

<b>Impacted Business Area</b>	<b>NBS Acquisitions</b>
<b>NBS Role</b>	<b>Requisitioner-Internal</b>
<b>File Name</b>	<b>Create_or_Modify_a_Standing_Order</b>
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<b>Status</b>	<b>FINAL</b>

## **Create\_or\_Modify\_a\_Standing\_Order**

### **Background:**

This simulation is part of the NIH iProcurement Internal functionality which is utilized by multiple NBS Roles. This Navigation Guide provides step by step instructions on how to create a new Standing Order within iProcurement. Additionally, the steps for modifying an existing Standing Order are illustrated.

### **Additional Information:**

User Starting Point: Most NBS step by step process instructions (computer-based training or Navigations) begin with the presumption that the user has first located the appropriate NBS Portal page and has then accessed the NBS Production link for the appropriate business area. For assistance with this process see the NBS Log On Instructions portlets within the NBS Share Point Portal pages.

Mouse Orientation: All references to “clicking” or other mouse actions are written with the presumption that the user’s mouse has a right hand configuration.

For supportive information on how to view recorded simulations of this process using User Productivity Kit (UPK) go to the NBS Portal pages, NBS Support Resources portlet, Simulations and Computer Based Training link. Open the Introduction to UPK link.

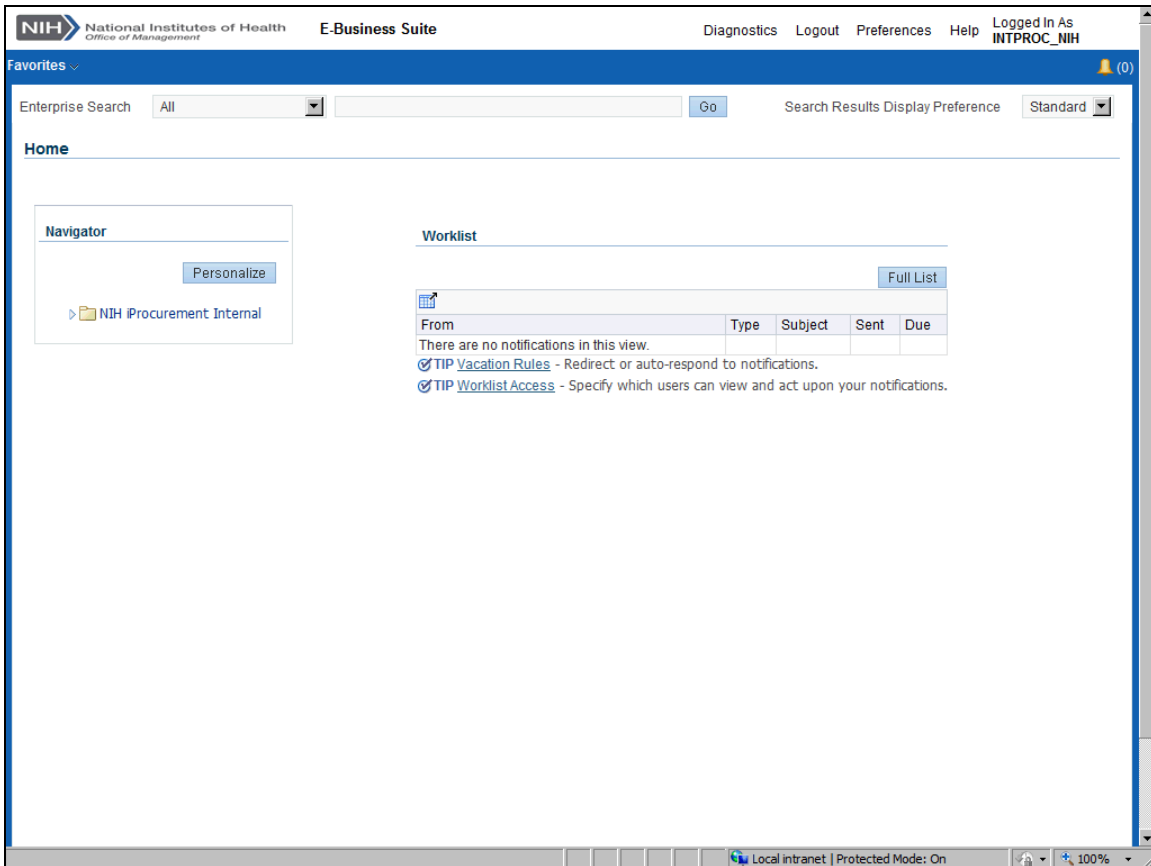
## Procedure

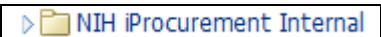
**Sample Scenario:** You need to create a Standing Order. All of the required data is provided during the applicable steps of these step by step instructions.

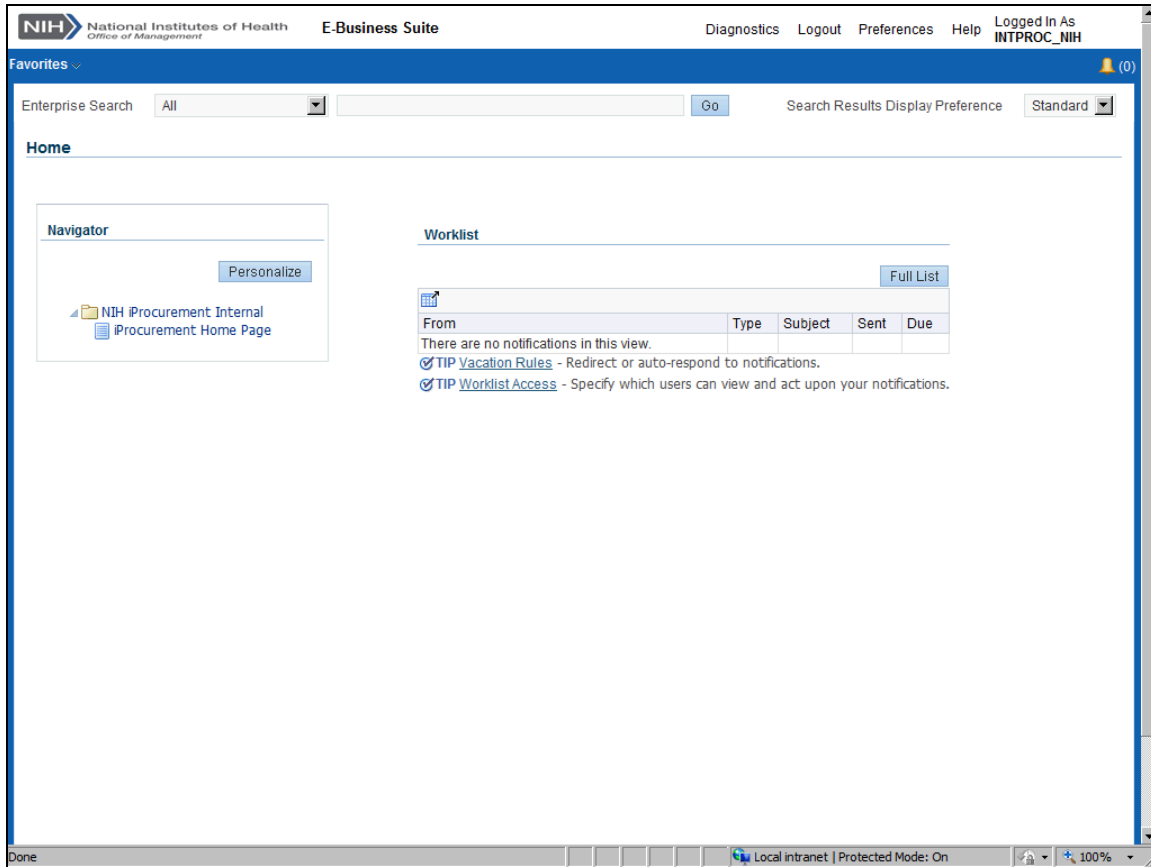
**Upon completion of this process, you will be able to:**


- Create a new Standing Order within iProcurement.
- Modify an existing Standing Order within iProcurement.

