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.

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.

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.

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 is you click on Req Type, a pop-up box will appear.

For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu