1. In the “Showcases” widget, find the “Blanket Order Request” in the Special Requests section.

2. Click on the form and it will bring you to the instructions. The instructions will help you understand when it is appropriate to use a blanket order form.

3. In the “Details” section, you may enter a name for your blanket order.

4. In the “Suppliers” section, enter in the vendor you desire to use. Relationship and zip code fields are not required. Click Search.
5. Select the fulfillment Center you wish to have your purchase billed to. *Note: fulfillment centers with a “030” prefix are for RF accounts; fulfillment centers with “S” or “MAINCHECK” prefix is for state accounts only.* Please pick accordingly. Once you have selected a fulfillment center please click next.

6. In the “Attachments” section, add any necessary documentation by selecting “Add Attachment”

7. In the “Item Attribute Defaults” enter the appropriate information.
8. In the “Form Fields” section, under Order Information, select the appropriate funding source. Enter or select the starting and ending date. *Note: clicking the calendar allows you to select the date.* Select yes or no to indicate if this blanket order is replacing an existing blanket order. If yes, enter the existing blanket order being replaced.

9. Next, please enter in the nature of the business and why it requires a blanket order in the box. If there is supporting documentation please attach it where it says “Supporting Documents” and select “Upload”.
10. In the Blanket Order Information section, indicate if the order will be limited to specific Supplier Items by selecting yes or no. If you clicked yes, please indicate the items with the information asked for. Next please fill in the blanket order information, and select next.
11. Upon completion, you will reach this screen. When all necessary information is complete, each section will indicate a green checkmark. If all sections are complete, select the “Complete Form and Go to Cart”. This will add the blanket order to your cart.

12. The blanket order will be added as a line to your cart. From the cart, proceed to checkout as you normally would.