

# TOOL

## BPA (Blanket Purchase Order) Options

This tool should be used in conjunction with Standard Operating Procedure IPR200. BPA (Blank Purchase Orders) can be created in PASS using any of the following options:

### OPTION 1: Create a BPA requisition with one line item and create change orders with every release (for specific item purchases).

Example of the non-catalog line item on requisition:

						Show Details	
No.	Type	Description	Qty	Unit	Price	Amount	
1		Blanket Purchase Agreement	100,00	each	\$1.00USD		

|

Total Cost: \$100,000.00USD

To buy something against the BPA (once it has become a Purchase Order) do the following:  
Create a Change Order

1. Add a specific line item
2. Reduce the amount from the first line item (the total of the BPA amount)

						Show Details	
No.	Type	Description	Qty	Unit	Price	Amount	
1		Blanket Purchase Agreement	98,480	each	\$1.00USD		
2		First Purchase with BPA	1,520	each	\$1.00USD		

|

Total Cost: \$100,000.00USD

The Change Order must go through the approval flow. Continue to do Change Orders to create new specific Purchase Orders.

# TOOL

## BPA (Blanket Purchase Order) Options

**OPTION 2: Create a BPA with a single line item with a particular quantity. Receive and Invoice on purchases made, thus reducing total amount encumbered. Do NOT do change orders for the releases.**

Example of the non-catalog line item on requisition:

No.	Type	Description	Qty	Unit	Price	Amount
1		Blanket Purchase Agreement	100,00	each	\$1.00USD	

[Show Details](#)

[Edit](#) [Copy](#) [Delete](#) | [Add items](#)

Total Cost: \$100,000.00USD [Update Total](#)

To reduce amounts against the BPA (once it has become a Purchase Order) the following should occur:

1. Supplier provides goods/services worth \$1,200
2. Supplier sends Invoice for \$1,200

Order ID	Type	Date Created	Status	Title	Total
<a href="#">PO107739-V2</a>		Mon, 29 Jan, 2007	<a href="#">Receiving</a>	<a href="#">Blanket Purchase Order</a>	\$1,200.00USD

3. Receiver receives for the monetary amount (Receive quantity of 1,200 which will equate to \$1,200)

No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	100,000	Blanket Purchase Agreement	0	1,200	0	Today

The releases against the BPA are recorded via the receipt and invoice.

# TOOL

## BPA (Blanket Purchase Order) Options

**OPTION 3: Create a BPA with a multiple line items with a particular quantity. Receive and Invoice on purchases made, thus reducing total amount encumbered. Do NOT do change orders for the releases.**

Example of the non-catalog line items on requisition:

						Show Details	
<input type="checkbox"/>	No.	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1		Maintenance for January 2009	20	each	\$15.00USD	
<input type="checkbox"/>	2		Maintenance for February 2009	20	each	\$15.00USD	

|

Total Cost: \$600.00USD

To continue to add line items:

1. Select the line item (by placing a check in the box next to the line item).
2. Click on Copy.
3. Edit the line item description.
4. Click OK.
5. Continue until all line items are complete. (For example, if you are creating a BPA for 12 months of maintenance, each line item reflects one month)

The releases against the BPA are recorded via the receipt and invoice.