How to create a blanket purchase order in Oracle EBS

A Blanket Purchase Agreement (BPA) is a long-term agreement between your organization and a supplier to provide goods or services as needed over a period of time. This guide shows you how to create a blanket purchase order in Oracle EBS (Oracle Applications). You enter the header and line details, assign an India tax category, submit the agreement for approval, and check its action history. You also review the Approved Supplier List entry for the supplier and item.

Prerequisites

Before you start, make sure you have the following:

- Access to the Oracle Applications suite and the **Purchase Order Summary** form
- The operating unit, supplier, supplier site, ship-to and bill-to locations, buyer, and supplier contact
- The item code and the agreed price for the item
- The tax category that applies to your supplier's location
- The name of the approver you will forward the agreement to

Steps

1. Start a new purchase order for your blanket purchase agreement

Open the Oracle Applications suite and go to the **Purchase Order Summary** form. Click **New PO** to begin creating a new purchase order.

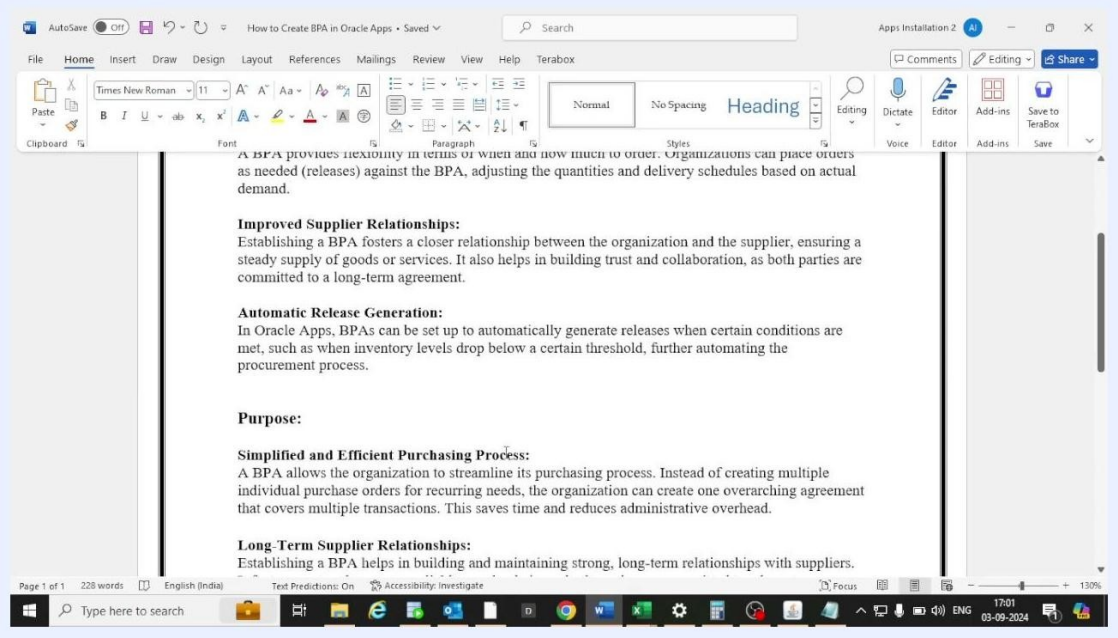
2. Enter the header details

Complete the header fields. The examples below show the values used in this guide:

- **Operating Unit:** Enter the operating unit (for example, "Pressurejet Systems").
- **Type:** Select **Blanket Purchase Agreement**. This must be set before you enter line items.
- **Supplier:** Enter or select the supplier name (for example, "WINDSTON SPRINGS PRIVATE").

- **Site:** Enter the supplier site (for example, "Surendranagar").
- **Ship-To:** Enter the ship-to location (for example, "MVT").
- **Bill-To:** Enter the bill-to location (for example, "MVT").
- **Buyer:** Enter the buyer's name (for example, "Patil, Mr. Ganesh").
- **Contact:** Enter the supplier contact (for example, "Devdharbhai").
- **Currency:** Confirm the currency (for example, "INR").
- **Description:** Optionally, enter a description for the PO.

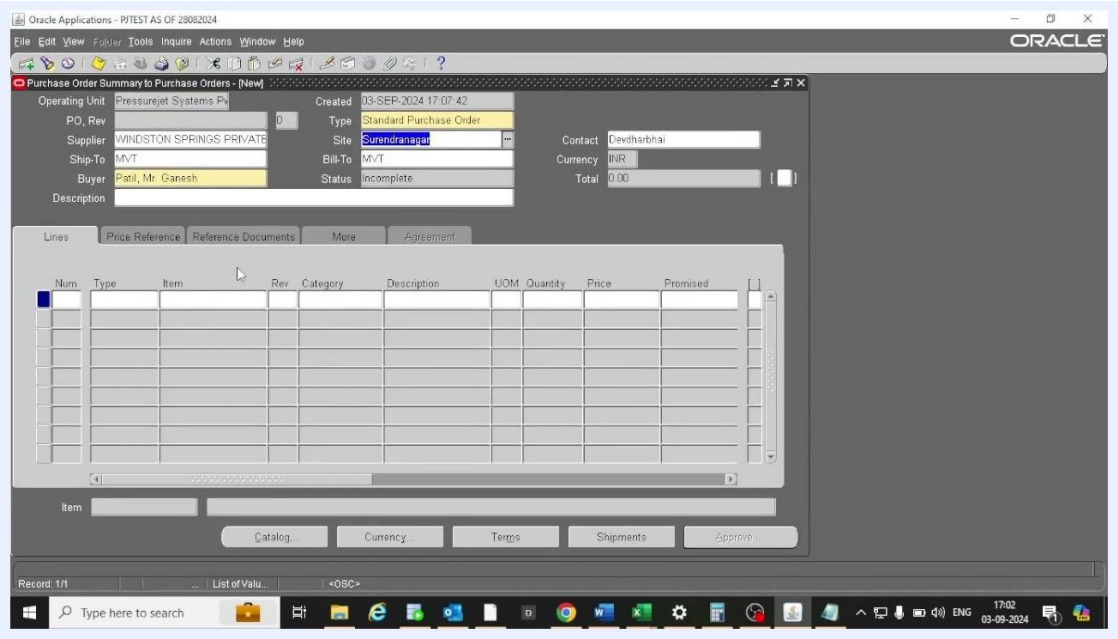
The **Status** field shows "Incomplete" at first, and the system fills in the creation date and time automatically.



