

STANDING (BLANKET) ORDERS

I. 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

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

Indicates required field

Requisition Description

Cancel Save Edit Lines Step 1 of 3 Next

Delivery

Receiving Required for Payment

Need-By Date 25-Jul-2012 00:00:00 (example: 20-Jul-2012 19:45:00)

Requester Curry, Joanna A

Attn of Name/Department Joanna Curry/ SEAS Procurement

Attn of Room/Floor Northwest Bldg Room B153

Set Attn Lines as Default

Deliver-To Building S00032

Billing

Taxable No

Charge Account 325 28533 6640 000001 584510 0000 00000

Bill To Attn of Name/Department

Bill To Attn of Room/Floor

Bill To

Use Central Administration Bill To Address

Cancel Save Edit Lines Step 1 of 3 Next

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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.

Oracle iProcurement Checkout

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

Indicates required field

Requisition Description Water for Dexter's Laboratory, 7/1/12 - 6/30/13 FY13

Cancel Save Edit Lines Step 1 of 3 Next

Delivery

Receiving Required for Payment

Need-By Date 25-Jul-2012 00:00:00 (example: 20-Jul-2012 19:45:00)

Requester Curry, Joanna A

Attn of Name/Department Joanna Curry/ SEAS Procurement

Attn of Room/Floor Northwest Bldg Room B153

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Billing

Taxable No

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Bill To Attn of Name/Department Joanna Curry/ SEAS Procurement

Bill To Attn of Room/Floor Northwest Bldg B153

Bill To S00032

Use Central Administration Bill To Address

Cancel Save Edit Lines Step 1 of 3 Next

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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.

Oracle iProcurement Checkout

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information Approvers Review & Submit

Checkout: Review Approver List

Your requisition will be sent to the following list of approvers.

Save Back Step 2 of 3 Next

Change First Approver Reset Approval List

Approver Name	Delete
Cummings, Donesia R	

Add Approver

Note to Approver

Note To Supplier

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Vendor Justification / Debarment Certification Section

Vendor	Vendor Site	Justification Reason	Justification Explanation	Pricing Review Code	Pricing Other Explanation	Debarment Certification (DC)
No results found.						

[download a copy of the Debarment form](#)

Save Back Step 2 of 3 Next

- Proceed to submit your requisition to the approval hierarchy.
- 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

- Go to the 'Receiving' tab.

Oracle iProcurement: Receiving

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Search Items to Receive Find by Order Number 70000447443 Go

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Express Receive** to directly create receipts with the receipt values automatically defaulted.

TIP ** in front of Order Number denotes receiving required for payment

Requisition	Requisition Description	Supplier	Order number	Express Receive
4860803	Water for Dexter's Laboratory, 7/1/12 - 6/30/13 FY13	POLAND SPRING CORPORATION	**70000447443	
4856361	Harvard SEAS ISO - Microsoft Premier Support Services	MICROSOFT CORPORATION	**70000447103	
4855734	Middlesex Gases cylinder rentals 1015F	MIDDLESEX GASES AND TECHNOLOGIES INC	PR000445347	
4855099	Middlesex Gases cylinder rental invoices 1015H	MIDDLESEX GASES AND TECHNOLOGIES INC	PR000445340	
4855585	Middlesex cylinder rental invoices - acct#10169	MIDDLESEX GASES AND TECHNOLOGIES INC	PR000445351	

My Receipts at a Glance

Click **View Details** to view receipt details.

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
344311	Associate Dean SRA - Initial Payment	05-Jul-2012	05-Jul-2012	OPUS SEARCH PARTNERS INC	
344310	Harvard SEAS Financial Dean search - Initial Payment	05-Jul-2012	05-Jul-2012	OPUS SEARCH PARTNERS INC	
344279	Collagenase Type I	05-Jul-2012	05-Jul-2012	LIFE TECHNOLOGIES CORPORATION	

Receiving Process

☐ **Receive**

Record receipt of the items you ordered, or receive on behalf of others.

[Receive Items](#)

☐ **Return**

Need to send items back to the supplier?

[Return Items](#)

☐ **Correct**

Did you record the wrong receipt quantity?

[Correct Receipts](#)

☐ **View**

View receipts with all associated returns and corrections.

[View Receipts](#)

- 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.
- After clicking on the requisition number, click on the 'Receive' button.

Oracle iProcurement: Requisitions

Requisitions | Notifications | Approvals

Receiving > Requisition 4860803

Copy To Cart Change Receive

Description: Water for Dexter's Laboratory, 7/1/12 - 6/30/13 FY13
 Created By: Curry, Joanna A
 Creation Date: 20-Jul-2012 10:46:36
 Deliver-To: SEAS NW Level B1 52 Oxford Street Cambridge, MA 02138
 Note to Approver:

Status: Approved
 Change History: No
 Urgent Requisition: No
 Attachment: None
 Note to Buyer:

Details

Line	Description	Need-By	Deliver-To	Supplier	Site	Address	Unit	Quantity	Price (USD)	Amount (USD)	Details	Order
1	Water for Dexter's Laboratory, 7/1/12-6/30/13 FY13	25-Jul-2012 00:00:00	S00032	POLAND SPRING CORPORATION	01_PRIMARY	ATTN CUSTOM BILLING, 375 PARAMOUNT DRIVE, RAYNHAM, MA 02767	Each	1000	1 USD	1,000.00	70000447443	
Total										1,000.00		

Vendor Justification / Debarment Certification Section

Vendor	Vendor Site	Justification Reason	Justification Explanation	Pricing Reason	Pricing Other Explanation	Debarment Certificate
No results found.						

Return

Copy To Cart Change Receive

Shop | Requisitions | Receiving | Payment Request | Reporting | Shopping Cart | Home | Logout | Preferences | Help

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

Oracle iProcurement: Receiving

Shop | Requisitions | Receiving | Payment Request | Reporting

Select Items Receipt Information Review & Submit

Receive Items: Select Items

Cancel Clear Changes Express Receive Step 1 of 3 Next

Requester: [Text Box]
 Requisition Number: [Text Box]
 Supplier: [Text Box]
 Order Number: 70000447443
 Items Due: Any Time
 (Enter at least one additional search criterion when selecting Items Due Any Time)
 Go Clear

Select	Requisition	Description	Need-By	Receipt Quantity	Unit	Ordered	Received	Supplier	Order Type	Order Number	PO Line Number	Supplier Part Number
<input checked="" type="checkbox"/>	4860803	Water for Dexter's Laboratory, 7/1/12-6/30/13 FY13	25-Jul-2012 00:00:00	75	Each	1000		0 POLAND SPRING CORPORATION	Purchase	**70000447443	1	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Express Receive Step 1 of 3 Next

Shop | Requisitions | Receiving | Payment Request | Reporting | Shopping Cart | Home | Logout | Preferences | Help

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

Oracle iProcurement: Receiving

ORACLE iProcurement

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Shop Requisitions Receiving Payment Request Reporting

Select Items Receipt Information Review & Submit

Receive Items: Enter Receipt Information

Indicates required field

Receipt Date 20-Jul-2012 14:16:54
(example: 20-Jul-2012 19:45:00)

Waybill

Packing Slip

Receipt Comments inv# 145 7/20/12

Cancel Back Step 2 of 3 Next

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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.