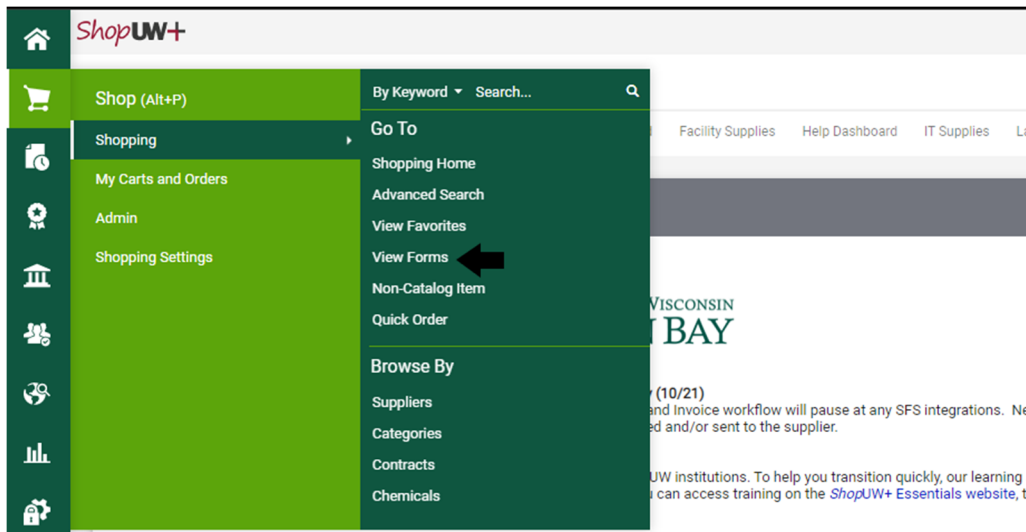


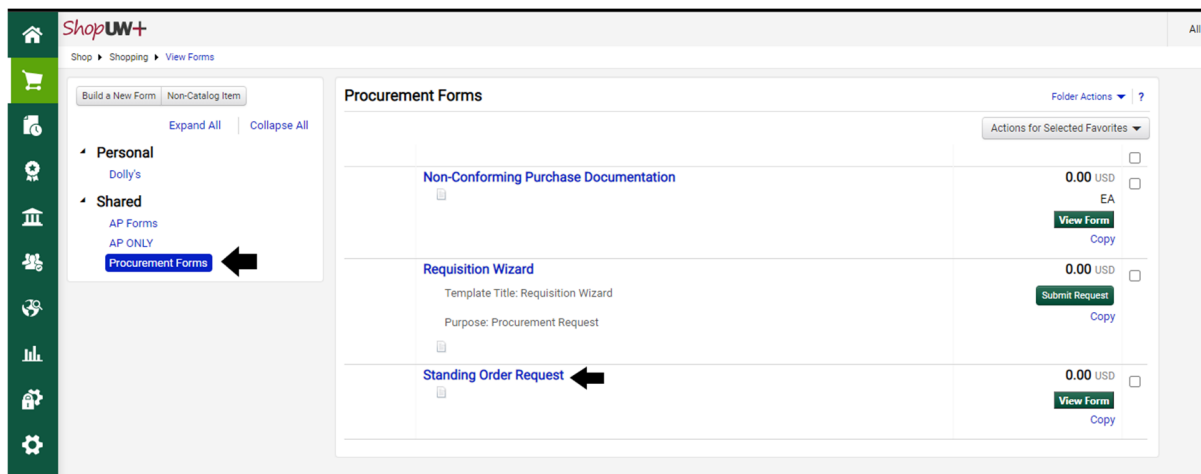
Standing Order Request (Previously Blanket POs)

The Standing Order Request is used for goods or services with over 5 payments or deliveries over a period of 2 months or more. Examples include: Utility bills, Catering for Summer Camps, Busing, ect.

1. From the Home Page, click on the **Shopping Cart** symbol on the left menu.
2. Under the **Shopping** menu, click **View Forms**



3. Click on **Procurement Forms** on the right.
4. Click **Standing Order Request**.



5. Enter the Supplier's name. For individuals use the last name. Select the name from the drop-down list.
 - a. If the supplier does not appear, send a W9 via Liquidfiles (<https://liquidfiles.uwgb.edu/filedrop/alexandd@uwgb.edu>) to Danielle Alexander or intercampus mail to Purchasing. Supplier set up takes up to a week. **Do not email W9s or attach to ShopUW+.**



Standing Order Request - Google Chrome
solutions.sqquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=5201631&wantReloadOnClose=true&favPageContext=2×tamp=1635362931277481

Standing Order Request

ShopUW+

Standing Order Request
Required fields below are in bold. A standing order is a purchase order with a single supplier which contains multiple delivery dates scheduled over a period of time. It is normally used when there is a recurring need for expendable goods. Standing orders usually align to fiscal year timelines unless specifically indicated by contract and business need.
The University will not issue Standing Orders for punch-out / catalog vendors (i.e. Staples, Fisher, Grainger).
Note: standing orders will encumber the entire amount requested. Releases will be handled offline with the supplier. Standing orders will not require receiving, but receiving can be turned on with the receiving required / positive approval checkbox (found on the PR document). When receiving is turned on, receipts will be created by cost received, not quantity.

