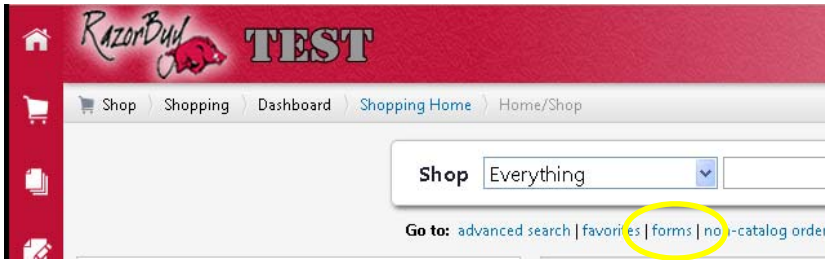
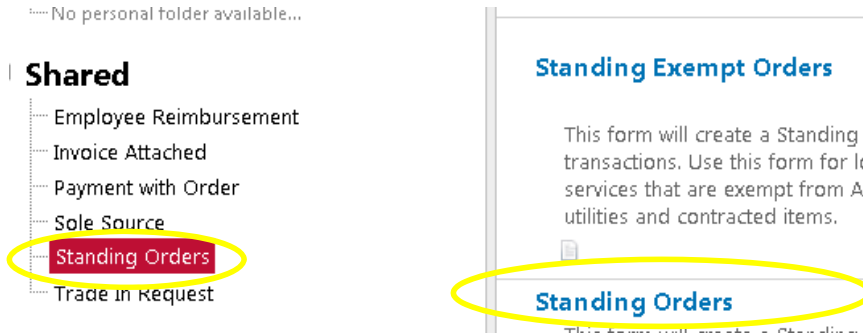




On the RazorBuy Home/Shop screen, click **Forms** located under the search bar.



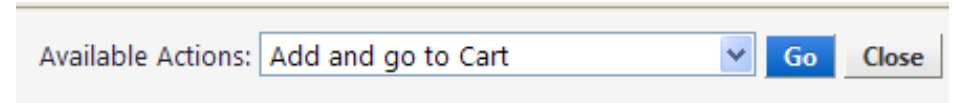
Click the **Standing Orders** folder from the side menu. Then click on the form name (*Standing Orders*) or *View Form* next to the Standing Orders form, this will open the form in a new window.



Fill out all the required fields in **bold**, including supplier, description, unit price, commodity code, start date, and end date. The start date must be a present or future date not exceeding 90 days, the end date must not exceed 12/31/2099.

Description	Unit Price
<input type="text"/>	<input type="text"/>
254 characters remaining expand clear	
Commodity Code <input type="text"/> search...	
Order Start Date <input type="text"/> calendar	
Order End Date <input type="text"/> calendar	

After all relevant information is entered, choose an option from the *Available Actions* drop down menu and click **Go**.



Note: The Standing Order Form should only be used for items or services that are purchased frequently. Examples would be items or services that are purchased more than once a month from the same vendor. If you have 15 or less orders per year to the supplier, you should use the non-catalog order form and follow the regular requisition process.

Standing Orders can be set up for up to \$10,000 at a time. The dollar amount you enter will encumber the funds. If you use the entire dollar amount before the fiscal year ends, you can go into BASIS and do a PO change to add money to the PO.

All Standing Orders should be reviewed at the end of each fiscal year and they can be re-encumbered by doing a BASIS PO change, if applicable.