Purchase Order Summary screen with the header fields filled in, including supplier WINDSTON SPRINGS PRIVATE and site Surendranagar

3. Go to the line level

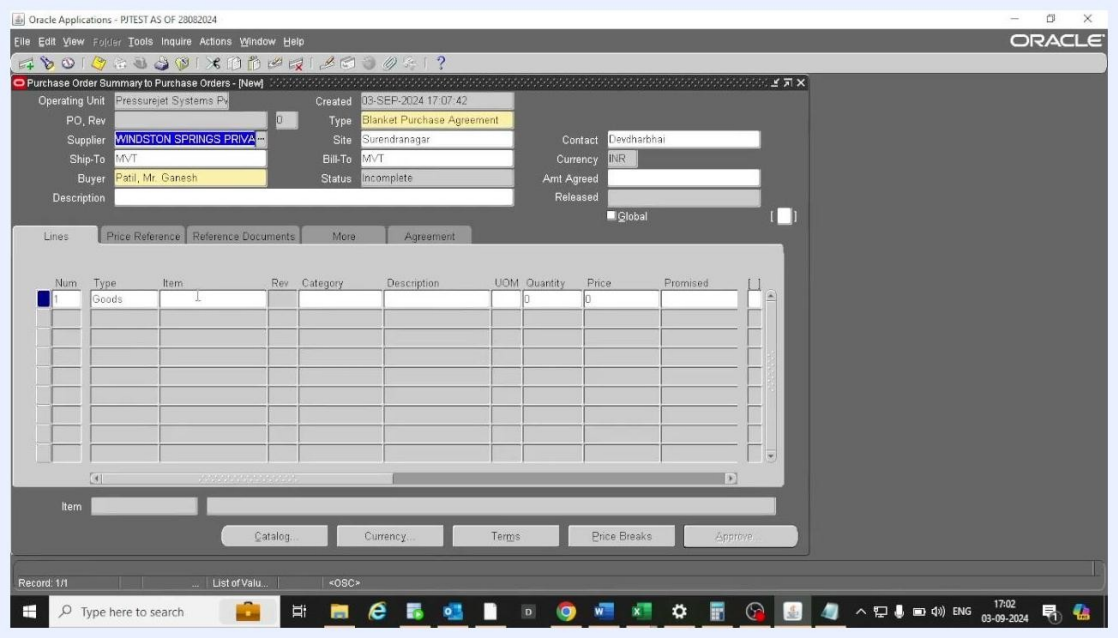
Move to the line level of the form and confirm you are on the **Lines** tab, where you enter item details. The header should show the correct supplier, site, and other header information. The **Type** in the header must be **Blanket Purchase Agreement** before you enter lines.



Purchase Order Summary form at the line level with the header completed and the lines section empty

4. Select the line type

In the **Type** column, make sure "Goods" is selected for the item you are purchasing.



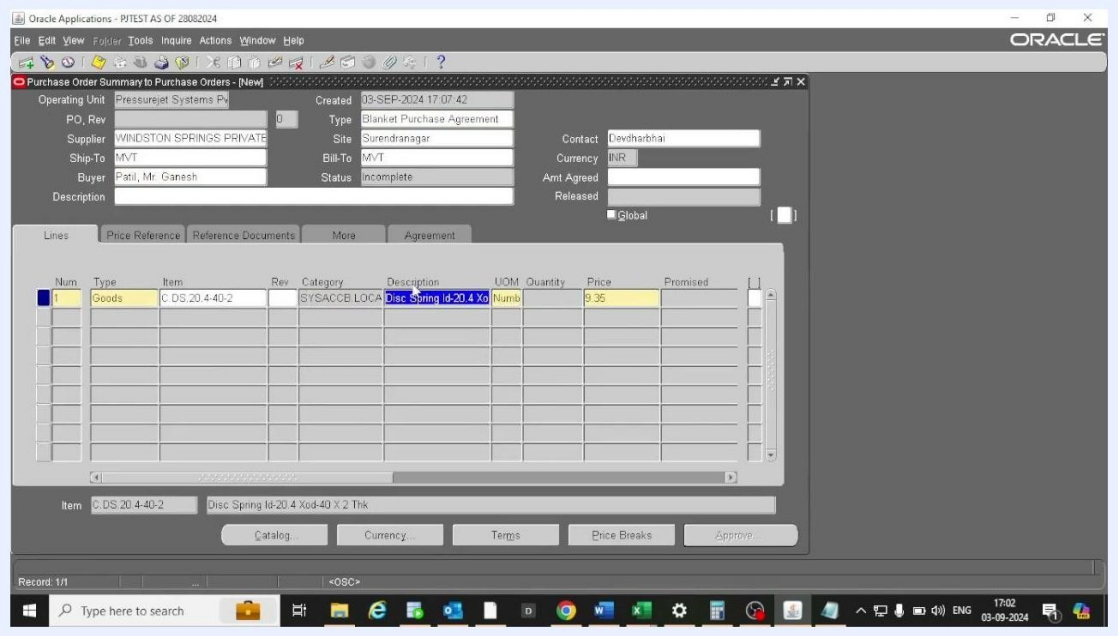
Line entry in progress with Goods selected as the type and the item code being entered

5. Enter the item code and price

Enter the line details:

- In the **Item** column, enter or paste the item code (for example, C.DS.20.4.40-2). The **Category** and **Description** fields fill in automatically.
- In the **Description** column, verify the item description (for example, "Disc Spring Id-20.4 Xod-40 X 2 Thk").
- In the **UOM** column, confirm the unit of measure (for example, "Numb").
- In the **Price** column, enter the agreed price (for example, 9.35).

