What form do I use?

If your purchase will involve multiple payments over the period of a single fiscal year (or multiple fiscal years), you will want to choose the **Standing Order Request** form.

If your purchase will be for a onetime purchase, you will want to choose the **Non-Catalog Item (PO)** form. Please remember this form is found under the Shop Everything Search on the Home/Shop Page in eBuy+.

If your purchase will include a trade in, please choose the **Trade In** form.

If your purchase is for a lease, please choose the **Lease Request** form.

If your purchase is for radioactive materials, please choose the **Radioactive Materials Request** form.

How do I know if I have completed a budgetary split within a purchase order correctly?

To complete a **budgetary split**, so that invoices are paid using multiple budgets please list individual line items with each budget indicated on the line item detail and associate the budget at the header level with at least one line item.

If more than one budget is listed at the header level, the top budget’s funds will be exhausted before the next budget’s funds will be used.

What information is helpful to Purchasing for the budgetary splits?

Please put examples of the types of invoices that your department wants paid from a particular line item under the product description. A few examples of this include maintenance, service, products, hourly charges, building/location, etc.

Remember to put specific notes under internal notes regarding any additional payment details.

If an invoice is confirmed, and is not being paid from the correct line item, please call (814) 865-7561 immediately.
**Can I split an object code?**

An object code can’t be split on a single line item. However, you can override the object code on the line items to be different from the object code at header level.

**Will eBuy+ allow for IBIS to resolve to more than one cost center when the same budget, fund number, and object code is used for the cost centers?**

If the same budget and fund number are chosen, the cost center with the highest dollar amount will be the cost center reflected in IBIS. However, if the budget, fund number and object codes are different for the cost centers, then all of the cost centers will be reflected in IBIS.

**Can I copy my previous standing orders?**

Yes, you can copy previous standing orders. You will need to log into eBuy+ as a Shopper and select the correct budget and go shopping. Then find the correct requisition associated with the standing order to be copied and open it. Once you are viewing the requisition, you will want to scroll to the bottom of the page where the Supplier/Line Item Details section is shown. Please select the check box (the checkmark should be showing) beside the Ext. Price; this will select all of the line items associated with the requisition. Then choose Add to Active Cart from the drop down menu within the Supplier/Line Item Details. If the order was successfully added to an active cart, a screen will pop up that tells you this. Please close out of this message and proceed to the top of the page to where your draft cart is. Click on your draft cart and then continue with the Proceed to Checkout button.

Please remember to check the budget number, fund number, object code, FISCAL YEAR. Also, this will not copy any attachments associated with the original requisition. Please remember to add all supporting documents that help Purchasing complete the review process.

**How can I attach a copy of my quote or additional information?**

You will want to add the quote, invoice, additional information under the Internal Notes section that is listed within the final review screen.
If you forget to add the quote, invoice, or additional information after the requisition has been submitted, you can add this information via the comment tab. You will need to open the requisition in eBuy+, then go to the comments tab (it’s on the left hand side of the page about 1/3 of the way down and is the 4th tab in). Once you click on the comments tab, you should click on the add comment button, type in a message and attach the file (you can only attach one at a time). The attachment(s) will drop into internal notes, but the message will not. If you want send a comment to someone directly, you should select their name from the email notification list or search for them under the add email recipient link.

Standing Order Helpful Hints:

- The Total Cost of Standing Order should realistically reflect the anticipated expenditures for the full term of the Standing Order. All too often, the SO is set up with enough funding to cover purchases for far less than the term. Throughout the term...multiple Purchase Order Change Forms are processed to add funds.

- Many departments have begun using multiple line items as a way to assign different budgets or budgetary splits. Unfortunately, similar descriptions are also used...resulting in confusion/difficulty assigning Invoices to the correct Line. When using multiple line items to associate multiple budgets or multiple budgetary splits, please use adequate product or service descriptions. This should cut down on the number of calls to Back Invoices out of the Invoice Confirmation System because they were associated with the wrong line (and therefore the wrong budget).

- Any specific directions/notes relating to the supplier or contact person (e.g. Questions, Discounts, etc.) should be included in the Internal Notes and Attachments section.

- All Invoices should be sent to Purchasing Services. They can be emailed to psuinvoices@psu.edu or faxed to 814-865-3028. Please include the eBuy PO Number and PA Code in the Subject Line.

- Where do I find the PA Code:

  Using the eBuy PO/SO Search tab...If needed change the PO Prefix (E11, E10, etc.) by using the drop box...Enter the balance of the eBuy PO Number...Click the blue “Search” button...The PA Code displays under the “Purchase Order” tab next to the heading “Purchasing (PA) Code:”