

Add a Req Type to your Requisition

1. Custom Codes Section

- Navigate to the **custom codes** section under the **Codes and FOAPAL** area of the requisition.

Codes and FOAPAL

Accounting Codes (FOAPAL)

Chart	Fund	Organization
1 Notre Dame	100000 Educational and General	56000 Procurement Services

Custom Codes

Req Type *no value*
Required

Grant Review No Grant Review

2. Change Req Type

- Select the **pencil** icon in the upper right corner of the section or simply click the **Req Type** in the right bar of the requisition to open and add a Req Type field.

Draft

✖ Correct these issues.
You are unable to proceed until addressed.

Required: Req Type

3. Choose the Req Type

- Click the arrow in the Req Type field to see the Organization Values drop down list.
- Click on the appropriate req type for your order from the list.

Organization Values

Standard Purchase Order - (Order)

Blanket Purchase Order - (Orders)

Contract Purchase Order - (Order)

Standard Purchase Order/Non-St

No Value

Required

4. Req Type Descriptions

- Choosing the correct req type on your requisition is important to ensure proper invoice processing on your orders.
- The req type options include Standard Purchase Order, Standard Purchase Order/Non-Standard Invoicing, Blanket Purchase Order, and Contract Purchase Order.
- You can view the detailed req type descriptions if you click on **Req Type**, a pop-up box will appear.

Req Type *

Required