- The form to use for this requisition is the **TTUHSC Standing Order form**.

  - Enter **Supplier**: select **Vendor of choice** for the supplier:
    - Click the **supplier search** link and enter the **name** of the Vendor of choice.
    - To choose a different fulfillment center, click **select different fulfillment center**.
    - If the name of the Vendor of choice does not appear in the supplier listing, click **enter manually** and provide the requested information. An invitation will need to be sent through [PaymentWorks](#).
  - The Distribution for this requisition must be set to a fax number or email address:
    - Click the check box after Check this box to customize order distribution information.
    - Ensure the ✓ is beside the Fax check box if the vendor prefers faxed orders.
    - Ensure the ✓ is beside the Email check box if the vendor prefers emailed orders.
      - Type in a preferred email address for distribution.
  - Purchase Category: select **Other** from the drop-down menu.
  - Quantity: enter a quantity of 1.
  - Packaging (UOM): enter a **1** in the text box. UOM: select **LO - LOT**.
  - Unit Price: enter the expected total for the current FY in the text box.
  - Product Description: enter **Linen Services for (Department Name)** in the text box.
  - Shipping Information: click the radio button next to Shipping is Prepaid and Will Be Added to Invoice.
  - Prior Year PO Number: if applicable, enter the prior year's **PO Number** in the text box.
  - Available Actions: (top of form) from the drop-down menu select **Add and Go to Cart,** and click **Go**.
  - Shopping Cart – Draft Requisition will display on the active cart page. Click **Proceed to Checkout**.
  - Summary – Draft Requisition page will display:
    - Line and Header FOAP Summary: use **account code 727700**.
    - Internal Notes and Attachments: Click the **add attachment** link located under Internal Attachments. In the Attachment Details section, attach the necessary quote/pricing verification forms.
    - Click the **Submit Req** button at the top right of the page.

- Forms to be attached to the requisition:
  - A listing of items and contracted/price list for the service requested.