**Note:** There can only be one Item on a Standing Order. Separate Standing Orders will need to be set up if additional Items are need on a recurring basis.

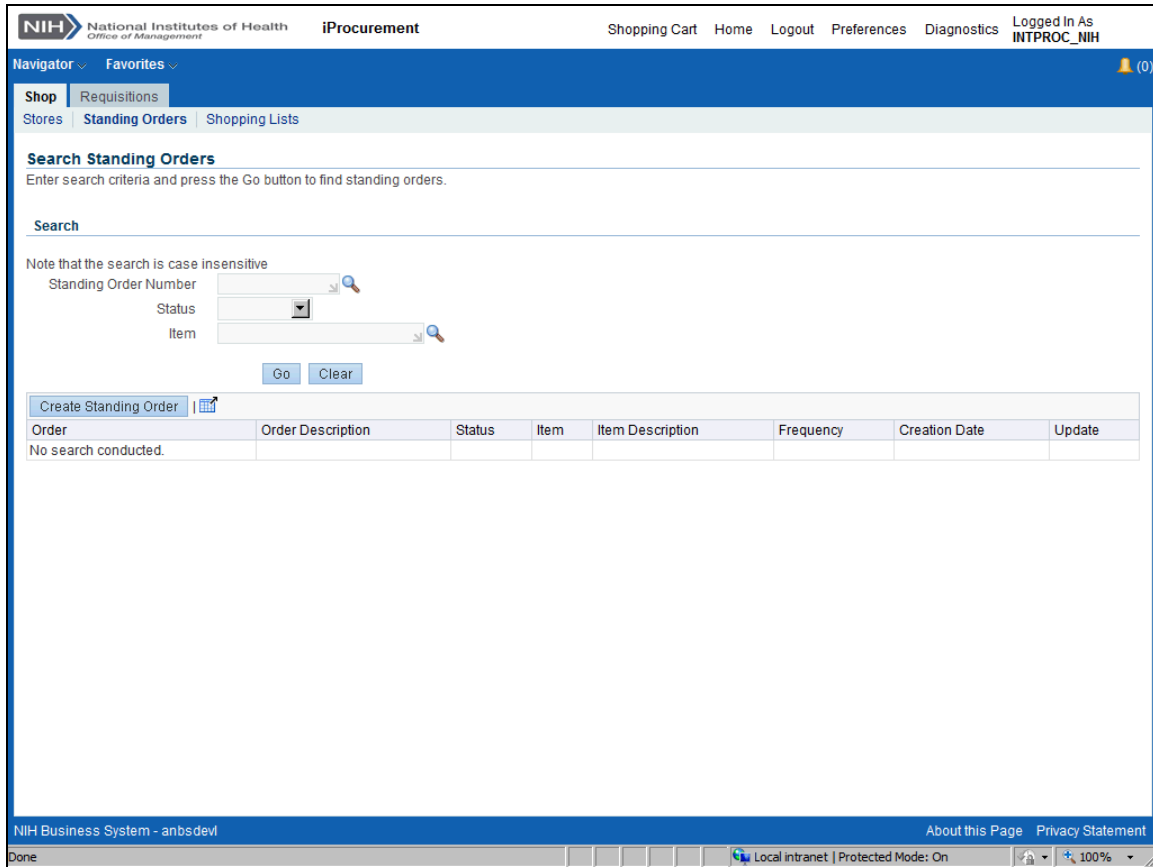


Step	
1.	<p>Begin this process by selecting the NIH iProcurement Internal responsibility in the Navigator section of the NBS Home page.</p> <p>Click the <b>NIH iProcurement Internal</b> link.</p> <p></p>




Step	
2.	<p>The functions associated with the selected responsibility display.</p> <p>Click the <b>iProcurement Home Page</b> link.</p> 

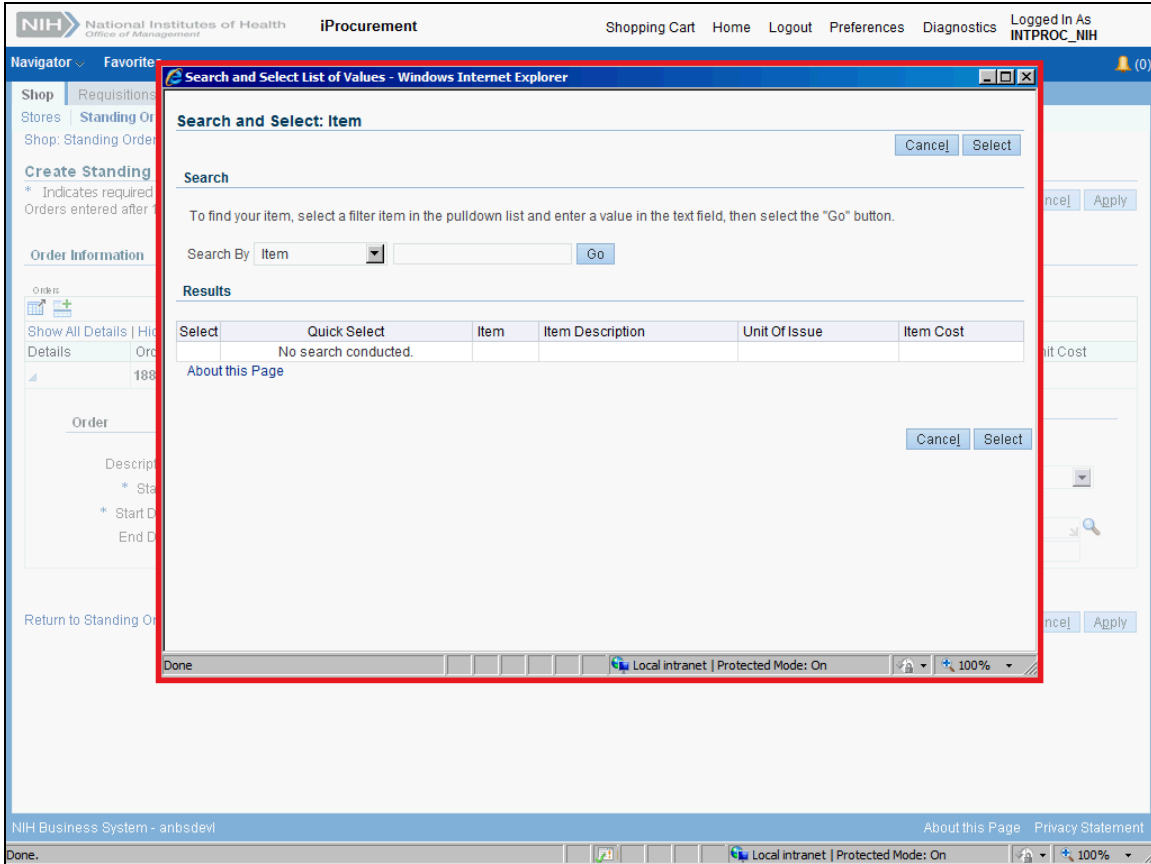
Step	
3.	<p>The <b>iProcurement Home</b> page displays.</p> <p>Click the <b>Standing Orders</b> tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Standing Orders</div>




Step	
4.	<p>The <b>Search Standing Orders</b> page displays.</p> <p>On this page, users can search for an existing Standing Order or create a new Standing Order.</p> <p>For this scenario, the steps for creating a new Standing Order are illustrated first.</p>
5.	<p>Click the <b>Create Standing Order</b> button.</p> <div data-bbox="391 1476 675 1518" style="border: 1px solid black; padding: 2px; display: inline-block;">Create Standing Order</div>