Supplier Information

Enter Supplier
or
Supplier Search

General Information

Start Date m/m/dd/yyyy
End Date m/m/dd/yyyy
Product Description / Service Requested
254 characters remaining expand | clear
Note: The Total Dollar Amount should be the full amount you are encumbering with this PO. You will need to estimate the amount for the entire period of the Standing Order. You will need to request a change order (that will go through approvals) if you will use more than the amount you estimate during the period of the standing order.
Total Dollar Amount
Extended Description /Justification for Standing Order
1500 characters remaining expand | clear

Please provide contract number (if relevant):

ATTACHMENT AREA SECTION

Attach competitive quotes, relevant contract, and / or other supporting documents

Internal Attachments

Add Attachments

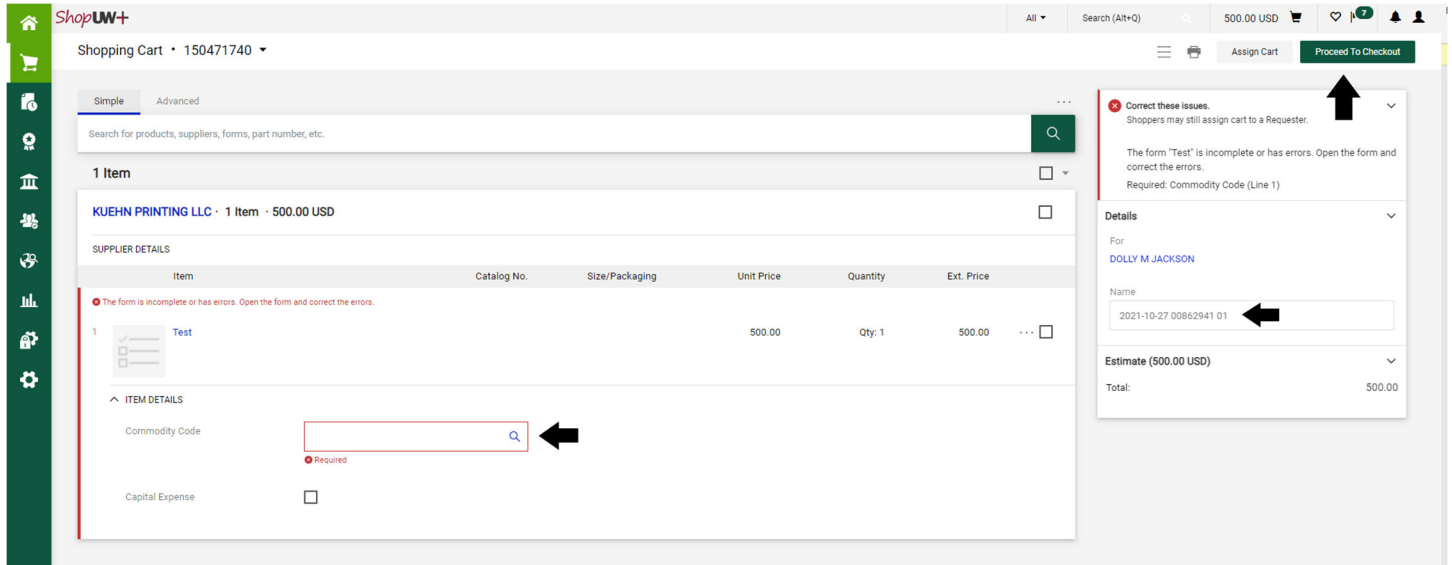
Size Date

Total 0.00
See configuration for this form

6. Start Date: This is the first day the product was ordered. For POs for the entire year, enter July 1st.
7. End Date: This is the last day the product will be delivered. For POs for the entire year, enter June 30th.
8. Product Description/Service Requested: First 30 Characters will appear in WISER. Enter a clear description that closely matches the quote/invoice. This will speed the payment process and help answer potential questions Accounts Payable may have.
9. Total Dollar Amount: Total or estimate of all the purchases for the year or time period.
10. Extended Description/Justification for Standing Order: Enter the full description along with any notes to Purchasing.
11. Please provide contract number: If you have the contract number, enter here. If not, leave blank.
12. Internal Attachments – Attach PDFs of the backup for the Requisition/PO. Examples: quotes, service agreements, or invoices if available. **Do not attach a W9.**
13. Click **Go** next to Add and go to Cart.

