



MyFloridaMarketPlace Setting Up Purchase Orders (POs) Job Aid

In MyFloridaMarketPlace, authorized users or requesters create requisitions that become purchase orders (PO). While the system sends POs to vendors electronically, keep in mind:

- The PO is a contract between the State of Florida and the vendor
- Set the PO up how the vendor will invoice for this purchase
- Include information to meet potential audit requirements

If you do not set up requisitions / POs properly, it can confuse the vendor, create issues with payment, or prevent you from creating a change order. When you enter values in the quantity and price fields, it is important to use the unit price of an item, if known.

Example 1: PO for Janitorial Services

Line Item 1: <i>Quantity-12</i>	<i>Unit of Measure- Month</i>	<i>Price-\$1,000</i>	PO TOTAL- \$12,000
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RIGHT: Set your requisition up with the specific quantity and the monthly amount, then you can process payments and create change orders successfully.

Line Item 1: <i>Quantity-1</i>	<i>Unit of Measure- Lot</i>	<i>Price- \$12,000</i>	PO TOTAL-\$12,000
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WRONG: Setting your order up like this only allows Finance and Accounting to pay for a quantity of one when the vendor will be billing on a monthly basis. This method also directs the vendor to deliver only one item.

Blanket Purchase Orders (BPO)

BPOs are not ideal methods of purchasing, but they are necessary in situations where prices are variable or unknown. Create BPOs in accordance with the [State Purchasing Memorandum 3 \(2008-2009\)](#). In some cases, it may be most practical to set up one line item with a unit price and one line item as a blanket. In the below example, Line Item 2 represents the BPO portion of the PO.

Note: If the unit price is known it should always be used.

Example 2: PO for Copier Lease

Line Item 1: Monthly Copier Lease Cost			
<i>Quantity- 12</i>	<i>Unit of Measure- Month</i>	<i>Price-\$150</i>	Line Item Total- \$1,800
Line Item 2: Copier Overage Cost (Black and White \$0.075/copy and Color \$0.095/copy)			
<i>Quantity-1,000</i>	<i>Unit of Measure-each</i>	<i>Price-\$1.00</i>	Line Item Total- \$1,000
PO TOTAL			\$2,800