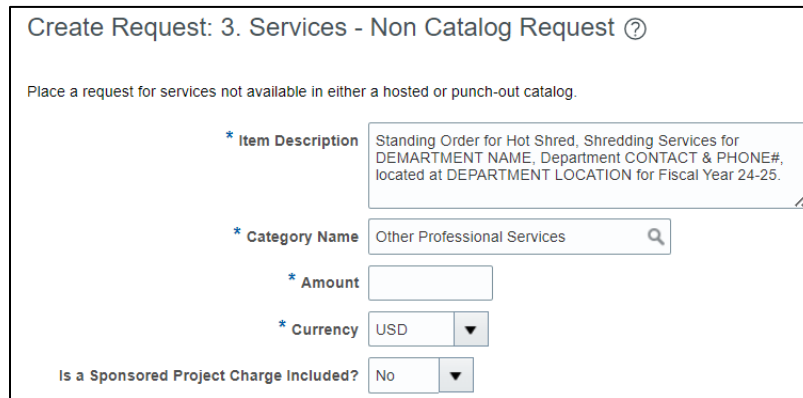


A standing purchase order is used to facilitate frequently recurring charges to the same vendor over a specified period, typically for one fiscal year.

How to create a standing order:

- Create a new Non-Catalog Services requisition.
- In the description field type, “Standing Order for Hot Shred Service for XXX department, department contact & phone #, located at XXX, for Fiscal Year XX-XX.” This will alert the buyer that your requisition is a standing order.
- Example:



Create Request: 3. Services - Non Catalog Request ?

Place a request for services not available in either a hosted or punch-out catalog.

* Item Description Standing Order for Hot Shred, Shredding Services for DEPARTMENT NAME, Department CONTACT & PHONE#, located at DEPARTMENT LOCATION for Fiscal Year 24-25.

* Category Name Other Professional Services

* Amount

* Currency USD

Is a Sponsored Project Charge Included? No

- In the Justification field, let the Buyer know if the standing order needs to be communicated to the supplier or kept Internal.
 - If the PO is communicated to the supplier, all invoices will route directly to Payment Services.
 - Keeping the PO internal allows the department to review invoices before submitting them to Payment Services for processing. The department should review invoices and forward them to Payment Services within 24-48 hours to avoid late fees.
 - It is the department’s choice how they wish to handle it.
- Once the requisition is submitted and approved, it will enter the Buyer’s queue for review, approval, and the creation of the Standing Order.

To add funding for the current year or another line for an additional Fiscal Year, refer to the [Supplement Orders QRG](#).