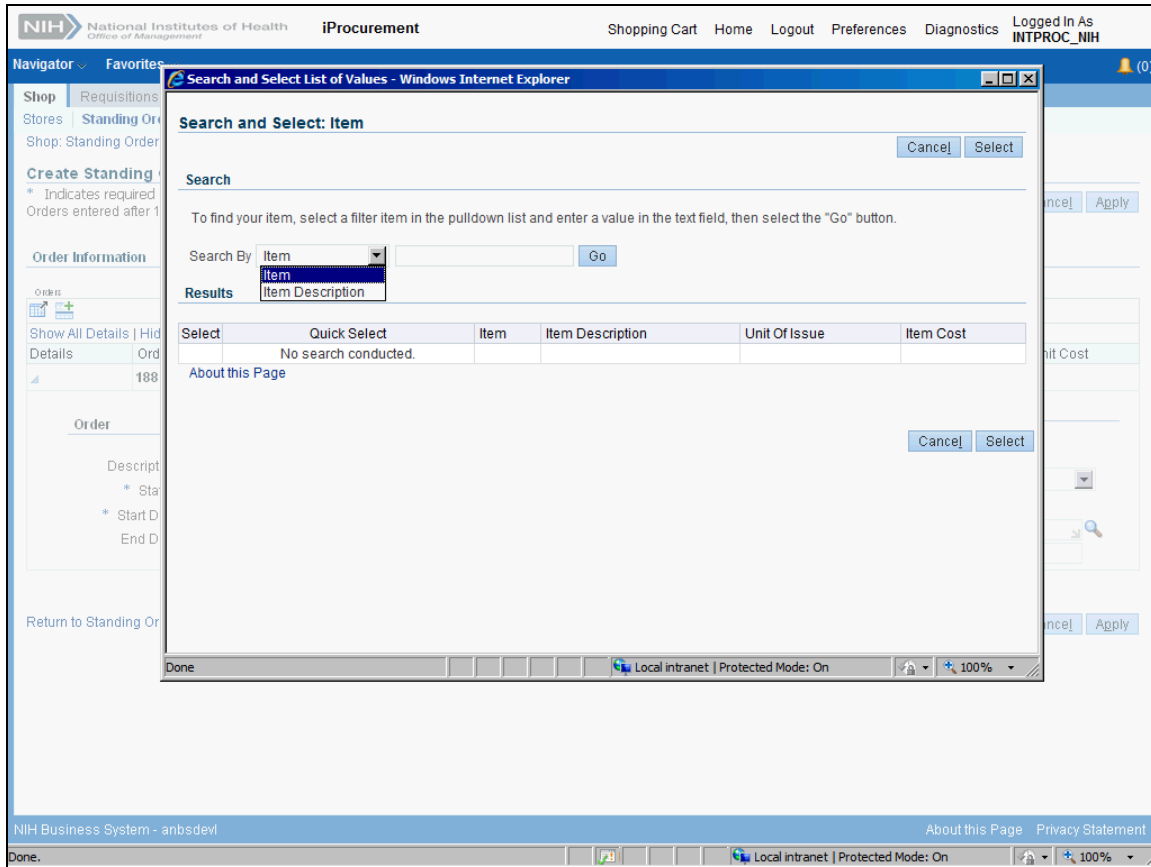
Step	
6.	<p>The <b>Create Standing Orders</b> page displays.</p> <p>Note that an Order Number has been assigned and is displayed in the <b>Order</b> column (18818 for this scenario).</p>
7.	<p>Click the <b>Show All Details</b> link to display the <b>Order</b>, <b>Billing</b>, and <b>Delivery</b> sections.</p> <p><a href="#">Show All Details</a></p>

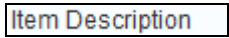


Step	
8.	<p>The <b>Order</b>, <b>Billing</b>, and <b>Delivery</b> sections display.</p> <p>First, enter or search for and select the applicable Item.</p>
9.	<p>For this scenario, click the <b>Search for Item</b> icon (magnifying glass to the right of the <b>Item</b> field).</p> <p><b>Note:</b> If the Item Number is known, the user can enter it directly into the <b>Item</b> field.</p> 



Step	
10.	<p>The Search and Select: Item page displays in a new window.</p> <p>Users have the option to search for the Item by Item Number or Item Description. For this scenario, the steps for searching by Item Description are illustrated.</p> <p>Click the <b>Search By</b> dropdown button.</p> 






Step	
11.	Click the <b>Item Description</b> list item. 
12.	Click in the <b>Search By</b> field. 
13.	Enter the applicable information into the <b>Search By</b> field. For this scenario, enter " <b>Tissue Culture Dish</b> ".
14.	Click the <b>Go</b> button to initiate the search. 

The screenshot shows the NIH iProcurement interface. A search window titled "Search and Select List of Values - Windows Internet Explorer" is open. The search criteria are "Item Description" and "Tissue Culture Dish". The results table is as follows:

Select	Quick Select	Item	Item Description	Unit Of Issue	Item Cost
<input type="radio"/>		664000L013477	Tissue Culture Dishes # 191-0081	CASE	65.5
<input type="radio"/>		664000L014237	Tissue Culture Dish	CASE	229
<input type="radio"/>		664000L014238	Tissue Culture Dish	CASE	129.21
<input type="radio"/>		664000L014239	Tissue Culture Dish	CASE	155

Step	
15.	<p>The search results display.</p> <p>For this scenario, click the <b>Quick Select</b> icon for Item Number 664000L013477 (Tissue Culture Dishes # 191-0081).</p> 

NIH National Institutes of Health Office of Management iProcurement Shopping Cart Home Logout Preferences Diagnostics Logged In As INTPROC\_NIH

Navigator Favorites Shop Requisitions Stores Standing Orders Shopping Lists Shop: Standing Orders >

**Create Standing Orders**  
 \* Indicates required field  
 Orders entered after 1 pm will be processed on the next business day [Cancel] [Apply]

**Order Information**

Orders

Show All Details | Hide All Details

Details	Order	Item	Item Description	Quantity	Unit	Unit Cost
	18818	664000L013477	Tissue Culture Dishes # 191-0081	<input type="text"/>	CASE	65.5

**Order** **Billing** **Delivery**

Description:   
 \* Status: Active  
 \* Start Date: 30-Jul-2015  
 End Date:

\* Project:   
 \* Task:   
 \* Expenditure Type:   
 \* Expenditure Org:

\* Frequency:   
 Day Of Delivery:   
 \* Deliver On Holiday: Next  
 \* Deliver-To Location:   
 \* Delivery:Flr/Wing/Rm:

Return to Standing Orders Search [Cancel] [Apply]

