How to Place Orders for Multiple Quantities

When creating a requisition in the Oracle purchasing application to order multiple quantities of the same item, don’t enter the items as one single lot (i.e. quantity of 1 - t-shirts at $200). Rather, enter the quantity of items (i.e. quantity of 20 - t-shirts at $10).

When items are incorrectly entered as a single lot, it causes a host of accounting issues that impact both the University and the vendor.

Multiple quantities of the same item that are incorrectly entered on the requisition as a single lot will be returned to the requestor by PSO to be corrected before the order can be processed.

If you have any questions about this topic, please contact Tina Karol, Director of Commodity Management at trkpur@rit.edu or 475-6803.