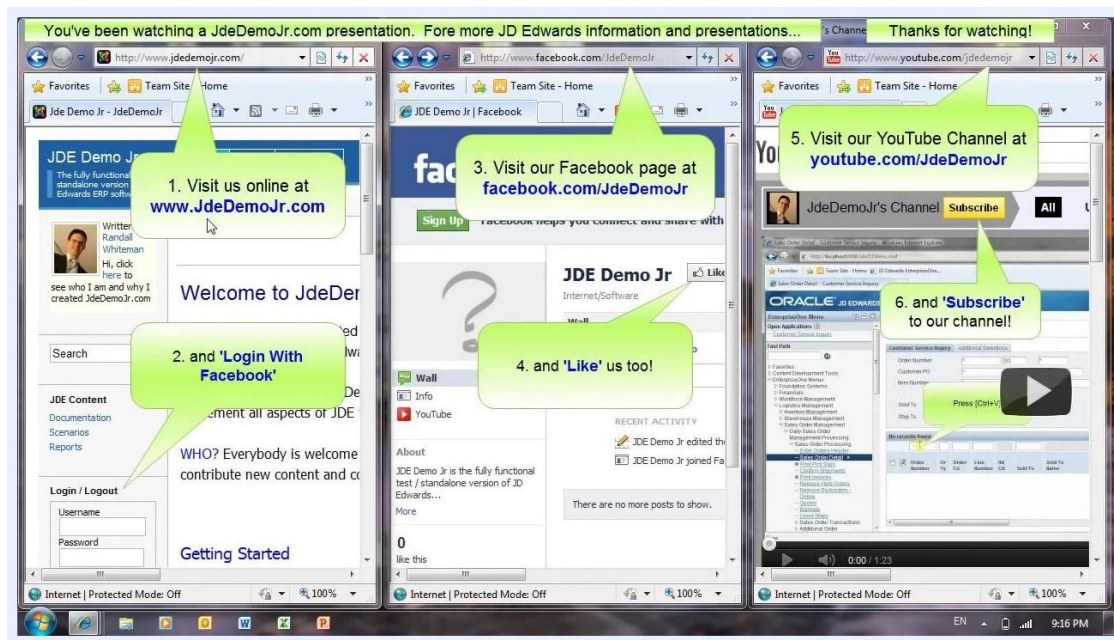


How to create a blanket sales order in JD Edwards EnterpriseOne

This guide walks you through how to create a blanket sales order in JD Edwards EnterpriseOne, from navigating to the correct menu to entering order details and confirming the record in Customer Service Inquiry. Follow the steps below to set up a blanket order with quantity, item, and customer information.



Three browser windows showing JadidemoJr.com, Facebook page, and YouTube channel with callouts for visiting, liking, and subscribing

Prerequisites

- Access to JD Edwards EnterpriseOne through your web browser.
- Permissions to navigate the **Logistics Management** and **Sales Order Management** menus.
- Customer and item information ready for entry (Sold To, Ship To, Branch/Plant, Item Number, and Quantity).

