**How to Choose the Correct Item Type on a Requisition**

When creating a requisition, you **MUST** select Item Type **“Goods billed by quantity”** or **“Services billed by quantity” (DO NOT select “Services billed by amount”** as this defaults to “Fixed Price” on the line and does not allow a quantity to be entered**.)**

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\*\* If your requisition was returned, you will need to cancel the requisition and create a new one.