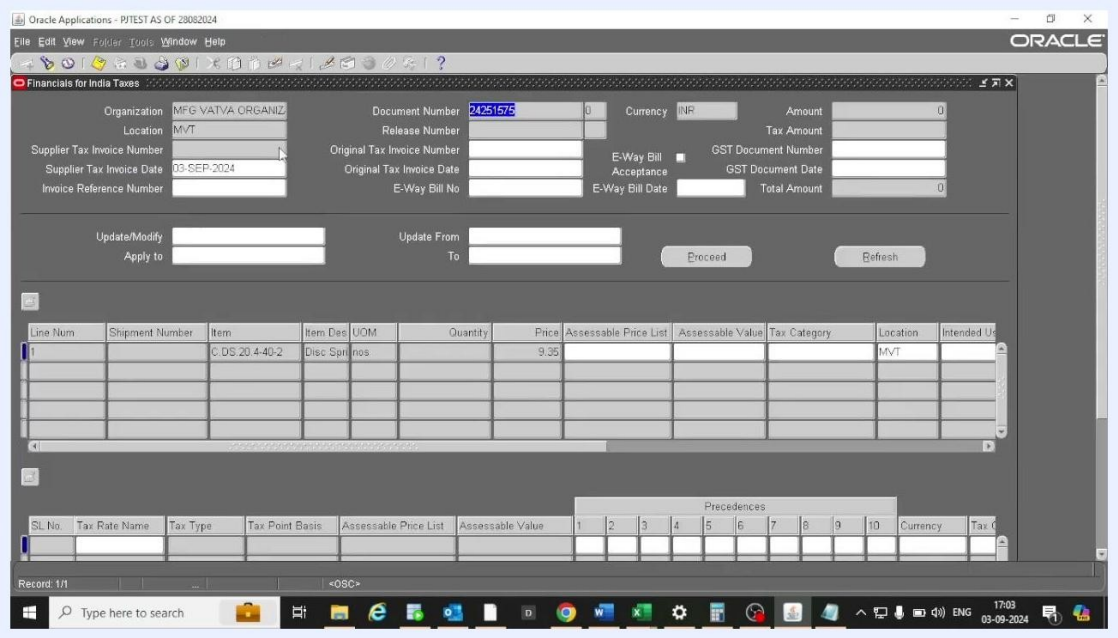
Leave **Quantity** blank or zero. For a BPA, you specify quantities at the release stage, not in the agreement itself.



Line item with item code, description, UOM, and price entered and the quantity left blank

6. Save the line

Click the save icon or use the save function to commit the line item to the BPA. Look for a confirmation message at the bottom of the screen to confirm the record is saved.



BPA line item saved with a confirmation message at the bottom of the Oracle Applications window

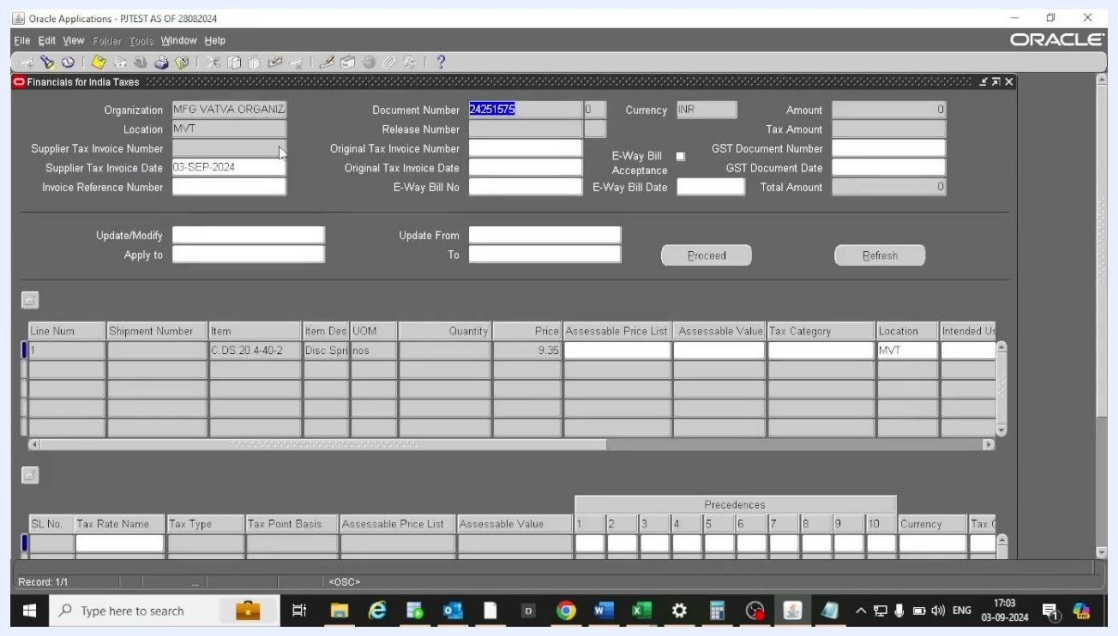
7. Open the India Taxes screen

After you save the line item, go to the **Financials for India Taxes** screen. It shows fields such as Organization, Location, Document Number, Currency, Amount, and tax-related fields.

In the **Tax Category** column, choose the category that matches your supplier's location:

- If your supplier is outside Gujarat and your business is in Gujarat, select "IEST".

- If your supplier is within Gujarat, select the applicable local tax category.

