

Completing the Standing Order Form

A Standing Purchase Order (SPO) allows units to purchase goods or services on an as-needed basis, without having to submit additional requisitions through Purchasing. For example, a SPO may be created for medical supplies, maintenance of automated doors, or water cooler service and supplies. The SPO has a commodity description and encumbrance total, but no quantity total.

Limitation on the Standing Order Form:

- Fixed Asset/Equipment Account Codes are not accepted.
- Nonconforming orders should not be placed using this form but should be processed on a Banner requisition form.

Once submitted, the Standing Order Form will route to the appropriate Department Approval queue and then to the associated Purchasing Department via the Standing Order queue. From there, the Standing Order will be reviewed by Purchasing and either approved or returned to the unit.

1. On the iBuy homepage under the **University Forms** section, click **Standing Order**.
2. Review the instructions and click the job aid link for more information.
3. Click **Next**.
4. Enter the Supplier Name or Supplier ID (@#####) in the **Supplier** field.

NOTE: Do not populate the other fields.

5. Click **Search**.
6. Select the Business Purchases address.
NOTE: By default, the preferred BP address will be bold and selected. Unless otherwise instructed, this should be the address used.
7. Click **Next**.
8. Click **Next** on the **Form Fields** page. There is no action required.
9. Enter the **Requested Term of Service** under the **Order Details** section.

- **Start Date**
- **End Date**

10. Select the number of line items on the Standing Order from the drop-down menu.

NOTE: You are allowed up to five line items.

11. Enter information in the following fields for each item:

- **Unit Price**
- **Unit of Measure**

NOTE: This is usually **EA - Each**.

- **Product Description**
- **Catalog No.**
- **Commodity Code**
 - Click **Edit** next to the **Commodity Code** field.
 - Enter a partial commodity code (example: 640XX) or description (example: Bags).
 - Click **Search**.
 - Click **Select** for the appropriate Commodity Code.

NOTE: Entering accurate, detailed information on the Standing Order Form is imperative so the vendor's invoice can be reviewed and matched to the purchase order for payment purposes.

12. Answer the following question about the **Freight/Shipping Charges: *Does this order contain Freight/Shipping Charges?***

NOTE: Adding freight costs to your order indicates that the University is responsible for payment of Freight/Shipping Charges. Even if the amount entered is an educated guess, it is important to populate this field. If Freight/Shipping Charges are not entered, it is assumed the Supplier invoice will not have freight charges, and the University will not be paying any freight costs. If there are multiple shipping fees, the Freight/Shipping Charges line should be a sum of all shipping costs for this order.

- If **No**, no additional information needed.
- If **Yes**, enter information in the **Unit Price** field.

13. Click **Next**.

14. Answer the following question about the **Purchase Information: *Is your order \$10,000 or more?***

- If **No**, no additional information needed.
 - If this purchase is based on a Bulletin posting (for RFP, IFB, Sole Source, Exemption, Cooperative) or Contract, please fill in the **Previous Purchase Order Number, Bulletin Number** and/or **iCS Contract Number** in the **Internal Notes and Attachments** section of the Requisition.
- If **Yes**, answer the following question: ***Were three quotes obtained from different competitive sources?***
 - If **Yes**:
 - **Written, email, or faxed quotes should be attached to the requisition; detail verbal quotes in Internal Notes of the requisition with date, vendor contact, and quoted price; Internet searches should identify websites or links providing vendor and pricing.**
 - **Was at least one quote obtained from a diverse vendor? Yes or No.**
 - [Certified BEP Directory](#)

- If **No**:
 - Select the reason why multiple quotes were not possible from the following options and provide additional information in the Internal Notes as appropriate.
 - **Supply/service is not available from multiple vendors.**
 - If this purchase is based on a Bulletin posting (RFP, IFB, sole source, exemption, cooperative) or contract, please fill in the **Previous Purchase Order Number, Bulletin Number, and/or iCS Contract Number** in the **Internal Notes and Attachment** section of the Requisition.
 - **Purchase is being made from an awarded contract.**
 - If this purchase is based on a Bulletin posting (RFP, IFB, sole source, exemption, cooperative) or contract, please fill in the **Previous Purchase Order Number, Bulletin Number, and/or iCS Contract Number** in the **Internal Notes and Attachment** section of the Requisition.
 - **Urgent need for the supply/service that does not allow time to obtain multiple quotes.**
 - If this purchase is based on a Bulletin posting (RFP, IFB, sole source, exemption, cooperative) or contract, please fill in the **Previous Purchase Order Number, Bulletin Number, and/or iCS Contract Number** in the **Internal Notes and Attachment** section of the Requisition.
 - **Other (Provide Justification Below)**
 - If quotes were not obtained, provide qualifying information within the provide box.
15. Click **Next**.
 16. The **Review and Submit** requisition screen will appear. There is no action required. Click **Add and go to Cart**.
 17. Click **Proceed to Checkout**.
 18. Review the cart and make any necessary changes.
 19. Enter information or add attachments in the **Internal Notes and Attachments** section, if needed.

NOTE: If this purchase is based on a Bulletin posting (for RFP, IFB, Sole Source, Exemption, Cooperative) or Contract, please fill in the **Previous Purchase Order Number, Bulletin Number, and/or iCS Contract Number** in the **Internal Notes and Attachments** section of the Requisition. If you are providing an iCS Contract Number, please use the format CN-XXXXXXXX.
 20. Click **Save**.
 21. Click **Place Order** located on the top right-hand corner of the screen.