Standing Order Form

1. In the “Showcases” widget, find the “Standing Order Request” in the Special Requests section

2. Click on the form and it will bring you to the instructions.

3. Type in the vendor you desire to use. Relationship and zip code fields are not required. Click Search.

4. Select the fulfillment Center you wish to have your purchase billed to. Note: fulfillment centers with a “030” prefix are for RF accounts; fulfillment centers with “S” or “MAINCHECK” prefix is for state accounts only. Please pick accordingly. Once you have selected a fulfillment center please click next.
5. In the Form Fields section, under Order Information, select the appropriate funding source. Enter or select the starting date and the end date. Select the yes or no button to indicate if this Standing Order is replacing an existing PO. If yes, please enter the existing PO.
6. Next, please enter in the nature of the business and why it requires a standing order in the box. If there is supporting documentation please attach it where it says “Supporting Documents” and select “Upload”.

7. Next please fill in the standing order information, and click next.
8. Next, you will reach this screen, if both sections have green checkmarks click the blue arrow facing down, then select add to new cart.

9. You place the order the same way you would place a Purchase Requisition moving forward.