


Invoicing Blanket Orders

When an Invoice for a Blanket Order is received

1. Pull up the purchase order that the invoice will be applied to.

2. Click the **Create Invoice** button in the top part of the purchase order.  You can also use the [Legacy Create Invoice](#) button if you prefer to use the old interface.



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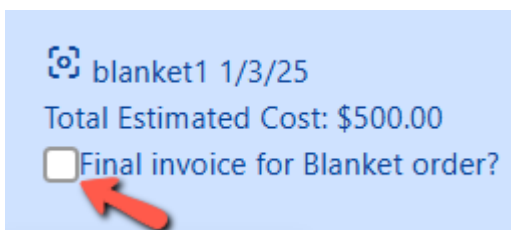
- The charges will be pulled into the invoice.


3. Fill in the Vendor Invoice ID field with the invoice number from the paper invoice.

4. The Invoice Date will display the current date. Update it to the date on the paper invoice.


5. (Optional) Fill in the Invoice Type, Payment Method, Payment Auth, and Note if desired.

- If this is the final invoice for the blanket order, select the **Final Invoice for Blanket Order** option. When the invoice is closed this will cause the purchase order to be marked as Received and any remaining encumbrance will be dropped returning the unspent money to the fund.
- If this is **NOT** the final invoice for the blanket order, leave the the **Final Invoice for Blanket Order** box **UNchecked**.



6. If there are any charges not associated with the paper invoice, remove them by clicking the **Remove** link to the right of the charge.
7. Click on the Edit button next to the charge and update the **Billed and Paid amounts** in the charge to reflect your paper invoice.  Billed and Paid amounts need to be the same. If they differ, you will not be able to close the invoice.
8. Click **Save**
9. Click **Close Invoice**
10. If you need to return to the purchase order click on the blue link at the bottom of the invoice.

Direct Charges, Taxes, Fees, etc.

Charge Type	Fund
Blanket Order  blanket1 1/3/25 Total Estimated Cost: \$500.00	lot (2025) (LFD)

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