

Standing Order (Goods) – Non-MarketPlace

This form is used to create a standing order for a type of tangible good or a series of specific item (ie, mice, flu vaccines, Botox, oligos, primers, etc). This form is NOT used for your general tangible supplies. You may call or fax the amounts needed to the vendor. The minimal amount to create a Standing Order is \$500. Read the *Instructions* area of the form for detailed information.

1. Type the vendor name in the *Enter Supplier* field
 - a. A list of names will appear
 - b. Select your vendor
2. Type in *Product Description* field why you are opening up the standing order
3. Type in the amount of the standing order in the *Quantity* field
 - a. Do not use dollar signs (\$) or commas (,) in this field.
4. Type in the commodity code in the *Commodity Code* field
 - a. Select the [search...](#) link across from *Commodity Code*
 - b. In the [Description contains...](#) field type in the item (only use one word)
5. Select the [Go](#) button in the upper right hand corner *Available Actions*
6. Follow the steps on the cheat sheet ***Finalizing your cart***

Note: This is not used for vendors that sale many types of goods (ie, Fisher Scientific, Sigma Aldrich, Denville Scientific and VWR)

Standing Order (Goods) - Non-MarketPlace Available Actions (Click here for details): Add and go to Cart [Go](#) Close

Form Help
WHEN TO USE THIS FORM
Please use this form **ONLY** if you are:

- Creating a Standing Order for tangible goods (things that would be delivered), and
- You **WILL NOT** be placing the orders for these things in MarketPlace, but instead
- Will be calling the orders in over the phone or using the vendor's external web site to order.

Do **NOT** use this form for standing orders for goods where you will be placing the orders in MarketPlace. Use the **Standing Orders (Goods) - MarketPlace** form instead.

Do **NOT** use this form for **Controlled Substances, Radioactive materials, Hazardous materials, or toxins**. These items cannot be ordered using a Standing Order per department instructions.

Do **NOT** use this form for services of any kind. Please use one of the Service Request forms for things that will **NOT** be delivered.

HOW DO I KNOW IF I NEED TO ORDER THROUGH MarketPlace OR NOT?
You need to order through MarketPlace when the vendor sells many types of goods. Examples of this would be Fisher Scientific, Sigma Aldrich, Denville Scientific and VWR.

You do **NOT** need to order through MarketPlace when you are buying a series of specific items from a vendor. Examples of this would be a standing order for flu vaccines, or a standing order for Botox. We know what you are buying, so we don't need to collect any more data.

You also don't need to order through MarketPlace when you are buying different types of the same thing. An example of this would be a standing order for oligos or primers - you may be buying different oligos, but we know you are buying oligos, so again we don't need to collect any additional information.

Please remember, we are trying to capture data so that we can get better prices for our users. If we can say to a vendor, 'last year we spent \$180,000 on your glassware - give us a better discount!' we will all benefit!

Instructions (cont.)
WHAT DO I PUT FOR DESCRIPTION & COMMODITY CODE?
Please enter a general description of what you *will* be ordering. The more detail you can enter, the more likely the order will be approved. Select a commodity code that most closely matches what you will be ordering. Since you are using this form, you must have a fairly good idea of what you will be purchasing.

HOW DO I ENTER A QUANTITY and PRICE?
For standing orders, enter a quantity equal to the value of the order, and a Unit Price of \$1. For example, for a \$750 order, enter a Quantity of 750, and a Unit Price of 1.

Supplier Info
Enter Supplier
or
supplier search
Contract

Type of Product to be Ordered
Product Description
254 characters remaining expand | clear
Quantity
500
Unit Price (please enter \$1)
1.00
Packaging (UOM)
1 EA - Each

Product Details
Commodity Code search...
External Notes
STANDING ORDER VENDOR - PLEASE DO NOT SHIP ANY PRODUCT UNTIL SPECIFIED ITEMS AND DATES ARE PROVIDED**
Internal Attachments/Written Quote
add attachment...
External Attachments
add attachment...

Total 500.00
See configuration for this form