

Blanket Delivery Order (BDO) with Multiple Purchase Requests (PRs)

A Blanket Delivery Order (BDO) is an order against an established Non Appropriated Purchasing Agreement (NPA) or an Essential Products Program (EPP) or GSA Contract. If you are using a GSA contract, check IBPS to ensure it exists. For assistance with creating GSA contracts, reference the IBPS Training Manual.

Recommend you read the entire document before beginning.

PR Preparation for a BDO

- Ensure PRs are CREATED for the appropriate Organizational Unit (OU).
 - A separate PR for each different cost center is required
 - Ensure GLACS, Cost Centers and NAFI codes are correct within each PR
 - PRs will contain line items, quantities and a dollar value
 - Ensure the correct vendor is selected and attached to the line items
 - Attachments are not required (I.E. Templates)

When preparing your Purchase Request (PR) for a BDO on the address we recommend you SEARCH by CONTRACT # for the vendor associated with the NPA/EPP/GSA contract.

Select a Vendor Address

Click on the Vendor index tab for a vendor list

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

OR

Enter the information below to search for a vendor:

Vendor Name:

Contract Number:

Contact Last Name:

Contact First Name:

Zip Code:

Search results will display the vendor attached to that contract. Select the link and the vendor will be added to your Purchase Request addresses

- Issue each PR to the Pre Award Stage

When all PRs are in the PRE-AWARD Stage

- Award the first PR
 - Award to - Select the vendor from the drop down
 - Award type - BDO

The PENDING Contract will populate the screen

- Verify that it is a BDO type contract
- Verify the vendor is correct
- Enter a COMMODITY (Important). If multiple BDOs will be created for various activities, recommend incorporating the activity name in this box.
(Example: Golf Course - Prime Vendor)

- Payment Terms defaults to the parent contract – DO NOT CHANGE.
- Select desired FOB-ensure it does not conflict with parent contract.
- Enter an EFFECTIVE and EXPIRATION date for the BDO.
Ensure it does not exceed parent contract expiration date.

- Add an attachment – BDO Authorization Call letter

- You DO NOT need to add General Provisions—they are contained in the parent contract.

- Review information in ALL tabs

**** Save the contract but DO NOT SIGN IT ****

- Return to the PR listing screen and locate the next PR
 - Award to the same vendor as the 1st PR
 - Award type BDO
 - When awarding the 2nd or any subsequent PRs note the following:
 - IBPS will pause and you'll have 2 choices
 1. Continue (**Do Not Select this option yet**)
 2. Select the drop down—at a minimum you'll have two choices
 - NEW Contract (**Do Not Select this option**)
 - Name of the COMMODITY entered for the BDO is displayed
 - If you failed to enter one, UNKNOWN will Display - select it, otherwise, select the "COMMODITY entered for the Pending BDO
 - 3. Select CONTINUE

- Allow the screen to refresh to the PENDING BDO Contract Screen
- The PR will be attached and listed on the Contract Information Tab
- Confirm the information in all tabs then SAVE the contract
- Attach remaining PRs to the BDO by awarding them using the steps noted above
- Add an Authorized Callers Letter

Select the PRICE LISTS Tab

- Select the CREATE PRICE LIST button
 - Select the current NPA/EPP pricelist from the drop down and APPLY.
 - SAVE
 - Select the signatures tab
 - o If you are authorized select the CO Sign Button, **if not**
 - o Expand the PROXY box and enter the CO's signature and the date the CO provided you the authorization to do so and APPLY PROXY INFORMATION
 - o Keep in mind that a BDO will NOT require a Contactor Signature
- A print preview should reflect the NPA or EPP contact # in block 2