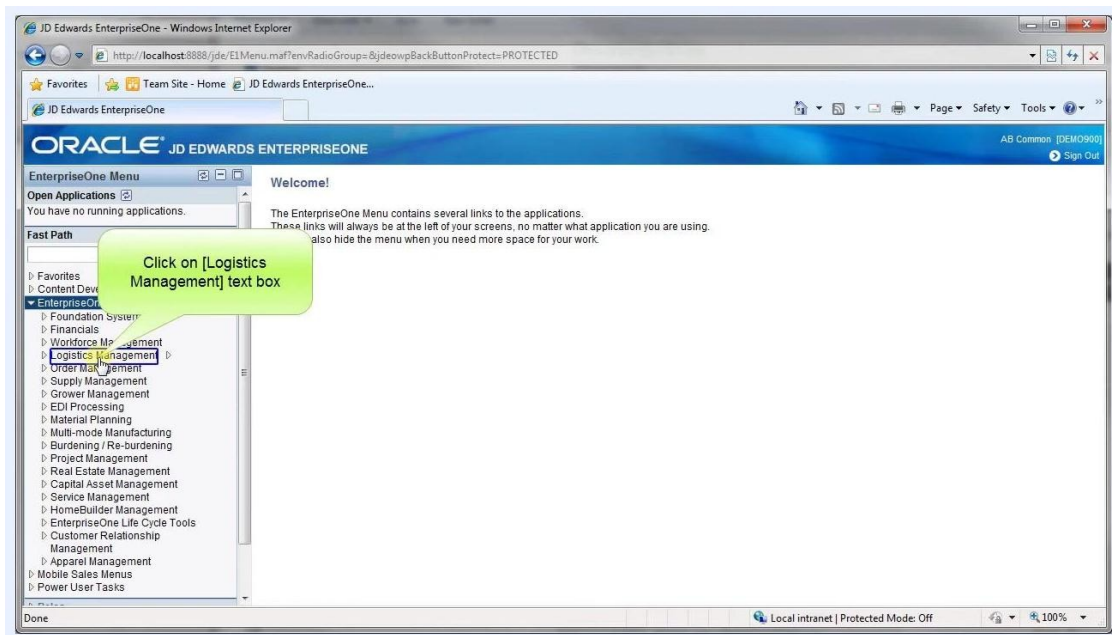
Step-by-step instructions

1. Open JD Edwards EnterpriseOne

Open JD Edwards EnterpriseOne in your web browser. The application displays the **EnterpriseOne Menu** on the left side of the screen and a welcome message in the main panel.

2. Open Logistics Management

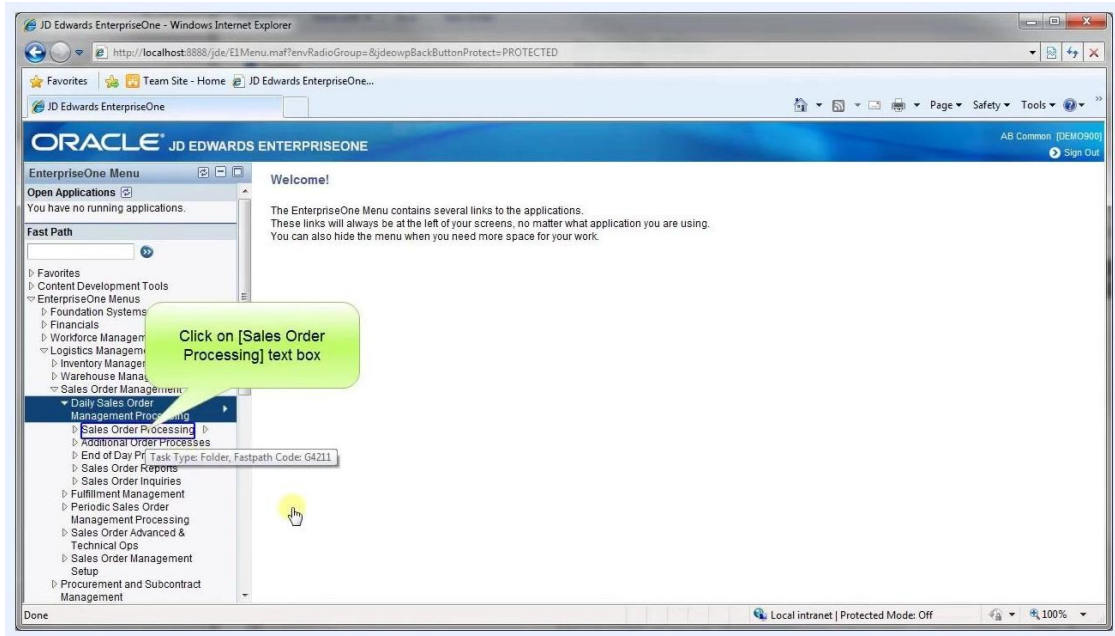
In the left navigation pane, locate **EnterpriseOne Menus**. Click on the **Logistics Management** text box to expand this section.



JD Edwards EnterpriseOne main menu with Logistics Management highlighted and a callout instructing to click it

3. Navigate to Sales Order Processing

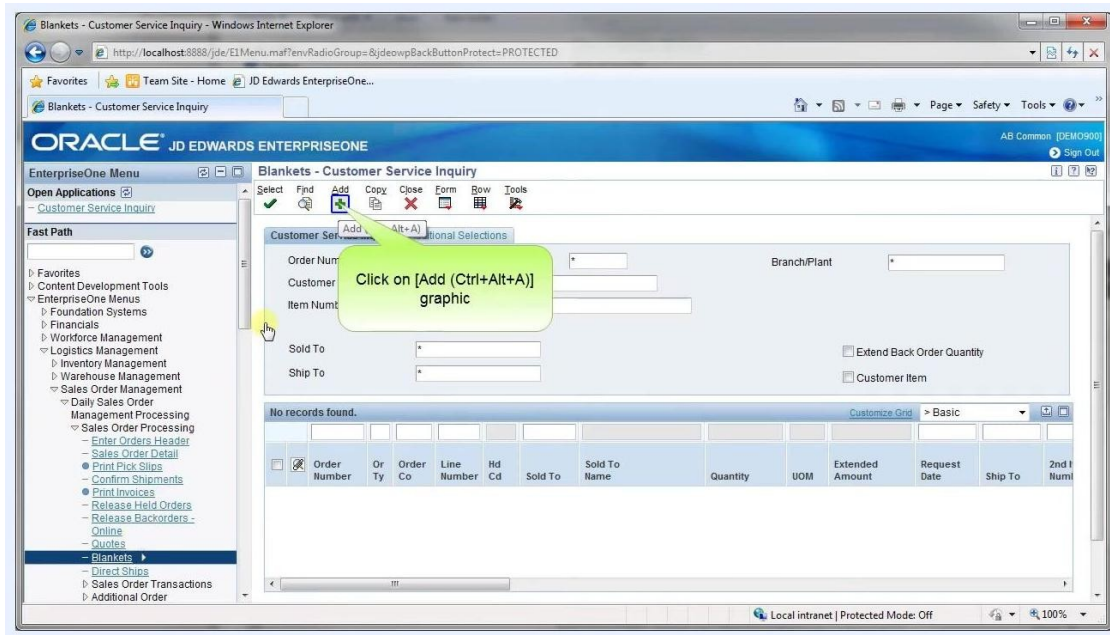
Under **Logistics Management**, expand **Sales Order Management**, then click **Daily Sales Order Management Processing**, and select **Sales Order Processing**.



