

# Blanket Purchase Order Request Form

Form #

Document Owner: [Order Processing Team](#)

Serial # (YYYY-MM-##)

Sales Rep Name:

Date:

Customer Name:

Customer ID:

Ship To Address:

Requested item:

Required Qty (# Pallets)

Category (A/B/C):

*\* See category definition below*

Request Reason:

Management sign-off:

Date:

Order Processing sign off:

Date:

Supply Chain sign off:

Date:

Manufacturing sign off:

Date:

Site 2 / Site 3 Ship-Rec sign off:

Date:

Review Date (90 days from PO date)

*Date to be filled by order entry team once blanket PO is received*

Review  
Comments: Ok or not for  
future blanket PO:

## NOTES:

1. Sales reps will initiate the Blanket PO request
2. Sunny or Mitch will approve the request
3. All concerned departments to sign-off following Sunny / Mitch's approval
4. All items on Blanket PO to be shipped within 90 days from 1st release date
5. Maximum 6 releases will be allowed based for the order volume (no more than 2 per month)
6. If the blanket PO has not been taken in 90 days- then order processing will get the min/max adjusted and will not process any more blanket PO for that customer- unless they pay in advance.

## ITEM CATEGORIES:

### A) Regular stock item

**Note:** Regular stocked items will be stocked by adjusting the min./max and order processing will be manage and release as the release requests come.

### B) Stock item with some customization like different palletization or very similar to stock items or if it makes strategic sense (Mitch or Sunny to decide)

**Note:** New part no. will be created. 90 days production will be made at one go- and released per Wrap-Tite's release policy.If not released, then we either ship to the customer and bill them or use it internally and only process any future blanket PO for that customer with full advance payment.

### C) Processing of completely custom item (to be decided by Mitch/Sunny):

**Note:** Customer needs to pay for the blanket PO in advance.