

Standing Order (Goods) - MarketPlace

This form is used to create a standing order for general tangible goods (ie, lab supplies, medical supplies, research supplies). Once the form has been approved, a notification with the Standing Order Number will be sent to the requestor. Then to order the individual items will be placed through Market Place using the Standing Order Number. 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 start to appear
 - b. Select your vendor
2. Type in *Description of Goods* field why you are opening up the standing order
3. Type in the amount of the standing order in the *Standing Order Amount* field
 - a. Do not use dollar signs (\$) or commas (,) in this field.
4. Do NOT change the *Packaging (UOM)* field
5. Type in the commodity code in the *Commodity Code* field
 - a. You may use the Commodity Code list that is posted for this form
6. If anyone else needs to order or access your standing order contract type there first and last name in the *Other Users Who Can Access this Order* field
 - a. They must already have a banner security username created
7. Select the  button in the upper right hand corner *Available Actions*
8. Follow the steps on the cheat sheet *Finalizing your cart*

Note: to place an order for individual items are done through MarketPlace. Do not - call, email or fax order to vendor. Follow the process below. No additional approval will be required for individual items if they process is done correctly. You will be able to export out what was all purchased using the standing order number. Also you will be able to see what is available on the standing order contract.

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Available Actions: Add and go to Cart

Instructions ?

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** be placing the orders for these things in MarketPlace
- You will **NOT** 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 calling in orders over the phone. Use the **Standing Orders (Goods) - Non-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!

Supplier Information ?

Supplier Denville Scientific Inc [more info...](#)
select different supplier

Fulfillment Address Purchasing Address 1: (preferred)
Po Box 4588
Metuchen, NJ 08840 US
select different fulfillment center

Supplier Phone +1 (908) 757-7577

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Fax +1 (908) 757-7551

Manual

Contract select contract...

Type of Product to be Ordered ?

Description of Goods FY12 clinic supplies
480 characters remaining expand | clear

Standing Order Amount 1000.00

Packaging (UOM) 1 EA - Each

Commodity Code 42140000 search...

External Notes ****STANDING ORDER** VENDOR - PLEASE DO NOT SHIP ANY PRODUCT UNTIL SPECIFIED ITEMS AND DATES ARE PROVIDED****

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. Please refer to the list of commodity codes that were handed out at your training class for some high-level general commodity codes.

HOW DO I ENTER A QUANTITY and PRICE?

For these standing orders, simply enter an amount equal to the value of the order. you do not need to enter a Unit Price.

Additional Information ?

Internal Attachments
add attachment...

Other Users Who Can Access this Order Larry Reid
Marry Ross
478 characters remaining expand | clear

Total 0.00
See configuration for this form

Ordering with your Standing Order Contract Number

1. Enter the items into the cart by the one of the four ways (or a combination of ways)

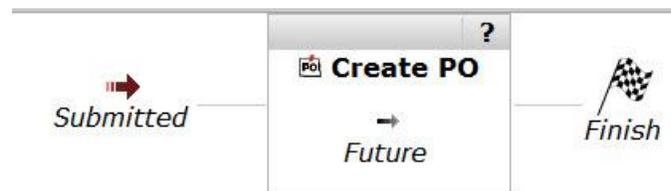


2. Go to your
3. For each of the items there is a *Contract* area
 - a. Select *choose contract...* (a pop up box will open)
 - b. Select the standing order contract number
 - c. Select **OK**
4. Repeat #3 for each item
 - a. If you only have one standing order contract for the vendor, it might automatically

Part Number	0136110B
Manufacturer Info	TY212SWHMD003000 - (Dupont Personal Protection)
Contract	Training_P0123654 more info... Fisher SO (FOR TRAINING) change...
Commodity Code	<input type="text" value="46181500"/> ?

apply. Verify that the standing order contract number is displayed

5. Then select **Proceed to Checkout**
 - a. Once you are finalizing your information for the order you may verify that no approvals will occur by
 - b. Selecting the *PR Approvals* tab for the requisition



- c. You should see one box to *Create PO*

6. Then select **Place Order**

Note: If you don't want an item to charge against the standing order contract then make sure *No Contract* is select in #3 above. You will also need to do this each time you create a new standing order contract for the same vendor. The **Standing Order (Goods) – MarketPlace** forms always have to go through fiscal approval.