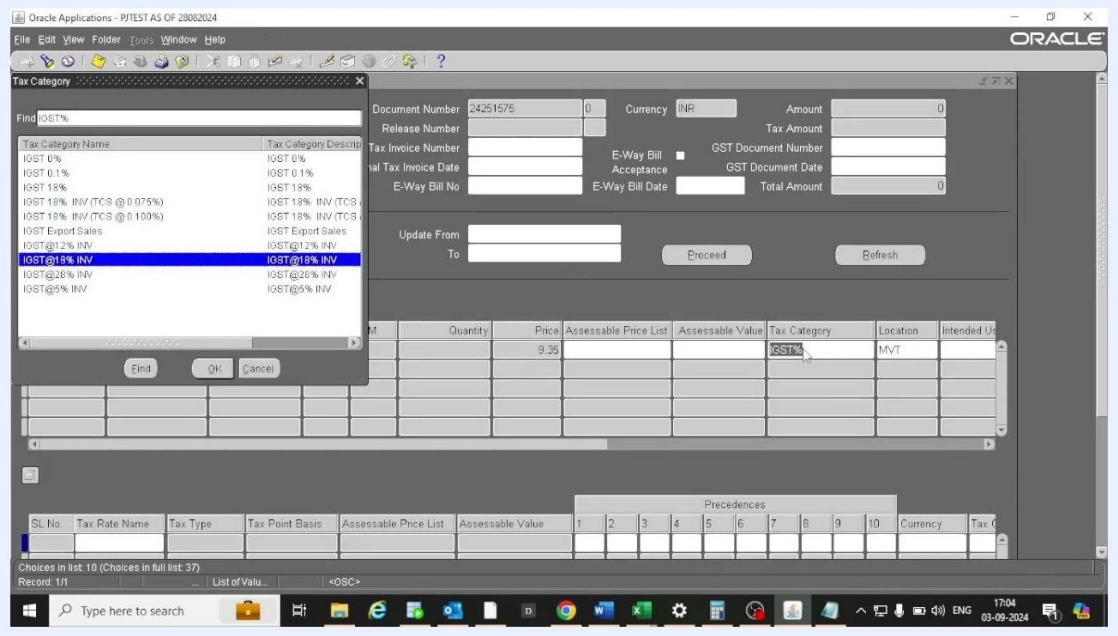


Financials for India Taxes screen with the document number, item details, and tax category fields ready for selection

8. Select the tax category

In the **Tax Category** field, type IGST% to filter the available categories. A **Tax Category** selection window opens with a list such as IGST 0%, IGST 0.1%, and IGST@18% INV.

Select the appropriate category (for example, IGST@18% INV) and click **OK**.



Tax Category selection window with IGST@18% INV highlighted

9. Verify the other tax fields

Check the remaining tax-related fields as your organization requires. Review fields such as **Assessable Price List**, **Assessable Value**, and **Location** for accuracy.

If necessary, update or enter additional details in the lower section, such as **Tax Rate Name**, **Tax Type**, and **Tax Point Basis**.

10. Save the tax category assignment

Click the save icon or use the save function to commit the tax category selection and any other changes. Wait for a confirmation message or indicator that the record saved successfully.

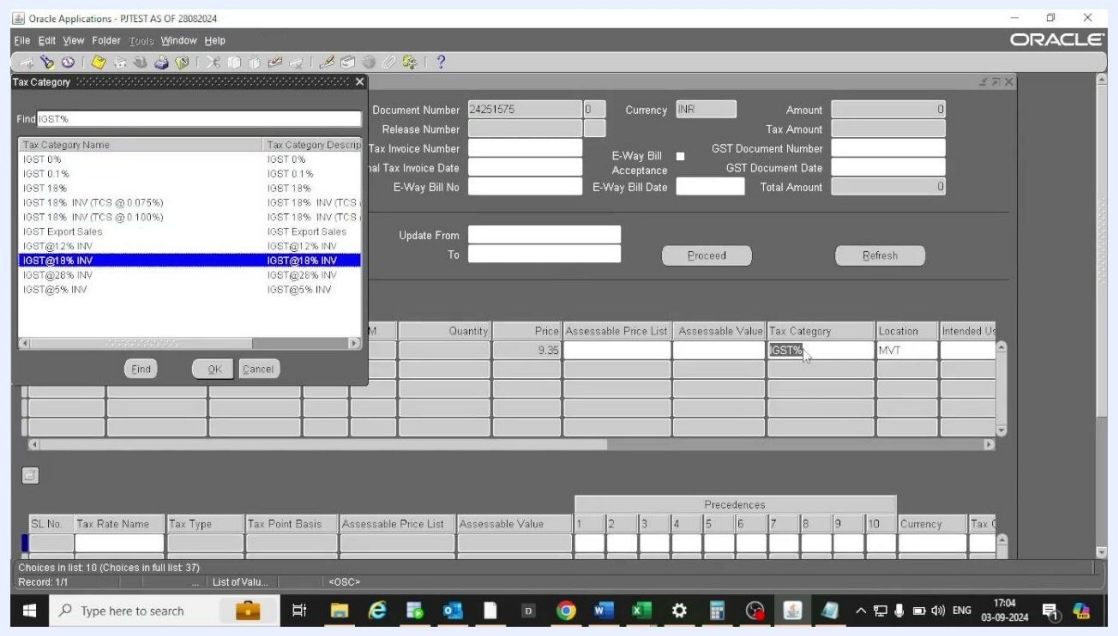
11. Review the purchase order details

Review the main screen. It shows fields such as Organization, Location, Document Number (for example, 24251575), Currency (INR), Amount, Tax Amount, and GST Document Number.

In the line items section, check the following:

- The **Tax Category** column shows your selected value (for example, IGST@18% INV).

- The Item, Quantity, Price (for example, 9.35), and Location (for example, MVT) are correct.

