

## Requisition Types Descriptions

- **Standard Purchase Order**: A standard purchase order is used to order product/service when the need arises. You generally create standard purchase orders for one-time purchase of various items.
- **Standard Purchase Order/Non-Standard Invoicing**: Purchase orders that may have 1 or more invoices against the PO based on a required deposit or prepayment paid before the product/service is received, or the supplier will invoice in installments. Also, if a quote is attached to the PO and one line item indicates “per attached quote”.
- **Blanket Purchase Order**: is purchase order to deliver goods or services at a predetermined price on a recurring basis for a specified time period (typically 1 year). You create blanket purchase agreements when you know the detail of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules.
- **Contract Purchase Order**: Long-term purchasing agreements established to facilitate ongoing business between a buyer and a supplier. You create contract purchase agreements with your suppliers to agree on specific terms and conditions without indicating the goods and services that you will be purchasing.