Blanket Purchase Order Maintenance (BPOM)

Log into "Minerva" with user name and password.
Type: "live", enter
      "CF", enter
      "PU", enter
      "BPM", enter
      "BPOM", enter   *SHORTCUT **"BPOM"***

Make sure that your cap lock is on.

"A", to add a new purchase order, enter three times.

1)   **BPO Date:** "Enter" and the current date will default.
      Enter 2 more times to get to filed #3

3)   **AP Type:** "0001"

6)   **Vendor ID:** Enter the vendor ID number if you know it, or spell the vendor's first name, enter and a lookup screen will appear. You can look up all the vendor numbers at "VENI" before entering purchase orders. E-mail klehl@NebrWesleyan.edu for new vendor setup.

11) Ship To: Enter the first letter in the persons last name followed by three periods (…) for a code listing. Select by entering the corresponding number by the name that the product should be shipped to.

"F9" (Field Jump) to line 23

23) Expense Nos: "Detail" once to get to **"BGLM"**

2) Description: Type in description. If you need more than one line for the description, "enter" and another line will appear. Make sure that you start 2nd or more description lines with a space or everything will run together when printed.

3) Blanket PO Total Amount: Enter the amount of blanket purchase order.

7) GL Account No: Enter the general ledger account number for this purchase order to be expensed to. *****Note** – it is very important that the account number is correct, otherwise the payment can not be processed with the purchase order information.

To end the purchase order, "F13" (Finish) back to first screen **"BPOM"**

21)   Printed Comments: "Detail" twice and type any special instructions if needed.

"F11" (Update), enter to get blanket purchase order number assigned and do a print screen at this point to send to the Business Office for processing. If the purchase order needs to be faxed, attached completed cover sheet with purchase order.