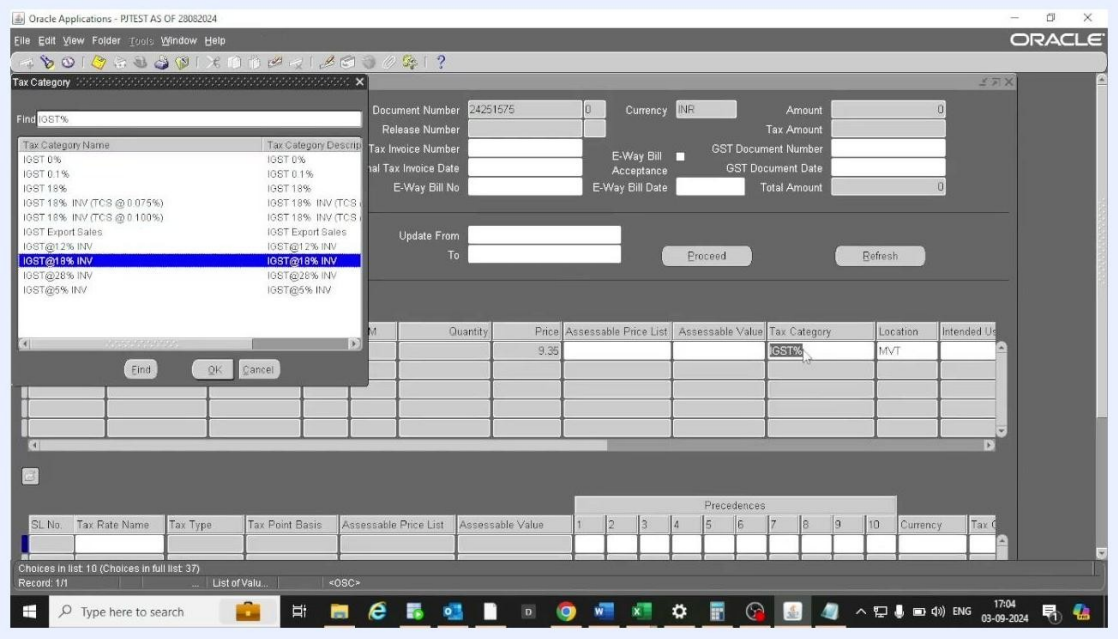


Purchase order details screen showing the tax category, document number 24251575, and item details

12. Check the purchase order status

Go to the **Purchase Order Summary** screen and find the **Status** field. It shows Incomplete if the PO has not yet been approved.

Review the PO Number (for example, 24251575), Supplier (for example, WINDSTON SPRINGS PRIVATE), Buyer (for example, Patil, Mr. Ganesh), and item details.

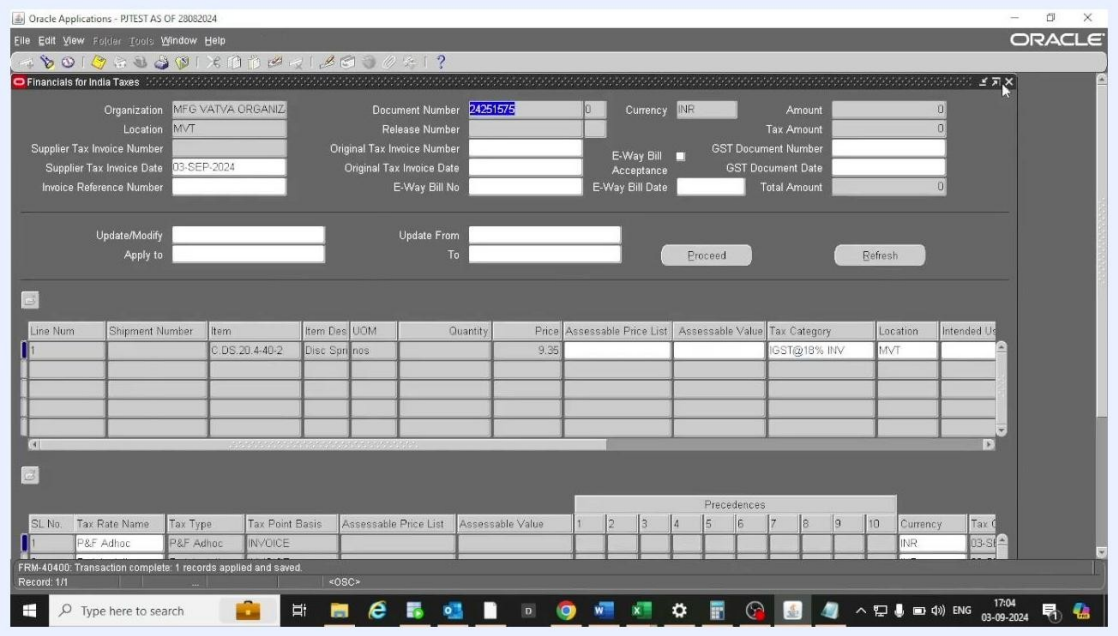


Purchase Order Summary screen with Status Incomplete, PO Number 24251575, supplier, buyer, and item details

13. Choose an approver

Click **Approve** to open the approval dialog. In the **Forward To** field, search for the approver by entering a partial name (for example, %Ramesh%).

The **Employees** window lists matching employees (for example, Patel, Mr. Ramesh Nagarbhai). Select the approver and click **OK**.



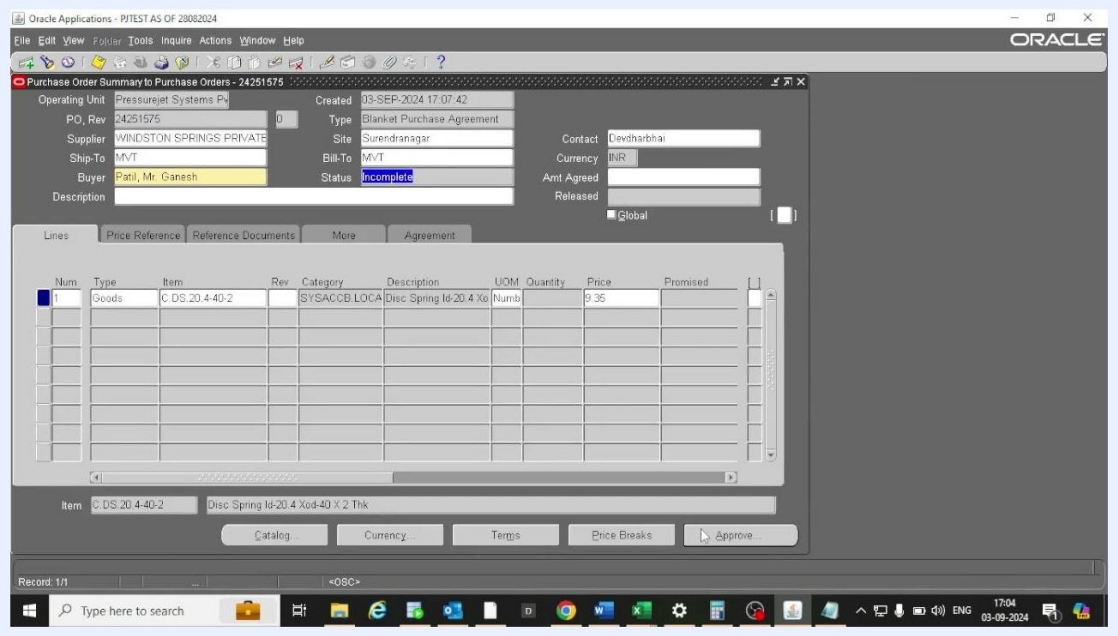
Employees selection window with Patel, Mr. Ramesh Nagarbhai highlighted in the approval dialog