Sales Order Management expanded, Sales Order Processing highlighted with a callout

4. Add a new blanket order record

The application navigates to the **Blankets - Customer Service Inquiry** screen. The top menu bar displays options including Select, Find, Add, Copy, Close, Form, Row, and Tools. Click the **Add** button (or press **Ctrl+Alt+A**) to create a new record.



Blankets - Customer Service Inquiry screen with Add button highlighted

5. Enter sales order header and detail information

The screen title changes to **Blankets - Sales Order Detail Revisions**. Enter the following header details:

- **Order Number:** 262
- **Sold To:** 4242 (Capital System)
- **Ship To:** 4242 (Capital System)
- **Currency:** USD
- **Branch/Plant:** 30

- **Order Date:** 12/05/2011

Blankets - Sales Order Detail Revisions - Windows Internet Explorer

http://localhost:8888/jde/El Menu.maf?envRadioGroup=&jdeowpBackButtonProtect=PROTECTED

Blankets - Sales Order Detail Revisions

ORACLE JD EDWARDS ENTERPRISEONE

EnterpriseOne Menu

Open Applications

Blankets - Sales Order Detail Revisions

Fast Path

Detail Revisions

Order Number: 262 SB 00001 Branch/Plant: 30

Sold To: 4242 Capital System Order Date: 12/05/2011

Ship To: 4242 Capital System Cust PO:

Currency: USD Base: USD Foreign:

Records 1 - 1

Quantity Ordered	UoM	Item Number	Ln Ty	Requested Date	Unit Price	Extended Price	Location	Lot Number	Matrix Control Line Number
50									

Left click in Item Number grid column

Sales Order Detail Revisions screen with Item Number grid column highlighted

In the grid below, enter **Quantity Ordered:** 50, leave **UoM** as default, and click in the **Item Number** column to proceed.

6. Populate the item number and complete the grid row

Enter **Item Number**: 210. Click on the next grid row to populate the remaining fields in the row you just entered.

Blankets - Sales Order Detail Revisions - Windows Internet Explorer

http://localhost:8888/jde/E1Menu.maf?EnvRadioGroups=&jdeowpBackButtonProtect=PROTECTED

Blankets - Sales Order Detail Revisions

ORACLE JD EDWARDS ENTERPRISEONE

EnterpriseOne Menu

Open Applications (3)