Shopping Cart

14. Enter a short description in the **Name** section. Entering a name here will help you decipher between POs for the same vendor later and overall reduce searching time.




ShopUW+ Shopping Cart • 150471740

1 Item

KUEHN PRINTING LLC • 1 Item • 500.00 USD

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Test			500.00	Qty: 1	500.00

ITEM DETAILS

Commodity Code 

Capital Expense

Correct these issues. Shoppers may still assign cart to a Requester. The form "Test" is incomplete or has errors. Open the form and correct the errors. Required: Commodity Code (Line 1)

Details For DOLLY M JACKSON

Name

Estimate (500.00 USD)

Total: 500.00

15. Enter the Commodity Code. Click **Magnifying Glass**. Select the most appropriate code for the items you are purchasing. Note: Only select 18 if none of the other codes apply.

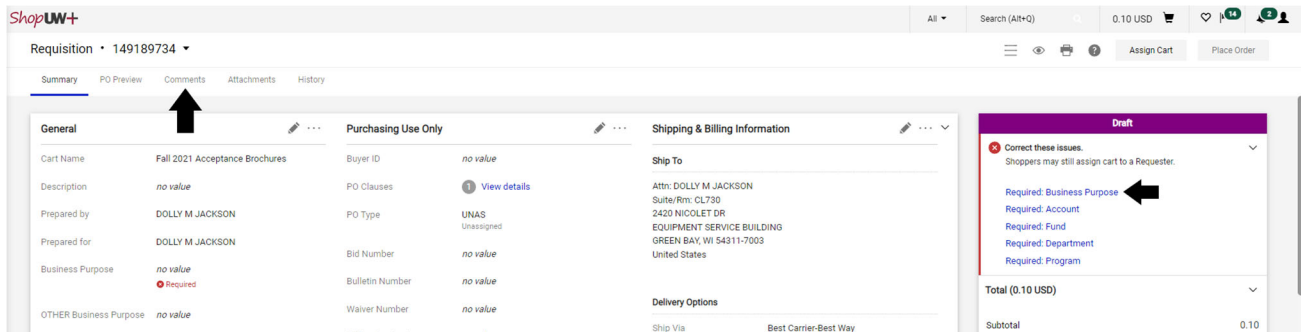
16. Click **Proceed to Checkout**.

Requisition

The Requisition page is where comments can be added to Purchasing, the business purpose and the funding string are entered and the final submission is done.

17. Click **Comments** tab

18. Click the **Plus Sign** to add a comment. If the PO is to be sent via email, add the supplier email address of where to send the PO. Add any notes Purchasing might need. This is optional.



ShopUW+ Requisition • 149189734

Summary PO Preview **Comments** Attachments History

General

Cart Name: Fall 2021 Acceptance Brochures

Description: no value

Prepared by: DOLLY M JACKSON

Prepared for: DOLLY M JACKSON

Business Purpose: no value **Required**

OTHER Business Purpose: no value

Purchasing Use Only

Buyer ID: no value

PO Clauses: [View details](#)

PO Type: UNAS Unassigned

Bid Number: no value

Bulletin Number: no value

Waiver Number: no value

Shipping & Billing Information

Ship To: Attn: DOLLY M JACKSON, Suite/Rm: CL730, 2420 NICOLET DR, EQUIPMENT SERVICE BUILDING, GREEN BAY, WI 54311-7003, United States

Delivery Options: Ship Via Best Carrier-Best Way

Correct these issues. Shoppers may still assign cart to a Requester. Required: Business Purpose

Required: Account

Required: Fund

Required: Department

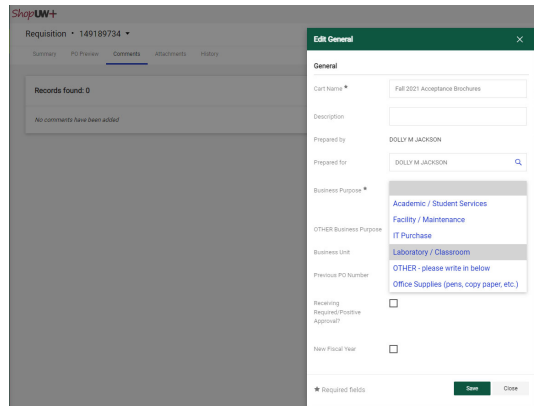
Required: Program

Total (0.10 USD)

