**How to request a Standing Purchase Order**

Login to BengalWeb, click on the Purchasing Tab, then click on the Create Requisition (Finance Self Service – NEW)

**On the ISU Finance Self Service page, click on ISU Requisitions…**



**Click on Create Requisition…**

**Enter Requester / Delivery / Public Comments…**

* The Requester and Transaction date will auto-populate.
* Enter the requester email.
* Click the **Public Comment (document text)** box.
	+ Text to enter on all Standing Orders:
		- **"***Standing Order for the period: (enter start date) - July 1, 20XX*" The date must **always** end in the current fiscal year.
		- If the Standing Order is replacing a PO from the previous year, type "Replaces POXXXXX". If you leave this off of your Requisition it can prolong the Purchase Order process.
		- Type in "Not to exceed $X,XXX"
* Enter or select from the drop-down, the Organization number tied to the index being charged.

**Enter Requester / Delivery / Public Comments (cont)…**

* Enter or select from the drop-down, the Ship to Location.
* In the Attention To line, delete the default information and replace with your name, Building #, room #, and extension. (Joe Smith/10/114/3111)
* Click on the **NEXT** button.



**Enter Vendor Information…**

* Begin typing the vendor name in the vendor box, when the correct vendor name appears click on the name to select.
	+ The Vendor Information and Vendor Email will auto-populate. If the Vendor Email is blank or not the correct

email, use the drop-down to choose the correct one or enter the correct email in the requisition.

* Click **Next** to move to the **Add Items & Accounting** screen.

**New Vendor…**

* If the vendor is new or not in the system, leave vendor screen blank and enter the vendor information in the **Public Comments** box on the requester screen.
* Clicking the **Back** button will take you back to the requester screen for editing the **Public Comments** (Document Text).
* New vendor information should include vendor name address, phone number, contact name, and email address. After editing the **Public Comments (document text)** box click **Next** twice to move to the **Add Item & Accounting** screen.

**Entering Items & Accounting…**

* If you know the commodity code begin typing it in the Choose Item box. If not, start typing a description of the item.
* If an appropriate description does not come up, you can search Account & Commodity Codes.  **“**Control F” will allow you to search.

**\***Remember to replace the default description for the Commodity Code. Using vendor terminology, enter the noun for the item (i.e. Extra copies above base) on the description line.

*Monthly unit cost varies, lump sum for fiscal year…*

**Entering Items & Accounting (cont)…**

* Click **Add Accounting (**located at the bottom right-hand side of the screen)… the **Add Accounting** screen is where you enter your index. Confirm the **Account** has auto-populated from the Item screen.

* Click Save.
* If each item being purchased is 100% funded it will be indicated by a green, 100%, box in the Requisition Summary panel.

Shared or Splitting costs…

* If Splitting the Accounting enter the Distribution Amount or the Distribution percent amount being charged to first index, click Split Accounting.

* Continue adding indexes until the Funding is 100% and green.
* When you are done adding Items you can view as a PDF before submitting the requisition.

Click on **Submit Requisition** to submit the requisition…