Blankets - Sales Order Detail Revisions

Detail Revisions Line Defaults Style

Order Number 262 SB 00001 Branch/Plant 30

Sold To 4242 Capital System Order Date 12/05/2011

Ship To 4242 Capital System Cust PO

Currency USD Base USD Foreign

Records 1 - 2

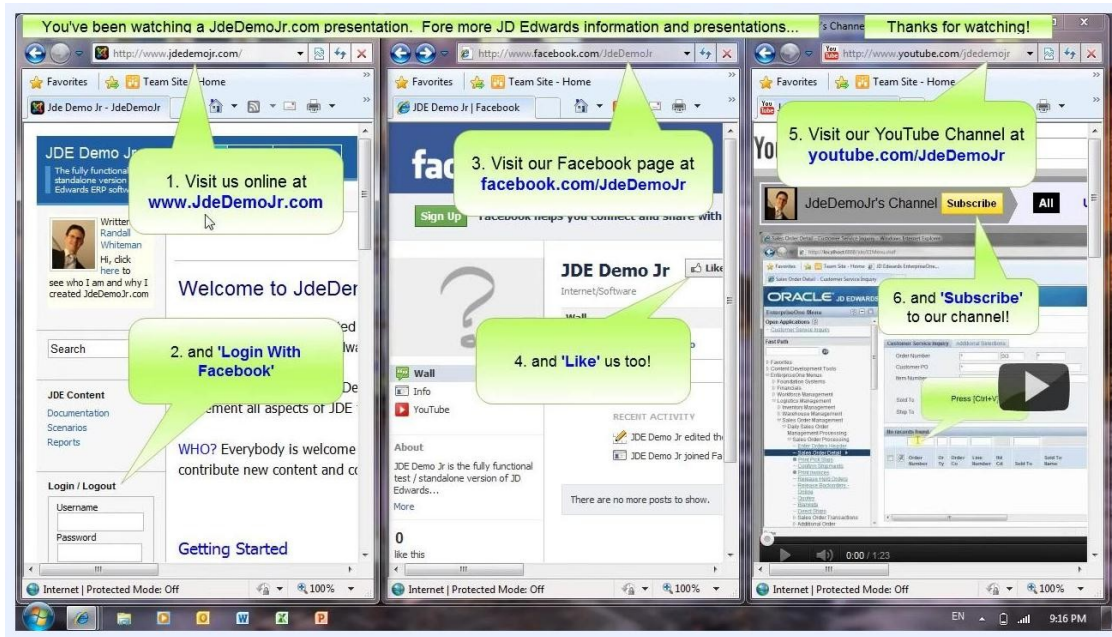
Quantity Ordered	UoM	Item Number	Ty	Date	Unit Price	Extended Price	Location	Lot Number	Matrix Control Line Number
50		210							

Click on next grid row to populate other fields in grid row just entered

Sales Order Detail Revisions screen with grid row being populated

7. Query the order in Customer Service Inquiry

The application returns to the **Blankets - Customer Service Inquiry** screen. Click in the **Order Number** field in the grid to query or select your order.



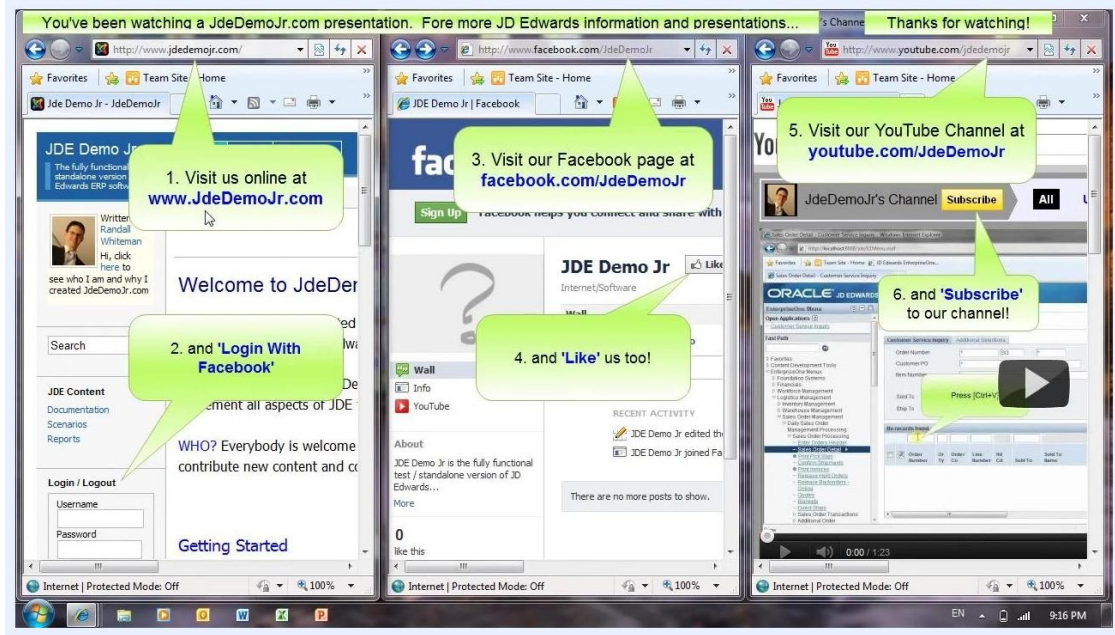
Customer Service Inquiry screen with Order Number grid query field highlighted

8. Confirm and select the order row

The grid displays the completed record with the following details:

- **Order Number:** 262
- **Order Type:** SB
- **Order Co:** 00001
- **Sold To:** 4242 (Capital System)
- **Quantity:** 50 EA
- **Extended Amount:** 39,900.00
- **Request Date:** 12/05/2011

- **Ship To: 4242, Item Number: 210**



Customer Service Inquiry screen with Row 1 checkbox highlighted

Click the checkbox in the first row to select it and confirm your blanket sales order.

What's next

With your blanket sales order created, you can continue managing it through the **Sales Order Processing** menu, including reviewing order details or processing releases against the blanket order as needed.