

Document Type

Field Definition

The following table provides the definition for Document Type.

Field Name	Description
Document Type	This indicates the type of document being created.

List of Values

The following table provides definitions of the values for Document Type.

Value	Description
Standard PO	You generally create standard purchase orders for one-time purchase or various items. You create standard purchase orders when you know the details of the goods or services you require, estimated costs, quantities, delivery schedules and accounting distributions.
Planned PO	A planned purchase order is a long-term agreement committing to buy items or services from a single source. You must specify tentative delivery schedules and all details for goods or services that you want to buy, including charge account, quantities, and estimated cost. (Does not get encumbered)
Blanket PO	A blanket purchase order is used to purchase items required multiple times. It is broad in scope and does not require the same level of detail as a planned PO. (Does not get encumbered).
Contract PO	This indicates a purchase order for contract goods or services.
Blanket Release/Schedule	You issue a release against a blanket or planned purchase agreement to place the actual order (as long as the release is within the blanket agreement effectivity dates). Blanket releases are generally less specific than standard or planned purchase orders and are designed for multiple item purchases. The release gets encumbered.
RFQ	This indicates a request for quotation. It is a document you use to solicit supplier quotations for goods or services you need.