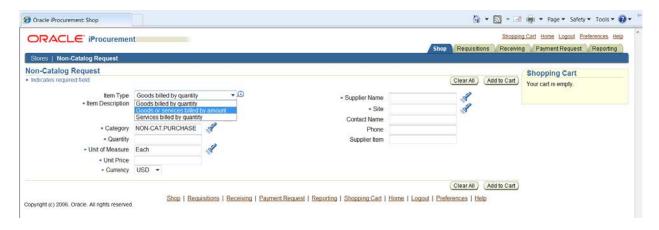
STANDING (BLANKET) ORDERS

CREATING STANDING ORDERS

- 1. In the 'Shop' tab select 'Non-Catalog Request'.
- 2. From the dropdown menu under 'Item type' select 'Goods or services billed by amount'.



- 3. Provide all the necessary information.
 - Description goods or service information (if requisition is for goods based on a quote please provide the quote number)
 - Amount total dollar amount based either on a quote or the recurring payments you expect to be making over the duration of the contract or until the order is fulfilled.
 - Supplier name
 - Supplier site
- 4. Click 'add to cart'.
- 5. Proceed to checkout.

Note: You can add multiple lines to the requisition which you can then assign different account coding to.



6. In the Checkout screen enter the Requisition Description and confirm that the Charge Account information is correct.

Important: Please note that after the order is approved you will not be able to change the coding information and all the invoices paid under this PO will be charged to the account provided when creating the requisition.

Oracle iProcurement: Checkout		🔐 🕶 🔝 🕶 🚎 💌 Page 🕶 Safety 🕶 Tools 🕶 🔞 🕶
ORACLE iProcurement		Shop Requisitions Receiving Payment Request Reporting
		Requisition Information Approvers Review & Submit
Checkout: Requisition Information		
 Indicates required field 		Cancel Save Edit Lines Step 1 of 3 Negt
	* Requisition Description	
Delivery		Billing
	Receiving Required for Payment	Taxable No
 Need-By Date 	25-Jul-2012 00:00:00	Charge Account 325.28533.6640.00001.584510.0000.00000 Bill To Attn of Name/Department
	(example: 20-Jul-2012 19 45 00)	Bill To Attn of Room/Floor
- Requester	Curry, Joanna A	Bill To
 Attn of Name/Department 	Joanna Curry/ SEAS Procurement	✓ Use Central Administration Bill To Address
Attn of Room/Floor	Northwest Bldg Room B153	See Central Administration bit 16 Address
	Set Attn Lines as Default	7
Deliver-To Building	S00032	
Copyright (c) 2006, Oracle. All rights reserved	Shop Requisitions Receiving	Cancel (Save EditLines) Step 1 of 3 [Next] Payment Request Reporting Shopping Cart Horpet Logout Preferences Help

7. Uncheck the 'Use Central Administration Bill To Address' and enter your information in the fields provided above. This will ensure that the vendor will send the invoices to you directly, so you can confirm their accuracy before submitting them for payment.



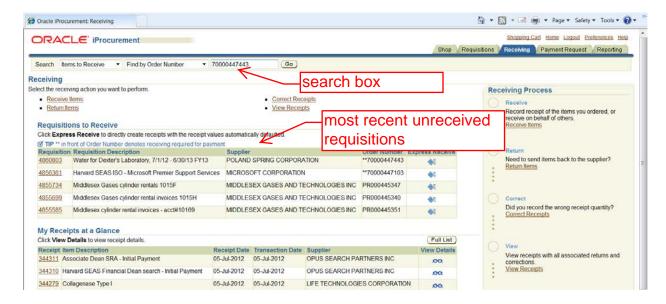
- 8. In the 'Checkout: Review Approver List' enter any information you this your Approver and/or Supplier might find helpful.
- 9. If you have a quote from the vendor, attach it by clicking the 'Add Attachments' button.



- 10. Proceed to submit your requisition to the approval hierarchy.
- 11. After your requisition is approved it will generate a unique purchase order number, beginning with 70000(...) which you can then ask the vendor to reference on the individual invoices.

II. PAYING INVOICES AGAINST STANDING ORDERS

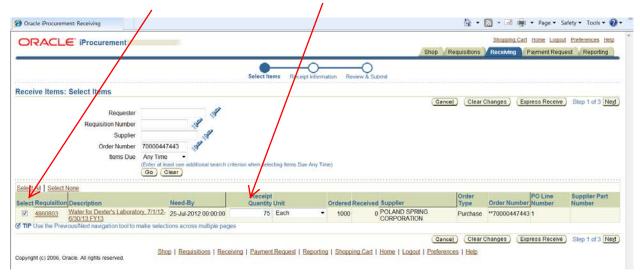
1. Go to the 'Receiving' tab.



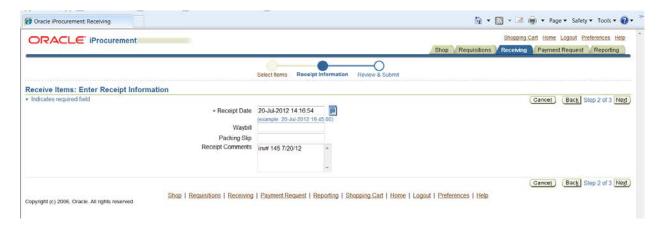
- 2. Choose the PO you'd like to receive against and click on the requisition number (do not 'Express Receive'). If the PO is not showing up in your 'Requisitions to receive' list on the main Receiving screen, enter the PO number in the search box.
- 3. After clicking on the requisition number, click on the 'Receive' button.



4. Check off the 'Select box' and enter the amount you wish to receive. Click 'Next'



- 5. In the 'Receipt comments' box enter the invoice number and the date of the invoice. Click 'Next'.
- 6. On the next screen click 'Submit'.



Next time when you bring your PO up in the Receiving screen you will notice that the dollar amount of the original requisition has been reduced by the amount of the invoice you received. You can continue receiving invoices against this PO until the amount left drops to \$0.