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+.
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.

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.

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**
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/](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 XXXXXXX_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](mailto: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/](https://www.uwgb.edu/purchasing/shopuw/) and click on the **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 XXXXXXX_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.

![Image of Override menu](image_url)

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](mailto: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.**