Recurring Payment Orders in BUY.IU

Before creating a recurring order, consider the below examples of ‘good use for recurring type orders’.
If your order does not fall into one of the examples, you may first want to consult Purchasing to determine if a recurring order is appropriate.

**Examples of good use for Recurring Payment Orders:**
Lease/rental payments
Utility payments
High volume, small dollar, recurring purchases to a contracted supplier

Recurring Payment Orders are used to establish a single PO# that will be used for a designated period of time. Examples of such orders:

1) Recurring purchases as needed for goods;
2) Scheduled payment orders for leases;
3) Professional services for project.

The below is a representation of #1.
Be sure to check the box under “Recurring Payment.” This tells the system to ignore the quantity when processing invoices.

Then, complete the rest of the fields by clicking the ‘Select from all values...’ link under each field. Click ‘Save’ when finished. NOTE: this screen has been broken into two screen shots for viewing purposes.

NOTE: (this example shows the most commonly entered information).

- Type of Recurring Payment: Variable Schedule/Variable Amount
- PO Begin Date Month: July
- PO Begin Date Day: 1
- PO Begin Date Year: 2019
- PO End Date Month: June
- PO End Date Day: 30
- PO End Date Year: 2020
The Previous PO# field should be filled in if the new order is replacing an expiring order.

Information entered in this section will populate on the new PO sent to the supplier, and allows them to update their records. You will also be able to search for the previous PO number in BUY.IU.

Use the Comments section to share information with Purchasing.

To add a comment, click the Add Comment button and type your comment in the text box. You may also attach a document here. **Do not upload critical data in this field, as it will be visible to all BUY.IU users.**

If you are requesting action from an individual, add their email in the Email Notification field. You may add as many users as you would like. To search for a user’s email, click ‘add email recipient’.
Enter your criteria. Select ‘Search’, then click ‘select’ when you have found the correct user ID.
Complete the Requisition as you would any other Requisition

Please email askbuyiu@..iu.edu for questions!