14. Submit the blanket purchase agreement for approval

In the **Approve Document** dialog, check the following:

- The **Submit for Approval** and **Forward** checkboxes are selected.
- **Forward From** shows the current user (for example, Patil, Mr. Ganesh).
- **Forward To** shows the selected approver (for example, Patel, Mr. Ramesh Nagarbhai).

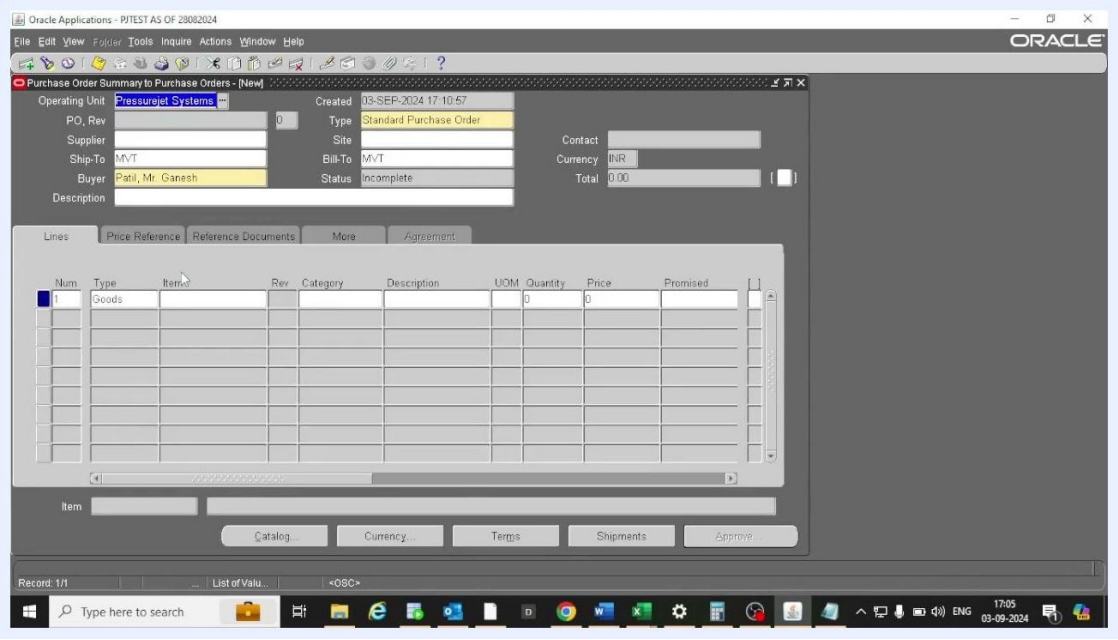
Optionally, add a note or change summary. Click **OK** to submit and forward the PO for approval.



Approve Document dialog with Submit for Approval and Forward selected and Forward To set to Patel, Mr. Ramesh Nagarbhai

15. Query the purchase order

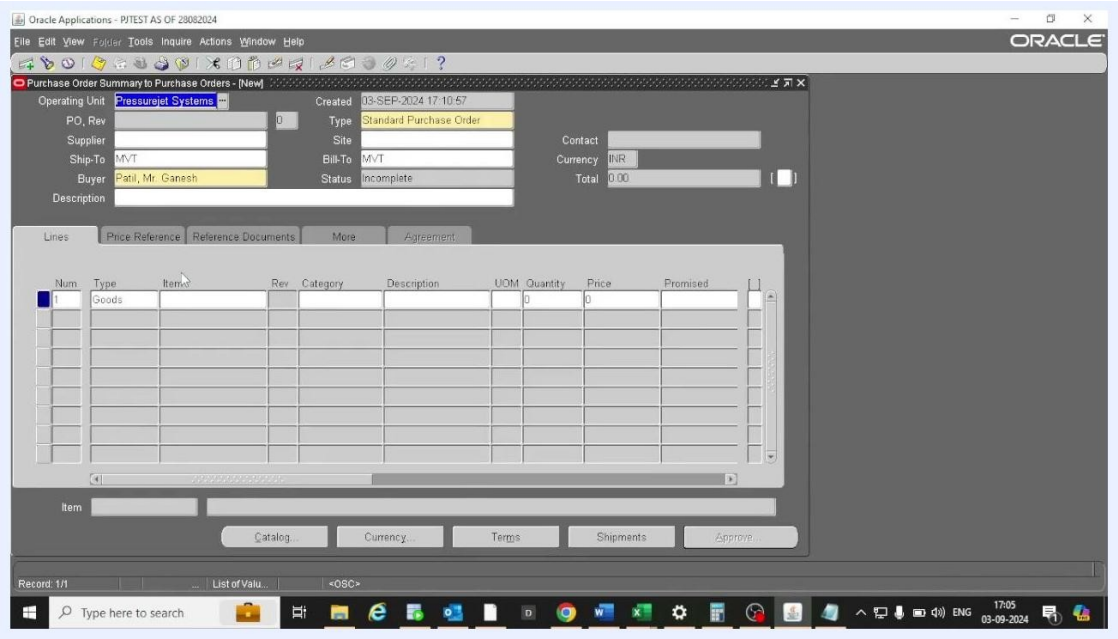
Go to the **Purchase Order Summary** or **Find Purchase Orders** screen. Enter the PO Number (for example, 24251575) in the **Number** field and click **Find**.



