Standing Order Request Form

1. When you are ready to begin filling out your Standing Order Request form, return to the ShopBlue home page and look for the Special Request tab under showcase (Figure 1).

![Figure 1]

2. In the Special Request tab, click Standing Order Request (Figure 2).

![Figure 2]

3. The first step of the form asks you to search for and select your desired supplier. Below the “Enter Supplier” field, click “Supplier Search” to search for, and select, your Supplier (Figure 3).

![Figure 3]
4. After the “Supplier” has been selected, the start and end date of the Standing order needs to be entered, as well as whether it is replacing an existing PO, or not. You can either type the date in each box in the format of mm/dd/yyyy, or click the calendar to the right of the field and select the date from the calendar. If this is replacing a previous Standing order PO, click “Yes (provide PO Below)”, and enter the PO number in the box (Figure 4).

![Figure 4](image)

5. Next, you will need to provide the business purpose and justification for needing the Standing PO. This is a required field. Please follow the instructions in the form to provide all necessary information. You may also provide any supporting documents by clicking “Add Attachments” (Figure 5).

![Figure 5](image)

6. Next, enter a description of the Standing Order and provide the full amount of the Standing PO in the “Unit Price” field (Figure 6).

![Figure 6](image)
7. After this information is complete, and accurate, you can go to the top of the screen and click “Go” next to “Complete form and Go to Cart” (Figure 7). There are also other options in this dropdown. Please note, your cart needs to be empty, otherwise you will need to select “Add to new Cart” from the dropdown.

Figure 7

8. After you have completed the Standing order form, go to your cart and proceed to checkout (Figure 8).

Figure 8