**
1. Go to eRequests.osu.edu
2. Click New
3. Select Blanket Order Release if you know that a blanket order exists for your purchase.
4. Enter the Blanket Purchase Order Number in the Blanket PO Number field.
   Note: to create a new blanket follow the link above to create a PO & check Standard Purchasing Request
5. Complete the reminder of the eRequest like you would any other request.
   Don’t worry about the chartfield listed as the chartfield will automatically be paid according to the PO.

6. Wait until your Unit Director approves the transaction
7. Place your order

**If you don't know your PO number you can look at your eRequests to find it.**
1. Go to eRequest.osu.edu
2. Click Search
3. Type in your Org
4. Click Search
5. Find the eRequest you want – click on the Blue PR number
6. The PO Number can either be found in the Transaction ID or the Quote ID field depending on the type of order – so check both places. PO number format is:
   - **ORG, Year, 2letters, 2numbers**
   - 570172AA25