Find Purchase Orders screen with PO Number 24251575 entered and ready to search

16. Open the action history

After you locate the PO, open the action history (approval history) window. Review the sequence of actions, including submission and forwarding. Confirm that the latest action belongs to the intended approver (for example, Patel, Mr. Ramesh Nagarbhai).



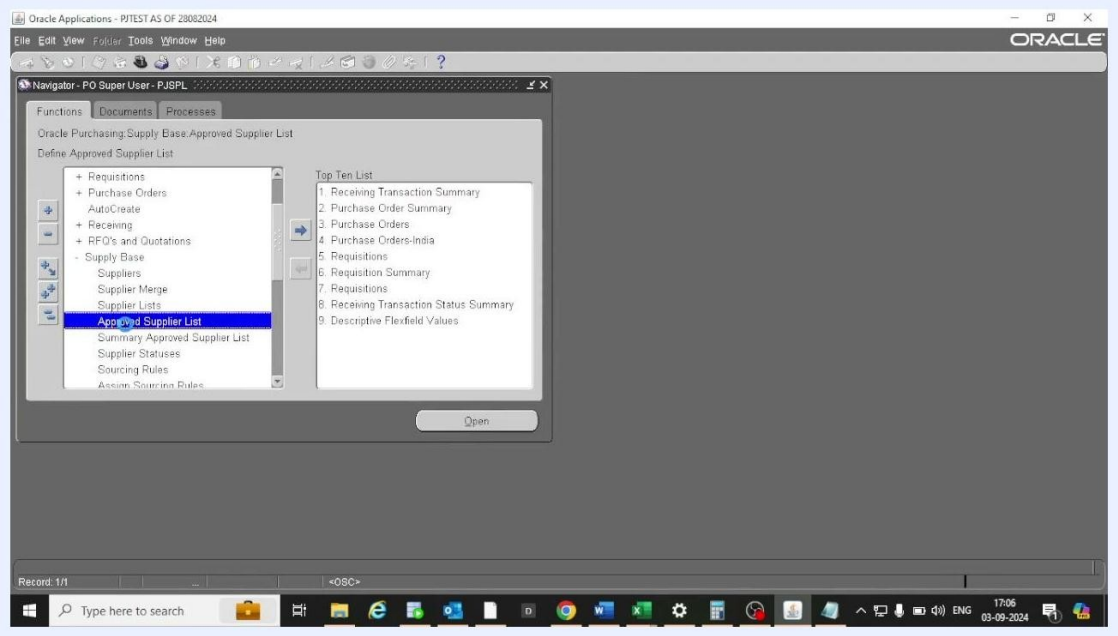
Action history window showing the sequence of actions, including the entry performed by Patel, Mr. Ramesh Nagarbhai

17. Confirm the next approver in the action history

In the **Blanket Purchase Agreement** action history window, verify the following:

- The latest action is assigned to "Patel, Mr. Ramesh Nagarbhai" in the **Performed By** column.
- Earlier actions such as "Forward" and "Submit" were performed by "Patil, Mr. Ganesh".

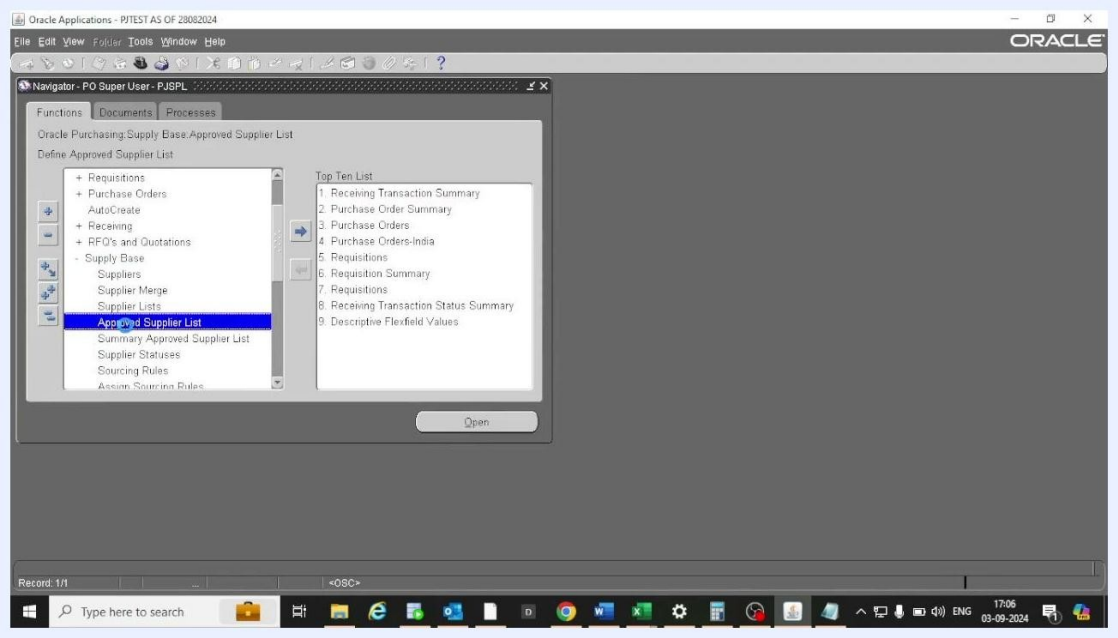
- The correct sequence and responsible users appear, which supports audit and tracking.



Action history window for Blanket Purchase Agreement 24251575 with actions by Patel, Mr. Ramesh Nagarbhai and Patil, Mr. Ganesh

18. Open the Approved Supplier List

In the Oracle Applications Navigator, expand the **Supply Base** menu. Under **Supplier Lists**, select **Approved Supplier List** and click **Open**.