Subtotal: 0.10

19. Click **Required: Business Purpose**

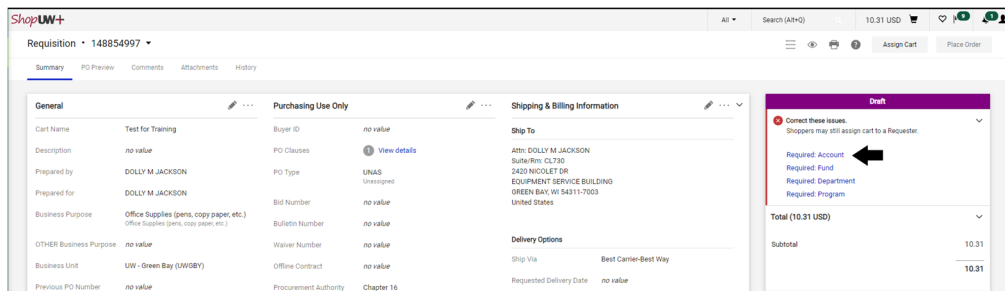
20. Select the appropriate category from the Drop Down



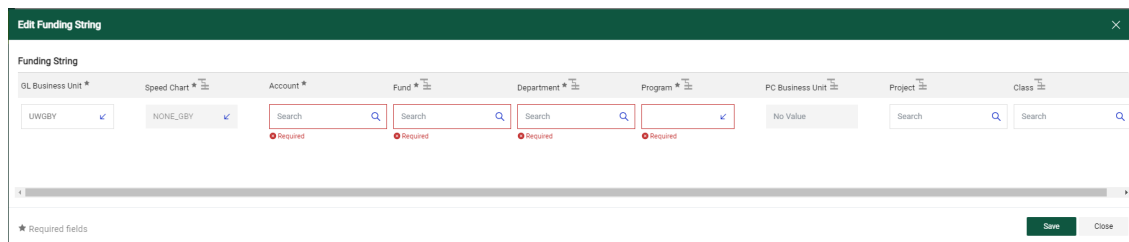
21. Click **Save**.

[Click Here for Multiple Funding Code Instructions](#)