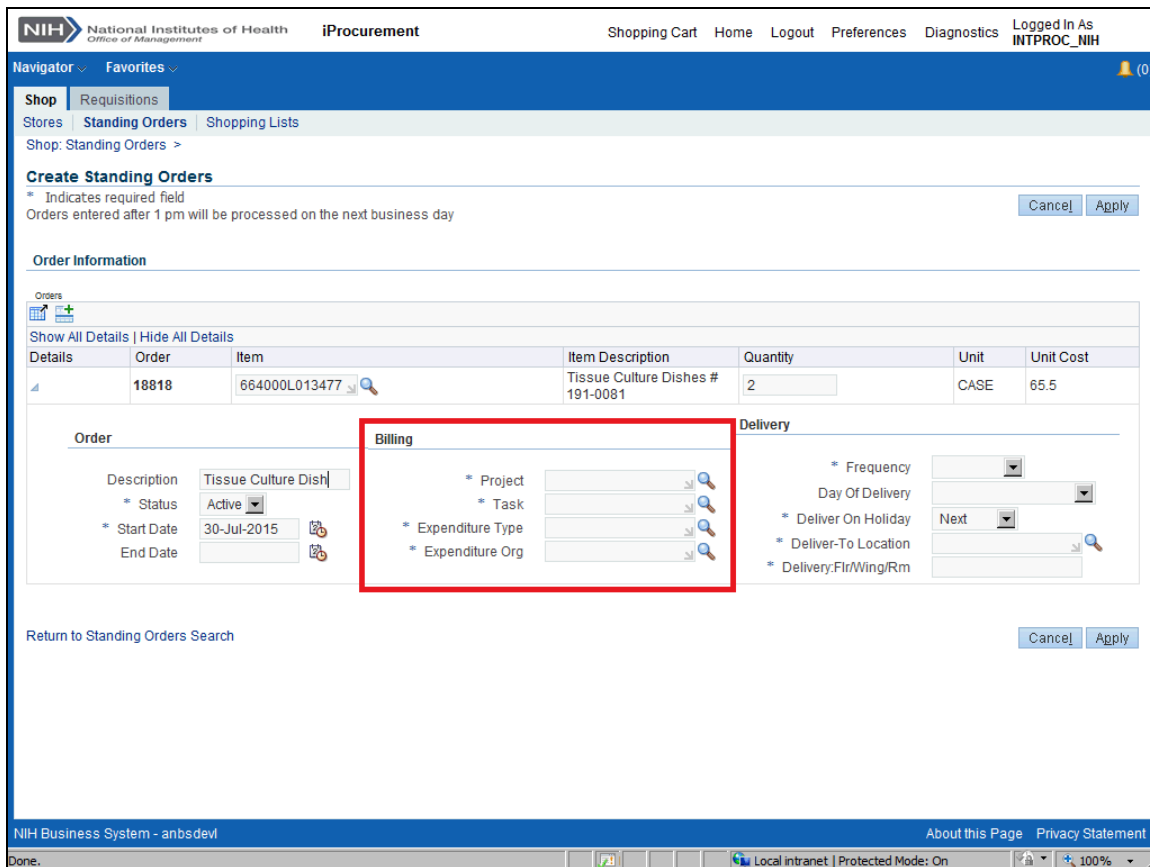
NIH Business System - anbsdev About this Page Privacy Statement

Step	
16.	The Create Standing Orders page redisplay with the selected Item.  Click in the <b>Quantity</b> field. <input type="text"/>
17.	Enter the desired quantity into the <b>Quantity</b> field.  For this scenario, enter "2".

The screenshot shows the 'Create Standing Orders' interface in the NIH iProcurement system. At the top, there are navigation links for Shopping Cart, Home, Logout, Preferences, and Diagnostics. The user is logged in as INTPROC\_NIH. The main content area is titled 'Create Standing Orders' and includes a 'Cancel' and 'Apply' button. Below this is the 'Order Information' section, which contains a table with columns for Order, Item, Item Description, Quantity, Unit, and Unit Cost. The table shows one item: 'Tissue Culture Dishes # 191-0081' with a quantity of 2 and a unit cost of 65.5. Below the table are three sections: 'Order', 'Billing', and 'Delivery'. The 'Order' section is highlighted with a red box and contains the following fields: Description (text input), Status (dropdown menu set to 'Active'), Start Date (text input set to '30-Jul-2015'), and End Date (text input). The 'Billing' section contains fields for Project, Task, Expenditure Type, and Expenditure Org. The 'Delivery' section contains fields for Frequency, Day Of Delivery, Deliver On Holiday, Deliver-To Location, and Delivery:Flr/Wing/Rm. At the bottom of the page, there are links for 'Return to Standing Orders Search', 'Cancel', and 'Apply'.

Step	
18.	<p>Within the <b>Order</b> section, the following fields are available:</p> <ul style="list-style-type: none"> <li>- <b>Description:</b> User can optionally enter a description of the Item.</li> <li>- <b>Status:</b> This is a required field and it defaults to "Active". The other two status options are "Cancelled" and "Hold". Users can change the status as needed.</li> <li>- <b>Start Date:</b> This is a required field and it defaults to the current date. Users can change the Start Date as needed. It is recommended that users do not change this date as this date does not reflect the date your first Items will be delivered.</li> <li>- <b>End Date:</b> Users can optionally set a date when the Standing Order is to be discontinued. If an End Date is not entered, the Standing Order will remain valid indefinitely until it is cancelled.</li> </ul>
19.	<p>For this scenario, click in the <b>Description</b> field.</p> <div data-bbox="386 1686 659 1730" style="border: 1px solid black; height: 20px; width: 168px;"></div>

Step	
20.	<p>Enter the desired information into the <b>Description</b> field.</p> <p>For this scenario, enter "<b>Tissue Culture Dish</b>".</p> <p>For this scenario, no additional Order information is needed. The default status of "Active" and the default Start Date will be utilized. Additionally, no End Date will be entered.</p>



The screenshot displays the 'Create Standing Orders' interface in the NIH iProcurement system. The 'Billing' section is highlighted with a red box and contains the following fields:

- \* Project
- \* Task
- \* Expenditure Type
- \* Expenditure Org


The 'Order' section shows the following details:


- Description: Tissue Culture Dish
- \* Status: Active
- \* Start Date: 30-Jul-2015
- End Date: (empty)


The 'Delivery' section includes the following fields:

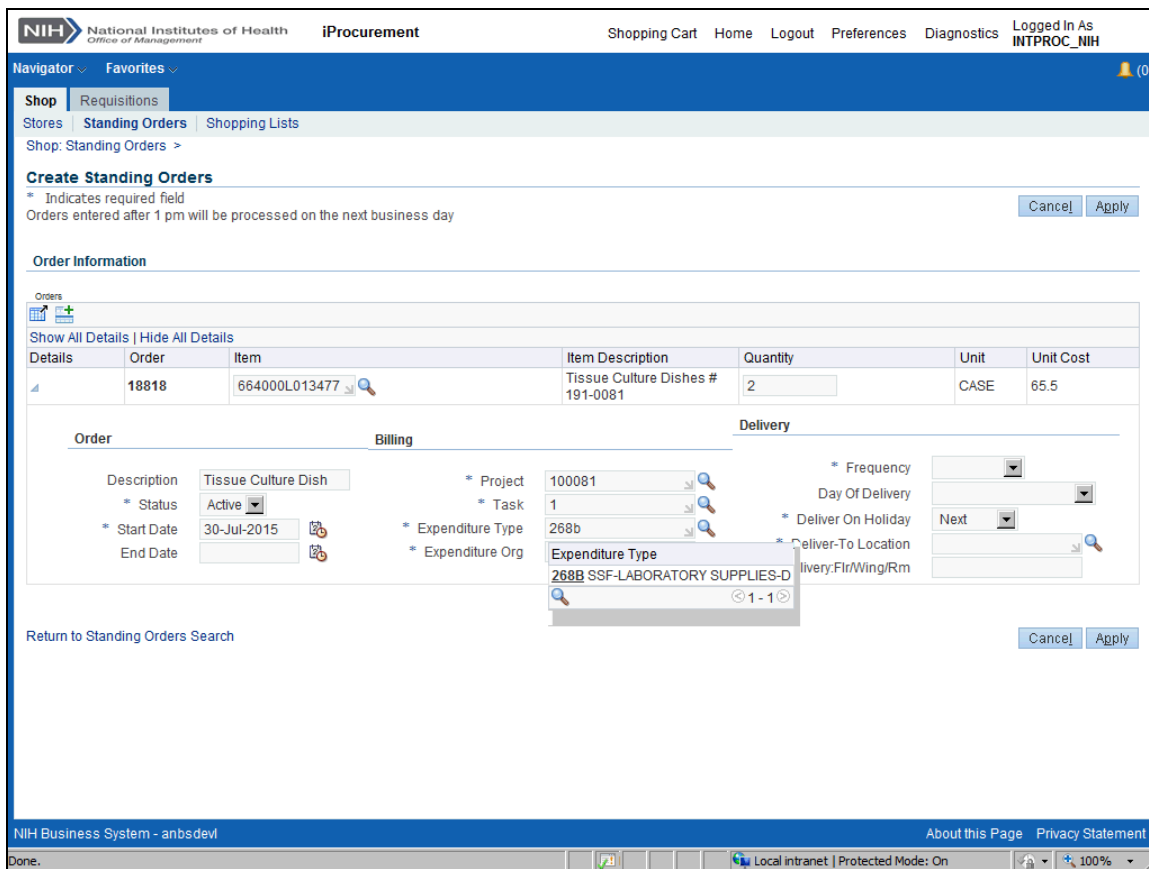
- \* Frequency
- Day Of Delivery
- \* Deliver On Holiday: Next
- \* Deliver-To Location
- \* Delivery.Flr/Wing/Rm

