

# Quick Reference Guide

## Adding, Modifying or Deleting a Blanket PO

If your organization uses a blanket purchase order to order from PartsSource, you can add, update, or delete the blanket PO settings as needed.

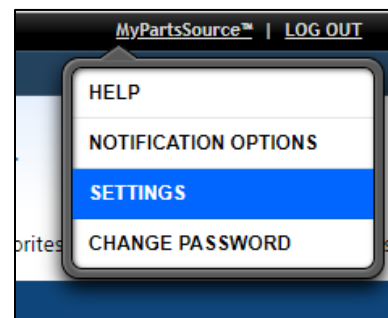


**Note** – Only users who have the appropriate permissions will be able to see and make changes to the Blanket PO settings.

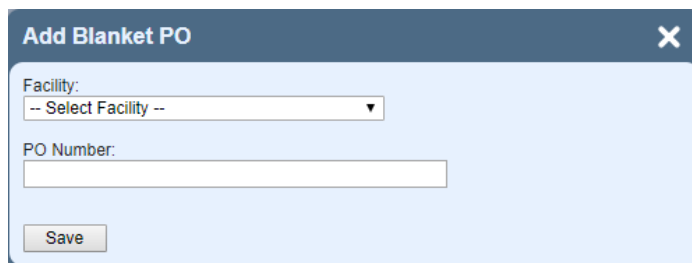
### Adding a New Blanket PO

To add a new blanket PO:

1. Log on to the PartsSource Marketplace and click **MyPartsSource** in the upper-right corner.
2. Click **Settings**. The **My Settings** page is displayed.
3. Scroll down to the **Blanket PO Settings** section and click **Add new facility-specific blanket PO**.



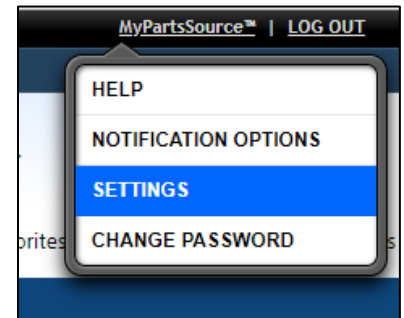
4. The **Add Blanket PO** dialog box is displayed.
  - a. Use the **Facility** drop-down to select the facility to be associated with the blanket PO.
  - b. In the **PO Number** field, enter the PO number for your blanket PO.
5. Click **Save**. The **Add Blanket PO** dialog box is closed, and you are returned to the **My Settings** page.
6. Click **Save** to close the **My Settings** page and return to the PartsSource Marketplace home page.



# Modifying an Existing Blanket PO

To modify a blanket PO:

1. Log on to the PartsSource Marketplace and click **MyPartsSource** in the upper-right corner.
2. Click **Settings**. The **My Settings** page is displayed.
3. Scroll down to the **Blanket PO Settings** section and click **Edit** next to the Blanket PO you want to update.



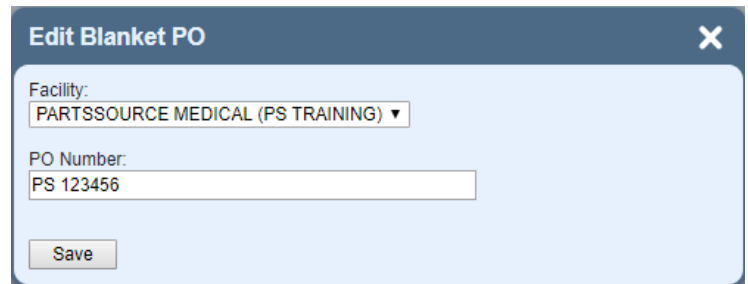
### Blanket PO Settings

Adding a blanket PO will make it the default for orders at each facility.

Facility	Blanket PO	
PARTSSOURCE MEDICAL (PS TRAINING)	PS 123456	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add new facility-specific blanket PO](#)

4. The **Edit Blanket PO** dialog box is displayed.
  - a. Use the **Facility** drop-down to change the facility to be associated with the blanket PO.
  - b. In the **PO Number** field, update the PO number for your blanket PO.
5. Click **Save**. The **Edit Blanket PO** dialog box is closed, and you are returned to the **My Settings** page.

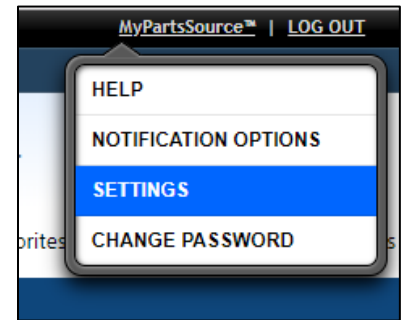


6. Click **Save** to close the **My Settings** page and return to the PartsSource Marketplace home page.

# Deleting a Blanket PO

To delete a blanket PO:

1. Log on to the PartsSource Marketplace and click **MyPartsSource** in the upper-right corner.
2. Click **Settings**. The **My Settings** page is displayed.
3. Scroll down to the **Blanket PO Settings** section and click **Delete** next to the Blanket PO you want to delete.



### Blanket PO Settings

Adding a blanket PO will make it the default for orders at each facility.

Facility	Blanket PO	
PARTSSOURCE MEDICAL (PS TRAINING)	PS 123456	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add new facility-specific blanket PO](#)

4. The blanket PO is deleted, and you are returned to the **My Settings** page.
5. Click **Save** to close the **My Settings** page and return to the PartsSource Marketplace home page.