▸ This guide demonstrates how to complete the **Standing Order Form**.

▸ The **Standing Order Form (SPO)** should be submitted when purchasing goods or services provided over a specific period of time for contracted or established quantity/pricing or if there will be multiple invoices throughout the life of the Purchase Order.

▸ This form should **not** be used for purchases on OU Catalogs.

Accessing the Standing Order Form

1. From **cc.ou.edu** login with your 4x4.

2. From the main navigation menu select **Shop » View Forms** from the **Go To** menu or select **Forms** from the main workspace under the searching bar.

3. Select the **Order Forms** folder from the left side of the screen.

4. Click on the form titled **Standing Order Form (SPO)**.

5. The form will pop up in a new window.

Filling Out the Standing Order Form

▸ **Complete the form using the instructions below when purchasing goods or services provided over a specific period of time for contracted or established quantity/pricing.**

1. **Enter Supplier**: Enter the supplier name. As you type, the supplier name should appear. Please ensure that the fulfillment address is correct. If it is not, click **select different fulfillment center** to select an alternative location.

2. **Description**: Enter a detailed description of what you would like to purchase. If you are looking at a catalog or a website, copy the description down as the supplier has it listed.

3. **Term Date Start**: Enter the starting date for the agreement.

4. **Term Date End**: Enter in the ending date for the agreement.

5. **Replaces PO Number (if applicable)**: If this order is related to a previous Purchase Order, enter that Purchase Order number for reference.

6. **Quantity**: Enter in the quantity needed.

7. **Total Price**: Enter in the total price for the order over the term dates.

8. **Contract Involved**: Select this box if the order involves a contract.

9. **Over $5,000 – Sole Source**: Select this box if the order is from a sole source.

10. **Commodity Code**: Select the most appropriate commodity code from the dropdown list.

11. **Internal Attachments**: These are attachments that stay with your requisition and are visible to those in CrimsonCorner who can review your requisition. To add an internal attachment, select **add attachment** and choose to attach a **File**. Type in a name for the file and select **Choose File**. Locate the electronic image and select it. Once the file name is displayed, click **Save**.

12. **Additional Information/Sole Source Justification**: If you prefer to type the sole source justification in rather than attaching the sole source form as an internal attachment, use this section to enter the justification information.

13. *All sensitive information (social security numbers, credit card numbers, protected information under HIPAA or FERPA, etc.) MUST be removed from attached documentation.*

Available Actions

▸ Once the form is complete, you will need to select the appropriate action from the dropdown list of Available Actions.

▸ The Available Actions menu provides options when completing a form.

1. **Add and go to Cart**: This option adds the current form to your shopping cart and returns you to the shopping cart screen.

2. **Add to Cart and Return**: This option adds the current form to your shopping cart. The form page displays with the previously selected supplier and all

other fields are reset to blank.

3. **Add to Cart**: This option adds the current form to your shopping cart. The form page remains completed. This option eliminates redundant data entry by using the existing form data as a template.

4. **Add to Draft Cart or Pending Req/PO**: This option adds the form to a draft cart instead of the active shopping cart.

5. **Add to Favorites**: This option will allow you to add this form to your Favorites. See **Creating and Using Favorites** for more information.