Step	
21.	<p>Within the <b>Billing</b> section, the following fields <b>must</b> be populated:</p> <ul style="list-style-type: none"> <li>- <b>Project</b>: Enter or search for and select the applicable Project Number (CAN).</li> <li>- <b>Task</b>: The Task Number is <b>always</b> 1.</li> <li>- <b>Expenditure Type</b>: Enter or search for and select the applicable Expenditure Type (OC Code).</li> <li>- <b>Expenditure Org</b>: Enter or search for and select the applicable Expenditure Organization (sometimes referred to as the SAC Code).</li> </ul>

Step	
22.	Click in the <b>Project</b> field. 
23.	Enter the applicable Project Number into the <b>Project</b> field.  For this scenario, enter " <b>100081</b> ".  <u><b>Note:</b></u> Users can also utilize the Search and Select icon (magnifying glass to the right of the <b>Project</b> field) provided to search for and select the applicable Project Number.

Step	
24.	A list of values matching the Project Number entered displays and the user can select the applicable Project Number.  For this scenario, click the <b>100081</b> list item.
25.	Click in the <b>Task</b> field. 

Step	
26.	Enter the Task Number into the <b>Task</b> field.  Enter " <b>1</b> ".
27.	Click in the <b>Expenditure Type</b> field. 
28.	Enter the applicable Expenditure Type into the <b>Expenditure Type</b> field.  For this scenario, enter " <b>268B</b> ".  <b>Note:</b> Users can also utilize the Search and Select icon (magnifying glass to the right of the <b>Expenditure Type</b> field) provided to search for and select the applicable Expenditure Type.



The screenshot shows the NIH iProcurement interface. At the top, there is a navigation bar with 'NIH National Institutes of Health Office of Management', 'iProcurement', and various utility links like 'Shopping Cart', 'Home', 'Logout', 'Preferences', 'Diagnostics', and 'Logged In As INTPROC\_NIH'. Below this is a 'Navigator' and 'Favorites' section. The main content area is titled 'Create Standing Orders' and includes a 'Cancel' and 'Apply' button. A table of order details is visible, with columns for 'Details', 'Order', 'Item', 'Item Description', 'Quantity', 'Unit', and 'Unit Cost'. The table shows one order with ID 18818 and item 664000L013477, described as 'Tissue Culture Dishes # 191-0081' with a quantity of 2 and a unit cost of 65.5. Below the table, there are sections for 'Order', 'Billing', and 'Delivery' information. A dropdown menu for 'Expenditure Type' is open, showing '268B SSF-LABORATORY SUPPLIES-D' selected. The page footer includes 'NIH Business System - anbsdev', 'About this Page', 'Privacy Statement', and a Windows taskbar at the bottom.

Step	
29.	<p>A list of values matching the Expenditure Type entered displays and the user can select the applicable Expenditure Type.</p> <p>For this scenario, click the <b>268B SSF-LABORATORY SUPPLIES</b> list item.</p> <p><b>268B SSF-LABORATORY SUPPLIES-D</b></p>
30.	<p>Click in the <b>Expenditure Org</b> field.</p> <p><input type="text" value=""/></p>
31.	<p>Enter the Expenditure Organization or known portion of the Expenditure Organization into the <b>Expenditure Org</b> field.</p> <p>For this scenario, enter "<b>HN21</b>".</p> <p><b>Note:</b> Users can also utilize the Search and Select icon (magnifying glass to the right of the <b>Expenditure Org</b> field) provided to search for and select the applicable Expenditure Organization.</p>



Step	
32.	<p>A list of values matching the Expenditure Organization entered displays and the user can select the applicable Expenditure Organization.</p> <p>For this scenario, click the <b>HN21 NINR OD OFFICE OF THE DIRECTOR</b> list item.</p>

The screenshot displays the 'Create Standing Orders' interface in the NIH iProcurement system. At the top, there are navigation links for Shopping Cart, Home, Logout, Preferences, and Diagnostics, along with a user login status 'Logged In As INTPROC\_NIH'. The main content area is titled 'Create Standing Orders' and includes a note: '\* Indicates required field' and 'Orders entered after 1 pm will be processed on the next business day'. Below this, there are sections for 'Order Information', 'Order', 'Billing', and 'Delivery'. The 'Order' section contains a table with the following data:

Details	Order	Item	Item Description	Quantity	Unit	Unit Cost
	18818	664000L013477	Tissue Culture Dishes # 191-0081	2	CASE	65.5


The 'Delivery' section is highlighted with a red box and contains the following fields:

- \* Frequency: [Dropdown]
- Day Of Delivery: [Dropdown]
- \* Deliver On Holiday: Next [Dropdown]
- \* Deliver-To Location: [Text Field]
- \* Delivery:Flr/Wing/Rm: [Text Field]

The 'Billing' section shows the following details:

- Description: Tissue Culture Dish
- \* Status: Active [Dropdown]
- \* Start Date: 30-Jul-2015
- End Date: [Text Field]
- \* Project: 100081
- \* Task: 1
- \* Expenditure Type: 268B SSF-LABORATOR
- \* Expenditure Org: HN21 NINR OD OFFICE OF THE DIRECTOR



At the bottom of the page, there are links for 'Return to Standing Orders Search', 'Cancel', and 'Apply'. The footer includes 'NIH Business System - anbsdev', 'About this Page', 'Privacy Statement', and a taskbar showing 'Local intranet | Protected Mode: On' and '100%' zoom level.