Single funding code entry



22. Click **Required: Account**.



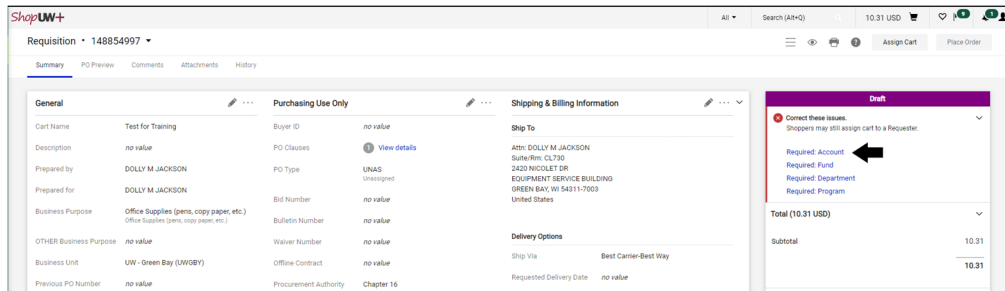
23. GL Business Unit – **Select UWGBY**



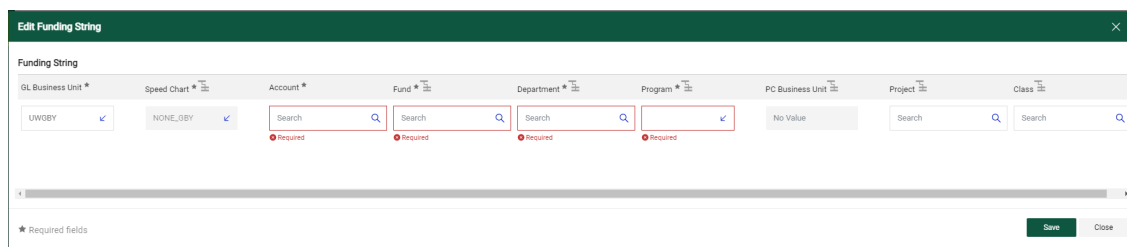
UNIVERSITY of WISCONSIN
GREEN BAY

24. Speed Chart – Leave as NONE_GBY. This auto fills when UWGBY is selected for the GL Unit.
25. Account – 4-digit account number. Go to <https://www.uwgb.edu/purchasing/shopuw/> and click on **Common Account Codes** for a list of common codes.
26. Fund – 3-digit number from your funding string
27. Department – 6-digit number. **All department numbers must be in format XXXXXX_GBY.** You must add the _GBY to the department number. Use the Magnifying Glass to select the department.
28. Program – 1-digit number.
29. Project – Optional. 7-digit alpha numeric. **All project numbers must be in format XXXXXXXX_GBY.** You must add the _GBY to the project number. Use the Magnifying Glass to select the project.
30. Class – Only used by Athletics.
31. Click **Save**
32. Click **Place Order**
33. When invoices are received, email the invoice and any backup as a PDFs to Accountspayable@uwgb.edu and include the Requisition number or PO number. **Payments will not be processed if the invoice is not emailed to Accounts Payable.**

Multiple Funding Code Entry



22. Click **Required: Account**.



23. GL Business Unit – UWGBY

24. Speed Chart – Leave as NONE_GBY. This auto fills when UWGBY is selected for the GL Unit.

25. Account – 4-digit account number. Go to <https://www.uwgb.edu/purchasing/shopuw/> and click on **Common Account Codes** for a list of common codes.

26. Fund – 3-digit number from your funding string

27. Department – 6-digit number. **All department numbers must be in format XXXXXX_GBY.** You must add the _GBY to the department number. Use the Magnifying Glass to select the department.

28. Program – 1-digit number.

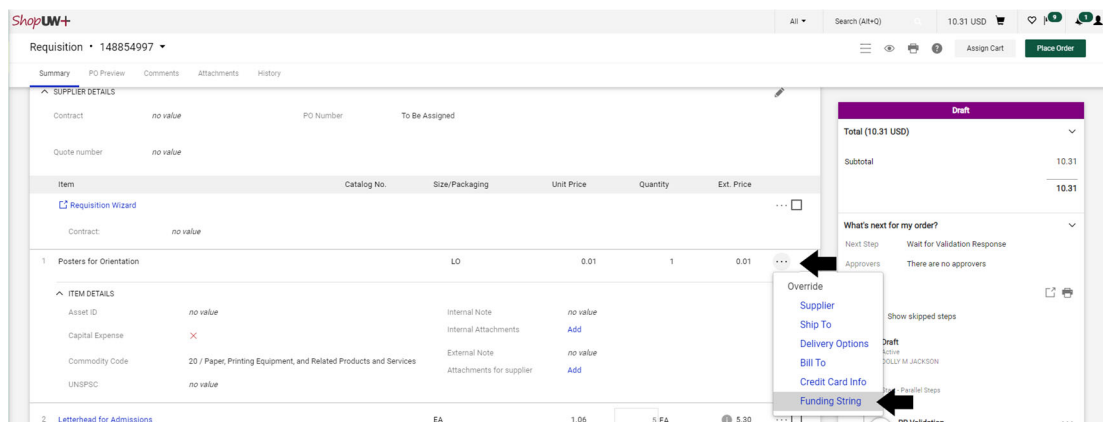
29. Project – Optional. 7-digit alpha numeric. **All project numbers must be in format XXXXXXXX_GBY.** You must add the _GBY to the project number. Use the Magnifying Glass to select the project.

30. Class – Only used by Athletics.

31. Click **Save**

32. Scroll down to the item.

33. Click on the **Three Dots** on the right of the price for the line





34. Click **Funding String** in the Override menu.
35. Click on the **Plus Sign (+)** to add a new funding string line.
36. Repeat steps 23 through 31 to enter the additional funding string.

A screenshot of a web application window titled "Override Line 1: Funding String". The window contains a form with several fields: "GL Business Unit" (dropdown menu with "UWGBY" selected), "Speed Chart" (dropdown menu with "NONE_OBY" selected), "Account" (text input with "2620" and a search icon), "Fund" (text input with "131" and a search icon), "Department" (text input with "400316_OBY" and a search icon), "Program" (dropdown menu with "1" selected), "PC Business Unit" (text input with "No Value"), "Project" (text input with a search icon), and "Class" (text input with a search icon). Below the form is a horizontal scroll bar and a small "+ ✓ ♥" icon. At the bottom right, there are "Save" and "Close" buttons. A legend at the bottom left indicates "* Required fields".

37. Repeat for any additional funding lines that need to be entered.
38. Click **Save**.
39. Click **Place Order**.
40. When invoices are received, email the invoice and any backup as a PDFs to Accountspayable@uwgb.edu and include the Requisition number or PO number. **Payments will not be processed if the invoice is not emailed to Accounts Payable.**