

Error or Issue	Resolution
<p> For Blanket transaction enter total value of line item in PO QUANTITY and 1.00 in Gross Price field</p>	<p><b>Problem:</b> The value in the Quantity / Unit field and the value in the Gross Price / Per field needs to be set correctly.</p> <p><b>Solution:</b></p> <ol style="list-style-type: none"> <li>1. Quantity / Unit Field: Go to the Items tab's Detail for the Blanket Purchase Order (PO) and change the value in the Quantity / Unit field to the maximum, total dollar value to be spent against the Blanket PO. In general, the Total Value of the Blanket PO can be found on the Header tab, in the Total Value (Gross) field. This total is the system's calculated total of the Line Item price, taxes, freight, and amounts such as discounts and trade-ins. However, the Shopping Cart Creator can also provide this maximum, total dollar value in the Internal Notes field. For instance, the Shopping Cart Creator might say something like this: "The Requestor can spend up-to but no more than \$5000 against this PO." In that case, \$5000 must be entered in the Quantity field.</li> <li>2. Gross Price / Per Field: Go to the Items tab's Details for the Purchase Order (PO) and enter 1.00 in the Gross Price / Per field.  <i>Note: If PO is linked to a contract and the Contract Line Item is not a Product Category Line Item, you will not be able to do the above. The PO will need to be deleted and recreated as a State Standard (ZSTD). ZSTD PO's require a Normal Category Line Item with specific quantities and prices. Click <a href="#">here</a> for more details.</i></li> </ol>