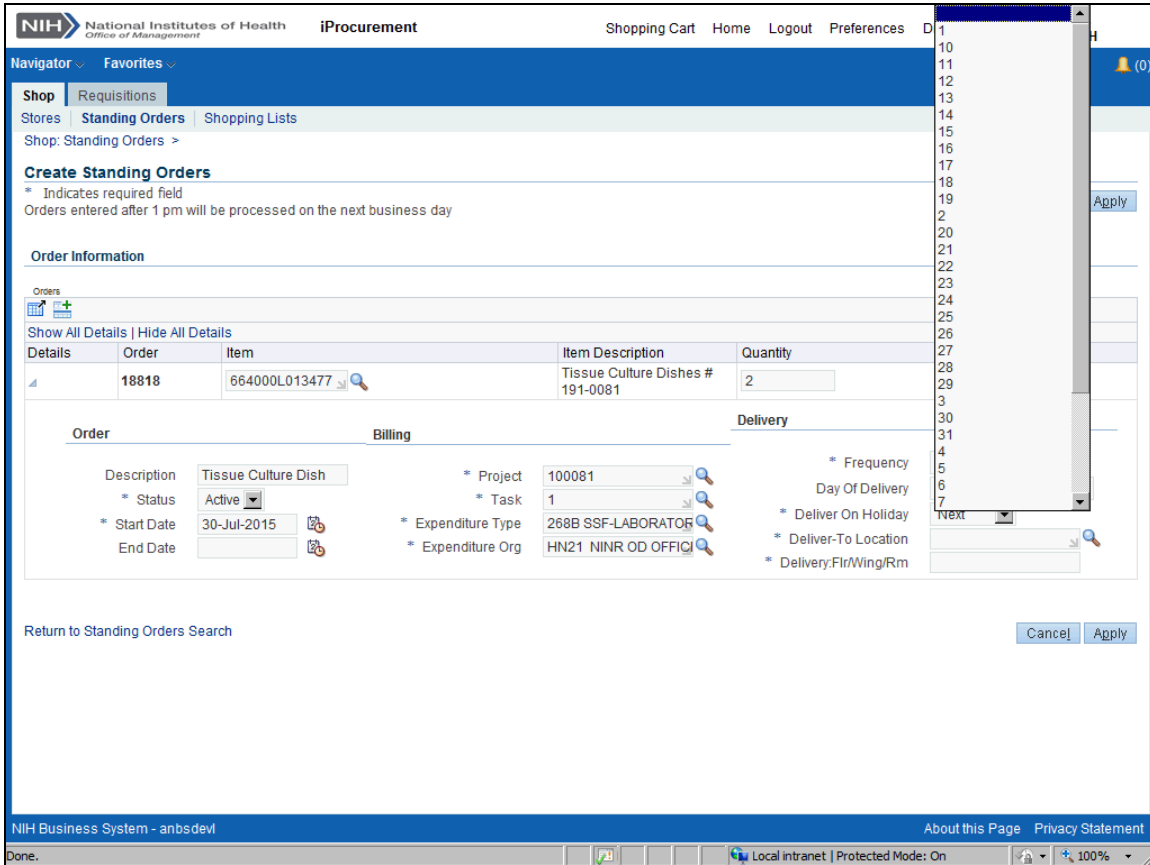
Step	
33.	<p>Within the <b>Delivery</b> section, the following fields are available:</p> <ul style="list-style-type: none"> <li>- <b><u>Frequency</u></b>: Required Field. Utilize the dropdown button and select the desired frequency of delivery. The frequency options are Daily, Weekly, Bi-Weekly, and Monthly.</li> <li>- <b><u>Day of Delivery</u></b>: The user can optionally select the day of delivery. The values include dates of the month (1,2,3...) and days of the week (Monday, Tuesday...).</li> <li>- <b><u>Deliver On Holiday</u></b>: Required field that defaults to "Next". This indicates that the delivery will be made the next day when a delivery date falls on a holiday. Users can change this as needed. The other two options are "Bypass" and "Previous".</li> <li>- <b><u>Deliver-To Location</u></b>: Enter the NIH building location that the Items will be delivered to.</li> <li>- <b><u>Delivery: Flr/Wing/Rm</u></b>: Enter the applicable floor, wing, and/or room information for delivery.</li> </ul>
34.	<p>Click the <b>Frequency</b> dropdown button.</p> 

The screenshot shows the 'Create Standing Orders' interface in the NIH iProcurement system. The 'Delivery' section is active, and the 'Frequency' dropdown menu is open, displaying the following options: Bi-Weekly, Daily, Monthly, and Weekly. The form includes several other fields:

- Order:** 18818
- Item:** 664000L013477
- Description:** Tissue Culture Dish
- Project:** 100081
- Task:** 1
- Expenditure Type:** 268B SSF-LABORATOR
- Expenditure Org:** HN21 NINR OD OFFIC

Additional fields include Status (Active), Start Date (30-Jul-2015), and End Date. The interface also features a 'Return to Standing Orders Search' link and 'Cancel'/'Apply' buttons.



Step	
35.	For this scenario, click the <b>Weekly</b> list item. 
36.	Click the <b>Day Of Delivery</b> dropdown button. 

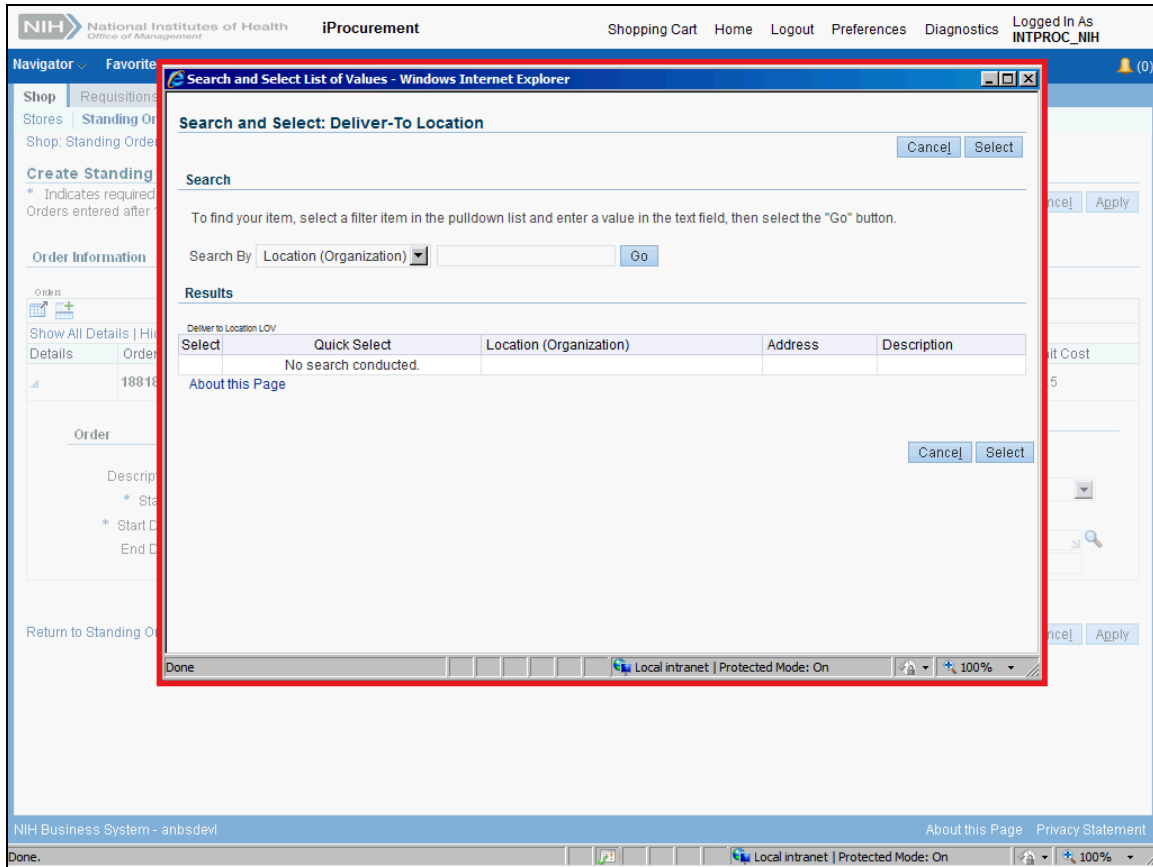



The screenshot shows the 'Create Standing Orders' page in the NIH iProcurement system. The page includes a header with the NIH logo and navigation links. The main content area is divided into sections: 'Order Information', 'Order', 'Billing', and 'Delivery'. A table lists the items being ordered, with one item 'Tissue Culture Dishes # 191-0081' and a quantity of 2. The 'Order' section shows details like 'Description: Tissue Culture Dish', 'Status: Active', and 'Start Date: 30-Jul-2015'. The 'Billing' section shows 'Project: 100081', 'Task: 1', 'Expenditure Type: 268B SSF-LABORATOR', and 'Expenditure Org: HN21 NINR OD OFFIC'. The 'Delivery' section shows 'Frequency: Day Of Delivery', 'Deliver On Holiday', 'Deliver-To Location', and 'Delivery.Flr/Wing/Rm'. A vertical scrollbar is visible on the right side of the page, indicating that there is more content below the visible area.

Step	
37.	For this scenario, click the vertical scrollbar to scroll down and view the remaining values.

The screenshot shows the 'Create Standing Orders' page in the NIH iProcurement system. The 'Delivery' section is expanded, showing a 'Day Of Delivery' dropdown menu with 'Monday' selected. A magnifying glass icon is visible next to the 'Deliver-To Location' field. The form also includes sections for Order Information, Billing, and a table of items.

