Blanket Order Request

1. When you are ready to begin filling out your Blanket Order Request form, return to the ShopBlue home page and look for the Special Request tab under showcase.

2. In the Special Requests section, select Blanket Order Request. The blanket request form will pop up in a separate window.
3. In the Supplier & Order Information section, first enter the supplier name or search for the desired supplier by selecting “Supplier Search”. After the “Supplier” has been selected, the start and end date of the blanket order needs to be entered. Users can either type the date in each box in the format of mm/dd/yyyy, or click the calendar to the right of the field and select the date from the calendar. If this is replacing a previous blanket order PO, click “Yes (provide PO Below)”, and enter the PO number in the box below.

4. Next, you will need to provide the business purpose and justification for needing the blanket PO. This is a required field. Please follow the instructions in the form to provide all necessary information, such as justification of the blanket order, and how often the item is ordered.

5. Next, if the Blanket Order will be limited to specific items, check yes. Then, provide details in the box below, and add an attachment, if necessary. Click “Add Attachments” to add any necessary documentation to the form.
6. Next, in the Blanket Order Information section, enter a description of the Blanket Order and provide the full amount of the blanket PO in the “Unit Price” field. *Note: the quantity for blanket orders will always be one (1).*

7. After this information is complete, and accurate, at the top of the form, select “Complete form and Go to Cart”. Then select “Go” *Note: your active cart needs to be empty, otherwise you will need to select “Add to new Cart” from the dropdown.*

8. After you have completed the blanket order form, you will be routed to your cart. Select “Proceed to checkout” to checkout as you normally would.