Choose a Requisition Type

1. Custom Codes Section:

Select the "**custom codes**" tab, click "edit"

2. View the Requisition Types:

Under the **Req Type** field, click "**select from all values**" to view the 4 different req types.

3. Select the Requision Type:

Select the appropriate req type that applies to your purchase from the drop down menu.

Blanket Purchase Order - (Orders that require more than 1 shipment & invoice until the total $ amount is reached)

Contract Purchase Order - (Orders with long-term purchasing agreements tied directly to a contract)

Standard Purchase Order - (Orders for one-time purchase of various items)

Standard Purchase Order/Non-Standard Invoicing - (Orders that may require more than 1 invoice, i.e., deposits/prepayment, 1 line "per quote", etc.)

buyND™

4. Requisition Type 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.

5. Save and Continue

Click the green "**save**" button to update your req type

Custom Codes

Commodity Code	10
	Select from profile values...
	Select from all values...
Req Type	Standard Purchase Order
	Hide all values...
Grant Review	No Grant Review
	Select from profile values...
	Select from all values...

Save Cancel

UNIVERSITY OF NOTRE DAME