Step	
38.	For this scenario, click the <b>Monday</b> list item. 
39.	For this scenario, the Deliver on Holiday default value of "Next" will be utilized.  Click the <b>Search for Deliver-To Location</b> icon (magnifying glass to the right of the <b>Deliver-To Location</b> field). 




Step	
40.	<p>The <b>Search and Select: Deliver-To Location</b> page displays in a new window.</p> <p>Click the <b>Go</b> button to initiate the search.</p> 

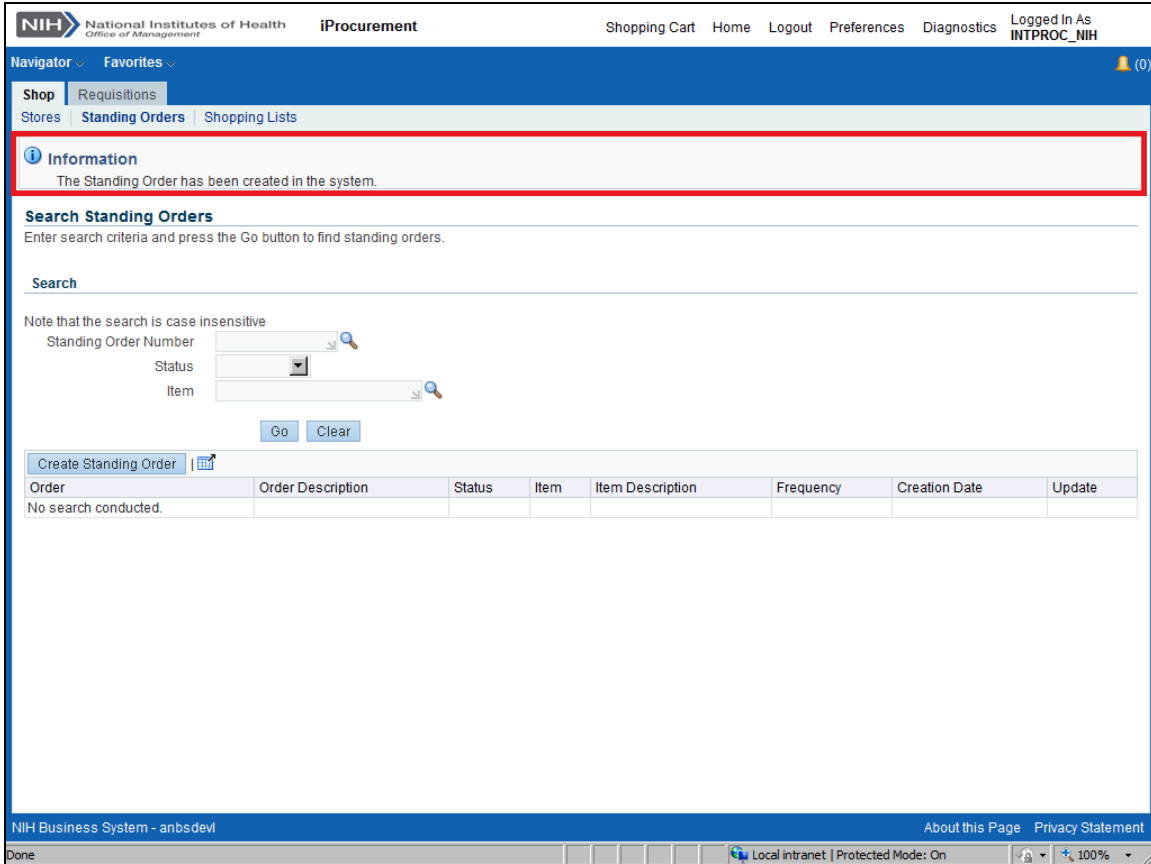
**Search and Select: Deliver-To Location**

Search By: Location (Organization) [Go]

Select	Quick Select	Location (Organization)	Address	Description
<input type="radio"/>		1003 FVC FCRDC GDC	Fairview Center, 1003 W. 7th St., Frederick, MD 21701-8512, United States	1003 Fairview Center, Frederick Cancer R&D Ctr
<input type="radio"/>		12111 PARKLAWN GDC	12111 Parklawn Drive #1, Bio Medical Research Institute, Rockville, MD 20852, United States	12111 Parklawn - Bio Medical Research Institute
<input type="radio"/>		12300, ROCKVL GDC	12300 Twinbrook Pkwy, Rockville, MD 20852, United States	Bldg 12300, Rockville
<input checked="" type="radio"/>		12401, ROCKVL GDC	12401 Washington Ave, Rockville, MD 20852, United States	Bldg 12401, Rockville
<input type="radio"/>		12501, OFFSTO GDC	BLDG 12501, Silver Springs, MD United States	Silver Springs, Offsite Storage
<input type="radio"/>		2115 E Jefferson St GDC	MSC 8500 Suite 4B 432, Bethesda, MD 20892-8500, United States	NIH Commercial Account Branch
<input type="radio"/>		2115, ROCKVL GDC	2115 E Jefferson St, Rockville, MD 20852, United States	2115 E Jefferson St, Rockville

Step	
41.	<p>The search results display.</p> <p>For this scenario, click the <b>Quick Select</b> icon for the 12401 Washington Ave, Rockville, MD 20852, United States location.</p> 

Step	
42.	The Create Standing Orders page redisplay.  Click in the <b>Delivery:Flr/Wing/Rm</b> field. <input data-bbox="391 1276 659 1320" type="text"/>
43.	Enter the applicable information into the <b>Delivery:Flr/Wing/Rm</b> field.  For this scenario, enter " <b>10th Floor, Room 1053</b> ".
44.	Once all of the applicable information for the Standing Order is entered, click one of the <b>Apply</b> buttons.



Step	
45.	<p>The <b>Search Standing Orders</b> page redisplay and the user receives a message stating that the Standing Order has been created.</p> <p><b>Note:</b> The Standing Order just created does not display. To confirm that the Standing Order was created, users can perform a search using the Standing Order Number or by changing the Status search criteria to "Active".</p> <p>For this scenario, the steps for searching for an existing Standing Order utilizing the Standing Order Number are illustrated.</p>
46.	<p>Click in the <b>Standing Order Number</b> field.</p> <input data-bbox="386 1577 605 1619" type="text"/>
47.	<p>Enter the applicable Standing Order Number into the <b>Standing Order Number</b> field.</p> <p>Enter "<b>18818</b>".</p>
48.	<p>Click the <b>Go</b> button to initiate the search.</p> <input data-bbox="386 1829 461 1871" type="button"/>



NIH National Institutes of Health iProcurement Shopping Cart Home Logout Preferences Diagnostics Logged In As INTPROC\_NIH

Shop Requisitions  
Stores Standing Orders Shopping Lists

**Search Standing Orders**  
Enter search criteria and press the Go button to find standing orders.

**Search**

Note that the search is case insensitive

Standing Order Number: 18818  
Status: [Dropdown]  
Item: [Text Box]

Go Clear

Create Standing Order

Order	Order Description	Status	Item	Item Description	Frequency	Creation Date	Update
18818	Tissue Culture Dish	Active	664000L013477	Tissue Culture Dishes # 191-0081	Weekly	30-Jul-2015	[Edit Icon]

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Done Local intranet | Protected Mode: On 100%

Step	
49.	<p>The search results display. Users can view the full details for a Standing Order by clicking the Standing Order Number link in the <b>Order</b> column.</p> <p>Click the <b>Standing Order Number</b> (18818 in this scenario) link.</p> <p><span style="border: 1px solid black; padding: 2px;">18818</span></p>

NIH National Institutes of Health Office of Management iProcurement Shopping Cart Home Logout Preferences Diagnostics Logged In As INTPROC\_NIH

Navigator Favorites Shop Requisitions Stores Standing Orders Shopping Lists Shop: Standing Orders >

**Standing Order:18818**

Order		Item Details	
Order Number	18818	Item	664000L013477
Order Description	Tissue Culture Dish	Item Description	Tissue Culture Dishes # 191-0081
Status	Active	Unit	CASE
Start Date Active	30-Jul-2015	Quantity	2
End Date Active			

Billing		Delivery	
Project	100081	Frequency	Weekly
Task	1	Day Of Delivery	Monday
Expenditure Type	268B SSF-LABORATORY SUPPLIES-D	Holiday Delivery	Next
Expenditure Date	30-Jul-2015	Location	12401, ROCKVL
Expenditure Organization	HN21 NINR OD OFFICE OF THE DIRECTOR	Delivery Floor(Wing) Room	10th Floor, Room 1053

[Return to Standing Orders Search](#)

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Done Local intranet | Protected Mode: On 100%

Step	
50.	<p>The Standing Order page displays and can be reviewed as needed.</p> <p>Once the review is complete, click the <b>Return to Standing Orders Search</b> link.</p> <p><a href="#">Return to Standing Orders Search</a></p>

NIH National Institutes of Health Office of Management iProcurement Shopping Cart Home Logout Preferences Diagnostics Logged In As INTPROC\_NIH

Navigator Favorites

Shop Requisitions Stores Standing Orders Shopping Lists

**Search Standing Orders**  
Enter search criteria and press the Go button to find standing orders.

**Search**

Note that the search is case insensitive

Standing Order Number: 18818  
Status: [Dropdown]  
Item: [Text Box]

Go Clear

Create Standing Order

Order	Order Description	Status	Item	Item Description	Frequency	Creation Date	Update
18818	Tissue Culture Dish	Active	664000L013477	Tissue Culture Dishes # 191-0081	Weekly	30-Jul-2015	

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Done Local intranet | Protected Mode: On 100%

Step	
51.	Next, the steps for modifying an existing Standing Order are illustrated.  First, users must search for the applicable Standing Order as previously illustrated. In this scenario, we will modify the Standing Order that we just searched for.
52.	Click the <b>Update</b> icon. 

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Shop Requisitions Stores Standing Orders Shopping Lists

**Update Standing Order:18818**

\* Indicates required field  
Orders entered after 1 pm will be processed on the next business day

Cancel Apply

---

**Order** **Item Details**

Order Number: 18818  
Description: Tissue Culture Dish  
\* Status: Active  
Start Date: 30-Jul-2015  
End Date: [ ]

\* Item: 66400L013477  
Item Description: Tissue Culture Dishes # 191-0081  
Unit: CASE  
\* Quantity: 2

---

**Billing** **Delivery**

\* Project: 100081  
\* Task: 1  
\* Expenditure Type: 268B SSF-LABORATOR  
Expenditure Date: 30-Jul-2015  
\* Expenditure Organization: HN21 NINR OD OFFIC


\* Frequency: Weekly  
Day Of Delivery: Monday  
\* Holiday Delivery: Next  
\* Location: 12401, ROCKVL  
\* Deliver Floor|Wing|Room: 10th Floor, Room 1053

Return to Standing Orders Search

Cancel Apply

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Step	
53.	<p>The Update Standing Order page displays.</p> <p>Users can modify any of the editable fields as needed.</p> <p>For this scenario, the steps for modifying the desired frequency are illustrated.</p>
54.	<p>Click the <b>Frequency</b> dropdown button.</p> 

Step	
55.	<p>The list of values display.</p> <p>For this scenario, click the <b>Bi-Weekly</b> list item.</p> <p><b>Bi-Weekly</b></p>
56.	<p>Once all desired edits are made, click one of the <b>Apply</b> buttons.</p>

**Confirmation**  
Order 18818 has been updated

**Search Standing Orders**  
Enter search criteria and press the Go button to find standing orders.

**Search**

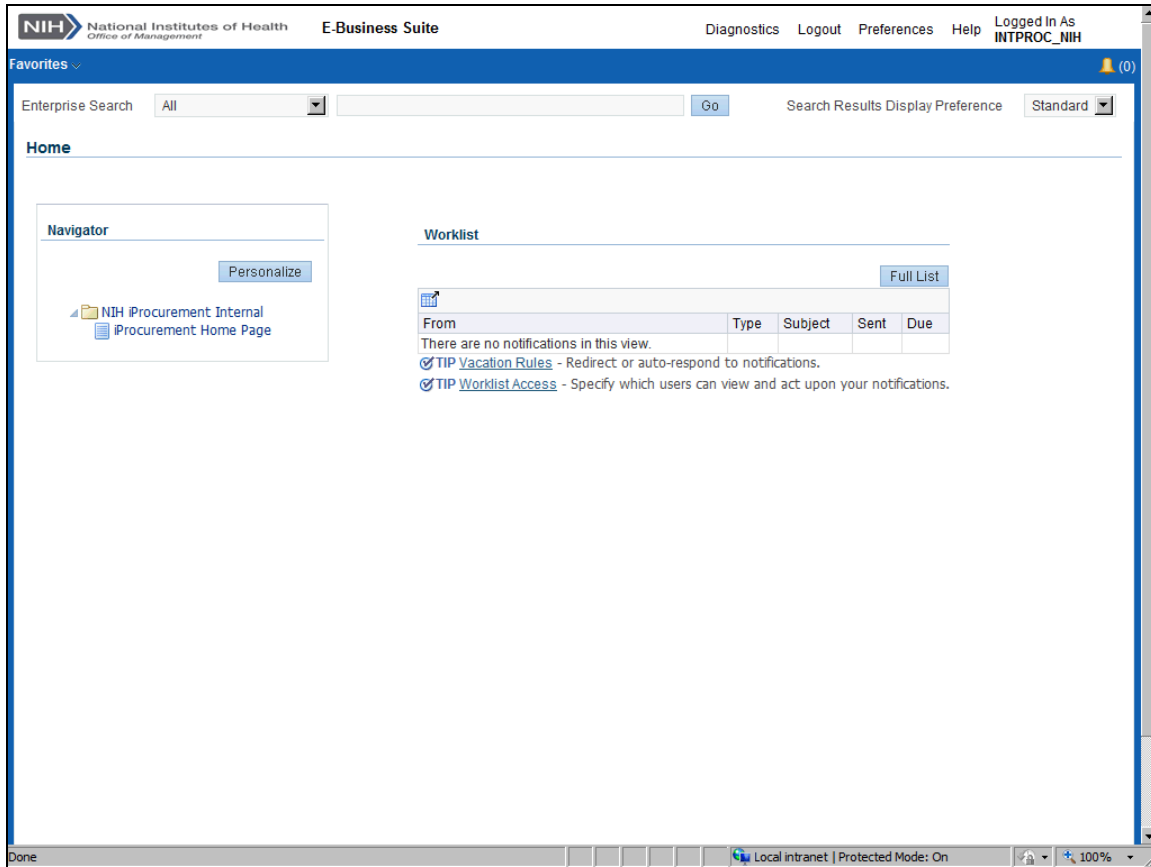
Note that the search is case insensitive

Standing Order Number: 18818  
Status: [Dropdown]  
Item: [Text Box]

Go Clear

Order	Order Description	Status	Item	Item Description	Frequency	Creation Date	Update
18818	Tissue Culture Dish	Active	664000L013477	Tissue Culture Dishes # 191-0081	Weekly	30-Jul-2015	[Edit Icon]

Step	
57.	The <b>Search Standing Orders</b> page redisplay and the user receives a message stating that the Standing Order has been updated.
58.	Click the <b>Home</b> link at the top of the page to return to the NBS Home page. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Home</div>



Step	
59.	Congratulations! You have successfully created and modified a Standing Order within iProcurement. <b>End of Procedure.</b>