Date: March 8, 2016

From: Dean J. McCracken, 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 2016/2017

Standing Orders may be processed electronically through eBuy+ for the 2016/2017 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 6, 2016. 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 catalogs 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. You are encouraged to use eBuy catalogs in lieu of standing orders when possible for the following eBuy suppliers:

<table>
<thead>
<tr>
<th>Apple Computer</th>
<th>MSC Industrial Supply</th>
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<tr>
<td>B &amp; H Photo Video</td>
<td>National Gift Card</td>
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<tr>
<td>CDW-G</td>
<td>Newark</td>
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<tr>
<td>Dell Computer</td>
<td>Office Max Technology</td>
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<tr>
<td>DOT Scientific</td>
<td>Promoversity</td>
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<tr>
<td>EMSCO/Corning</td>
<td>PSU General Stores</td>
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<tr>
<td>Fisher Scientific Co.</td>
<td>Software at Penn State</td>
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<tr>
<td>Grainger</td>
<td>Sigma-Aldrich</td>
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<tr>
<td>Life Technologies (formerly Invitrogen)</td>
<td>Technology Integration Group</td>
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<td>K.I. Corbett</td>
<td>VWR International</td>
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<tr>
<td>Lenovo</td>
<td>WESCO Distribution</td>
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<tr>
<td>McCartney’s</td>
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Please visit http://purchasing.psu.edu/ebuy (log-in available on eBuy web page) 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 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.

Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce.
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.  
http://purchasing.psu.edu/commodity-directory

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

Guidelines:

1. Enter the standing order requisition form in eBuy+ The “Fiscal Year Date” should be 2016/2017.
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.
11. **Multi-year standing orders** may be used only when meeting **all** of the following conditions:
   - When the price is fixed for multiple years.
   - Only one or two invoices are received each year.
   - No budget changes are expected during the term of the standing order.

Training:

Please see Chapter 12 of the eBuy+ User Guide for more detailed instructions for entering a Standing Order in eBuy.  
https://psu.app.box.com/files/0/f/5770696445

General eBuy Training Class Schedule can be found at the following link:  
http://purchasing.psu.edu/ebuy-training-sessions

Standing Order preparation instructions may also be found on the Purchasing website on the Faculty/Staff page: http://purchasing.psu.edu/facultystaff. You may also find other useful information on our website http://purchasing.psu.edu/