

Mission Linen (KFS Vendor ID 13880-0)

Using open/blanket PO's with Mission Linen is an effective method for receiving items as needed, without requiring a PO for every order. To achieve the most efficient invoice processing, please follow the instructions outlined below for open/blanket PO's with our e-invoicing suppliers.

For rentals and services:

Create a single line, no quantity (non-taxable) purchase order. A commonly used commodity code for laundry services is 91111502. If you have multiple service locations, a single line PO will need to be created for each location.

- Do not enter a quantity with a per item price (e.g. 200 ea lab coats @ \$6.50/ea)
- Do not enter 1 "LOT"

For taxable purchases:

Create a single line, no quantity (taxable) purchase order. A commonly used commodity code for uniform purchases is 53102710. If you have multiple service locations, a single line PO will need to be created for each location.

- Do not enter a quantity with a per item price (e.g. 200 ea lab coats @ \$6.50/ea)
- Do not enter 1 "LOT"

Use your location's 4-digit postal code extension in the delivery address. This will ensure the correct tax amount is applied.

Then:

Submit a PDF copy of the open purchase order to Mission Linen by email to: areynoso@missionlinen.com.

IMPORTANT: Keep an eye on the amount of funds available on the purchase order. When the PO runs out of funds, do not amend it with a second line to create additional funds. Instead, create a NEW purchase order, following the same structure outlined above.

By following these steps, the invoices from Mission Linen will be processed in the most efficient way possible.

If you have questions or need more information, please email aphelp@ucdavis.edu.