Date: March 1, 2013

From: Steve C. Blazer, Assistant Director, Purchasing Services

Distribution: Campus Directors of Business Services
Financial Officers
GURU Posting
Purchasing Website (www.purchasing.psu.edu)

Subject: STANDING ORDER PREPARATION – Fiscal Year 2013/2014

Standing Orders may be processed electronically through eBuy+ for the 2013/2014 fiscal year at this time. To allow sufficient time for us to review and process your request, all Standing Order requests should be received by Purchasing Services no later than May 10, 2013. Requests received after that date will be processed but may not be finalized by fiscal year-end.

Before you submit a request, please evaluate whether it is in fact necessary to renew your Standing Order. The availability of the Purchasing Card and eBuy has eliminated the need for many Standing Orders and may provide an alternative method of payment for your purchasing needs. eBuy catalog orders are more efficient, have faster delivery, electronic invoicing and assure contract pricing. If the total spend with a non-eBuy supplier exceeds $10,000 in one fiscal year, please consult with the appropriate Purchasing Agent before using the Purchasing Card for payment. You are encouraged to use eBuy in lieu of standing orders when possible for the following eBuy suppliers:

Apple Computer      Newark
CDW-G                Office Max Technology
Dell Computer        PSU Computer Store
DOT Scientific       PSU General Stores
EMSCO/Corning        Sigma-Aldrich
Grainger             Supply Source
Life Technologies (formerly Invitrogen) Technology Integration Group
K.I. Corbett         Thermo Fisher Scientific
Lenovo               VWR International
McCartney’s          WESCO Distribution
MSC Industrial Supply

Please visit www.ebuy.psu.edu for more information and to view all eBuy suppliers.

All Standing Orders are subject to normal purchasing procedures including audit and continual review by Purchasing Services. Any Standing Orders in excess of $10,000 or Standing Orders that are increased during the fiscal year to exceed $10,000 require evidence of competition or

Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce.
sole source justification. When choosing a supplier, we encourage you to consider their diversity status (minority and/or women owned businesses) and environmentally sustainable products.

In the event that you need to increase your Standing Order balance during the fiscal year, you must submit an eBuy+ Purchase Order Change Form to Purchasing Services. Standing Order payments that exceed the Standing Order balance will not be approved for payment.

Please note that with the eBuy system you are able to set up standing orders for multiple year use in legitimate situations. These are to be used for multi-year leases, University contracts, or agreements where the pricing is fixed for multiple years. They are NOT to be used simply as a tool to save end users from entering a new Standing Order each year. Multi-year Standing Orders without justification will be rejected by the Purchasing Agent. Please note that Multi-year Standing Orders should not be considered if the department is expecting to change the budget during the term of the Multi-year Standing Order. If in doubt, please contact the Purchasing Agent in the particular commodity area.

Please follow the guidelines below when entering your Standing Order requisition:

1. Enter the standing order requisition form in eBuy+ **The “Fiscal Year Date” should be 2013/2014.**
2. **Realistically** estimate the annual dollar requirements of the Standing Order.
3. Identify in detail the type of item(s) to be purchased.
4. If the Standing Order replaces a previous year’s Standing Order, identify the previous Standing Order Number.
5. For items on continual rental, lease, or maintenance, include serial number(s) of unit(s) covered. Use individual orders for rental, lease, and/or maintenance agreements.
6. Name the individual(s) authorized to initiate orders with the supplier. Do not state “or authorized representative.”
7. Specify the method of pick-up or specify the delivery point. An individual authorizing an order should not also be verifying the receipt of the items. In the event items must be authorized and picked up by the same individual, the signed receipt must be turned in to a second individual within the department for receipt verification and payment authorization.
8. A receipt should be signed when material is picked up from a supplier. Be sure a copy is returned to the department or Financial Officer.
9. Equipment purchases are **not** permitted on Standing Orders.
10. Items offered by General Stores are **not** to be purchased on Standing Orders from outside suppliers.

Please see Chapter 12 of the eBuy+ User Guide for more detailed Standing Order entry instructions.  
**www.ebuy.psu.edu/documents/eBuyPlus_Users_Guide2.pdf**

Purchasing Services will be offering eBuy training for standing order entries if needed. A class schedule as well as instructions for registering will be sent to the eBuy list serve.

Standing Order preparation instructions may also be found on the Purchasing website at **www.purchasing.psu.edu.** You may also find other useful information on our website.