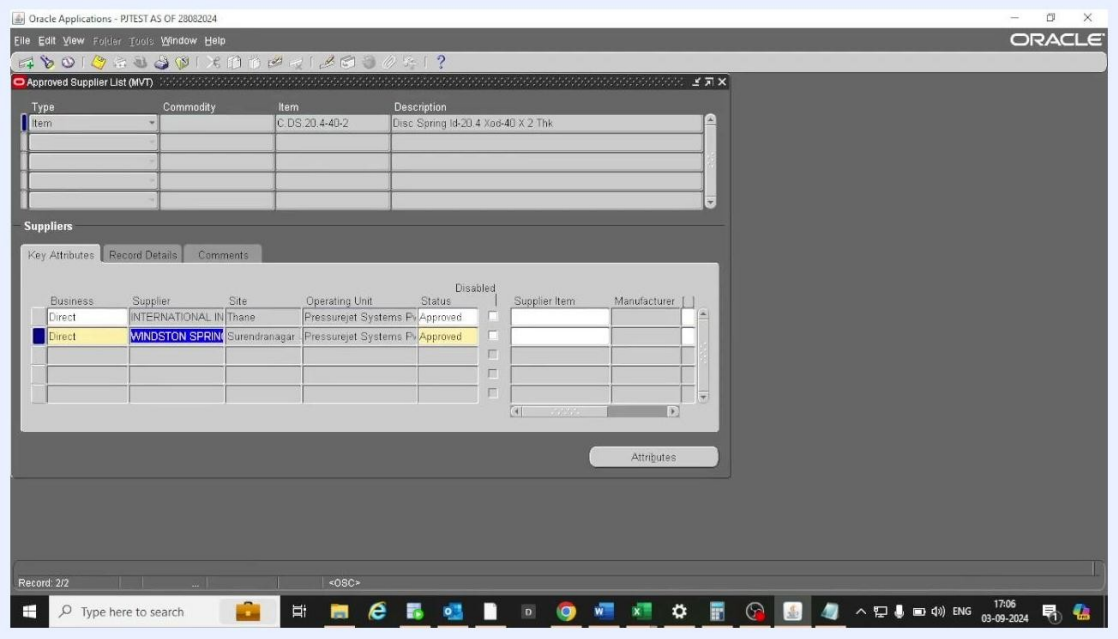


Navigator window with Supply Base and Approved Supplier List selected, ready to open

19. Select the supplier entry

In the **Approved Supplier List (MVT)** window, locate the item (for example, C.DS.20.4.40-2, Disc Spring Id-20.4 Xod-40 X 2 Thk). In the **Suppliers** section, review the approved suppliers.

Identify the supplier "WINDSTON SPRINGS PRIVATE" with site "Surendranagar" and status "Approved". Select the supplier row to view or edit its attributes.



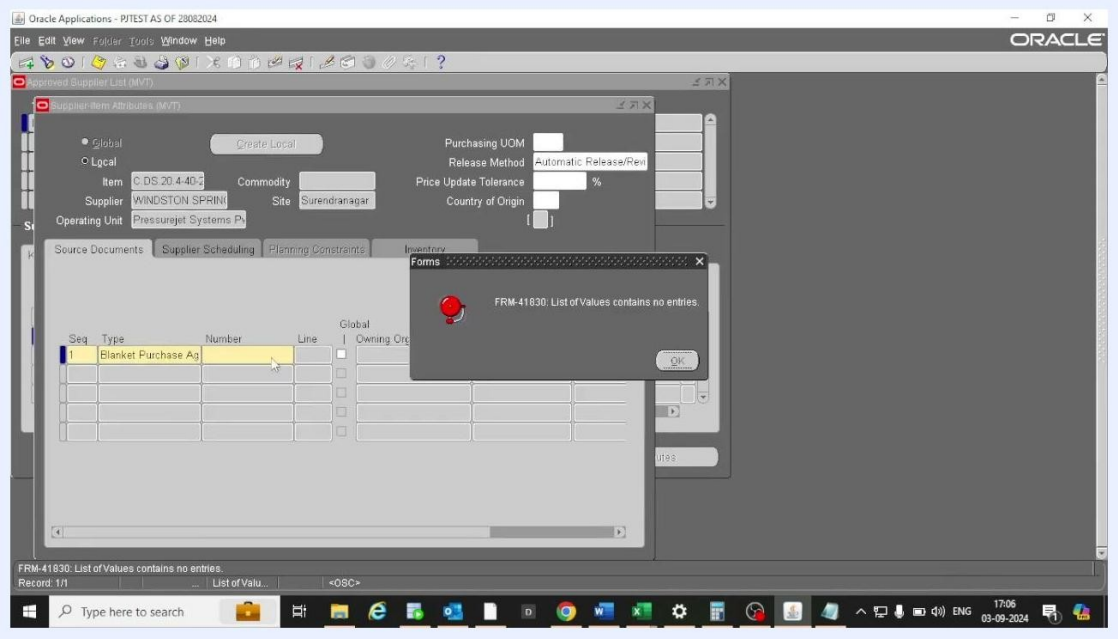
Approved Supplier List screen showing WINDSTON SPRINGS PRIVATE as an approved supplier for item C.DS.20.4.40-2

20. Review the supplier-item attributes

With the supplier row selected, click **Attributes**. In the **Supplier-Item Attributes (MVT)** window, review details such as:

- Item: C.DS.20.4.40-2
- Supplier: WINDSTON SPRINGS PRIVATE
- Site: Surendranagar
- Operating Unit: Pressurejet Systems Pvt.
- Purchasing UOM, Release Method (for example, Automatic Release/Review), and other fields

On the **Source Documents** tab, check for any linked Blanket Purchase Agreements. If a warning appears (for example, "FRM-41830: List of Values contains no entries"), click **OK** to acknowledge it.



Supplier-Item Attributes window with the FRM-41830 dialog reporting no entries in the List of Values

Summary

You now know how to create a blanket purchase order in Oracle EBS. You entered the header and line details, assigned a tax category, submitted the agreement for approval, and checked its status and action history. You also reviewed the supplier's entry in the Approved Supplier List.

What's next

- Monitor the agreement's action history until the approver completes the approval.
- Specify quantities when you create releases against the agreement, because the BPA itself carries no quantity.
- Check the **Source Documents** tab in **Supplier-Item Attributes** to see linked Blanket Purchase Agreements.