



- 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.
  - 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 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 **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 in the active cart page. Click **Proceed to Checkout**.
  - Summary – Draft Requisition page will display:
    - Line and Header FOAP Summary: the Account code should be 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 contracted prices for the service requested.