Step-by-Step Guide

Creating a Standing Order Shopping Cart

1. Click on 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 and add a note to the Approval Note field following your department’s guidelines.

3. Click on the **Add Item** button and select **Standing Order**.
4. In the **Add Item as Standing Order** box, fill in the fields:

- **Description**: the goods or services to be ordered;
- **Material Group**;
- **Value Limit**: the upper limit of what you expect to spend for the duration of the Standing Order;
- **Expected Value**: the amount you actually expect to spend for the duration of the Standing Order;
- **Required**: the date of the duration of the Standing Order. 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.

5. Click **OK**. This will place the information from the Standing Order box in the Shopping Cart.

6. Review the Detail information about the cart and make any appropriate changes.

7. Submit the Shopping Cart.

8. Once the Shopping Cart has been approved and the Standing Order is created, users will process orders as they have done previously.