Blanket Purchase Order - repetitively ordered items, within a year, by a department.

**Purchasing Issues Master Agreement to Licensee**

- Department creates BPO Requisition in eProcurement
- BPO Requisition reviewed by all necessary groups for approval via eProcurement
- Purchasing issues Blanket PO to Licensee
- Department issues order to Licensee referencing BPO #
- Licensee fulfills order and submits invoice referencing BPO #
- Repeat invoicing and payment until balance of BPO is zero

**BPO Procure to Pay Process Flow**