Shopping Continued…

Creating a Standing Order Shopping Cart

Standing Orders may be placed for select goods and services departments routinely order. They are used primarily for maintenance contracts, repair services, dry ice, and gas cylinders. Standing Orders create purchase orders that allow for a specific dollar amount to be paid to a vendor over a specific period (not to exceed two years) of time. There is no specific quantity included in the purchase order; therefore, a goods receipt confirmation cannot be performed. It is important to remember that when a Standing Order is created in Buy@Duke, a financial commitment is created in SAP and represents a financial obligation for the department. Standing orders can only be expensed to one cost object; split funding is not allowed. If you have questions about whether a Standing Order is appropriate, please contact your department’s business office.

Standing Orders follow the same approval process as other Buy@Duke carts before routing to Procurement and Supply Chain Management for final review and creation of a Purchase Order.

1. Select the Create Shopping Cart link to open a new page.

2. On the Create Shopping Cart page, review the information at the top and in the General Data section. Rename the cart, confirm the delivery address, and add a note to the Approval Note field following your department’s guidelines.

![Create Shopping Cart](image-url)
Shopping Continued…

3. Select **Add Item** and select **Standing Order**.

4. In the **Add Item as Standing Order** box, complete the fields as instructed below. Once all items are entered, select **OK**.

   - **Description**: the goods or services to be ordered.
   - **Material Group**: SAP material group that best fits the goods/services to be ordered.
   - **Value Limit**: the upper limit of what you expect to spend for the duration of the Standing Order (**should match the Expected Value**).
   - **Expected Value**: the amount you actually expect to spend for the duration of the Standing Order (**should match the Value Limit**).

   **Note**: This value sets the Commitment amount created in SAP. It is important that Value Limit and Expected Value are the same.

   - **Required**: the date of the duration of the Standing Order, **not to exceed two years**. Not entering correct date values in these fields will result in an error and the order will not be processed.
   - **Supplier**: the number that identifies the Supplier that is providing the goods or services.
   - **Account Assignment**: Leave with the default **Known** setting unless instructed otherwise by your business office.
Shopping Continued…

5. The information entered creates the first line of the shopping cart. Default information established in Personalizations is added to the line. Change accounting information, room number, and goods receipt as necessary. Add notes or attachments if necessary. Submit the Shopping Cart per instructions outlined previously in this document.

Note: A standing purchase order only allows for one funding source. Split funding is not permissible.