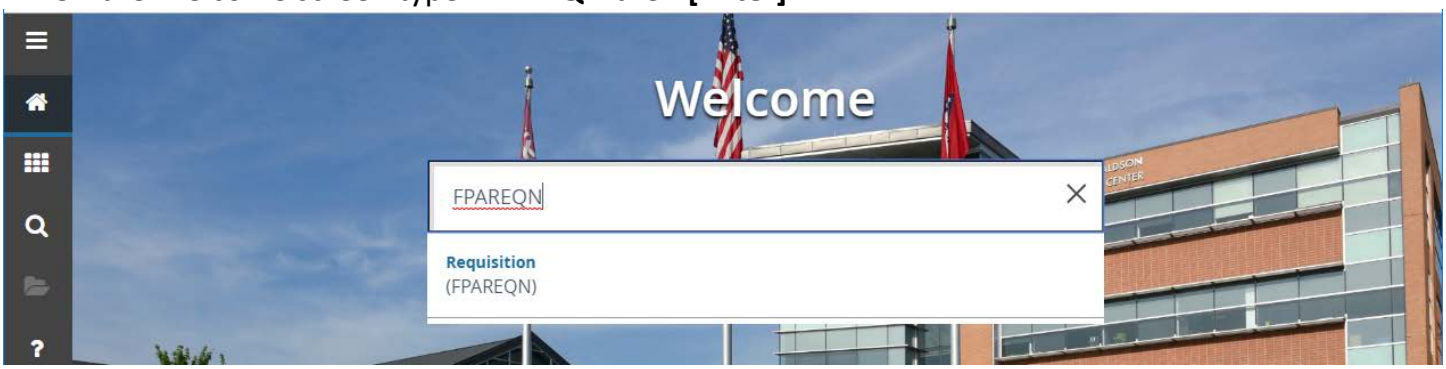
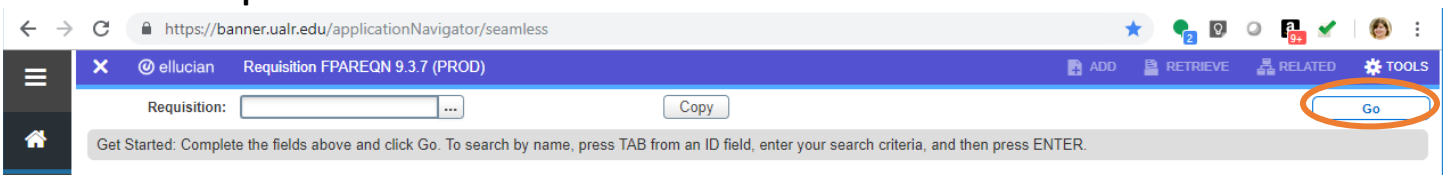
CREATING A REQUISITION

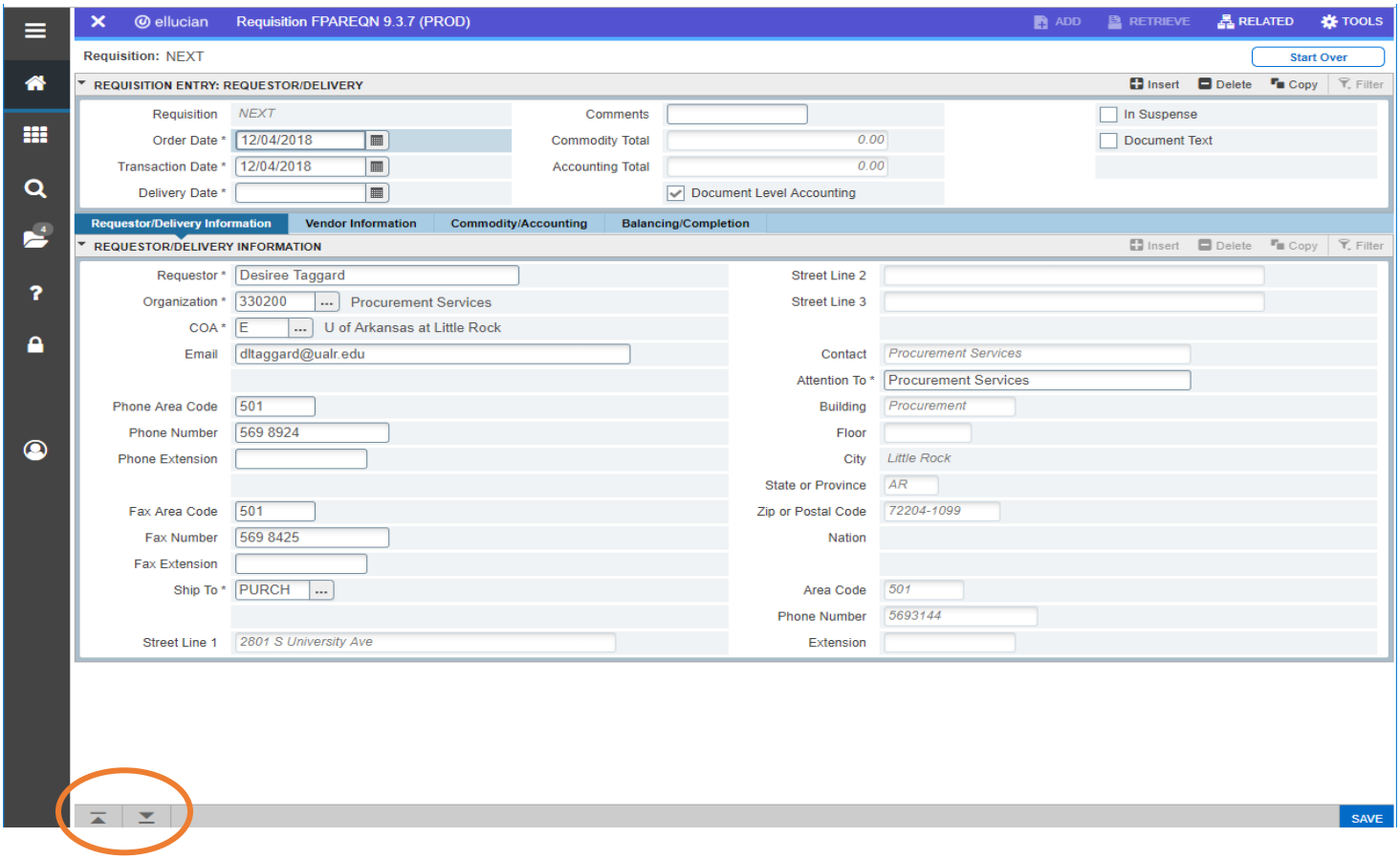
NOTE: *Per purchasing policies and procedures departments a purchase order must be created and approved prior to procuring any goods or services. Goods and Services may not be purchased with a requisition number.*

1. On the Welcome screen type **FPAREQN** then **[Enter].**



2. Leave the **Requisition** field blank and click on **Go**.





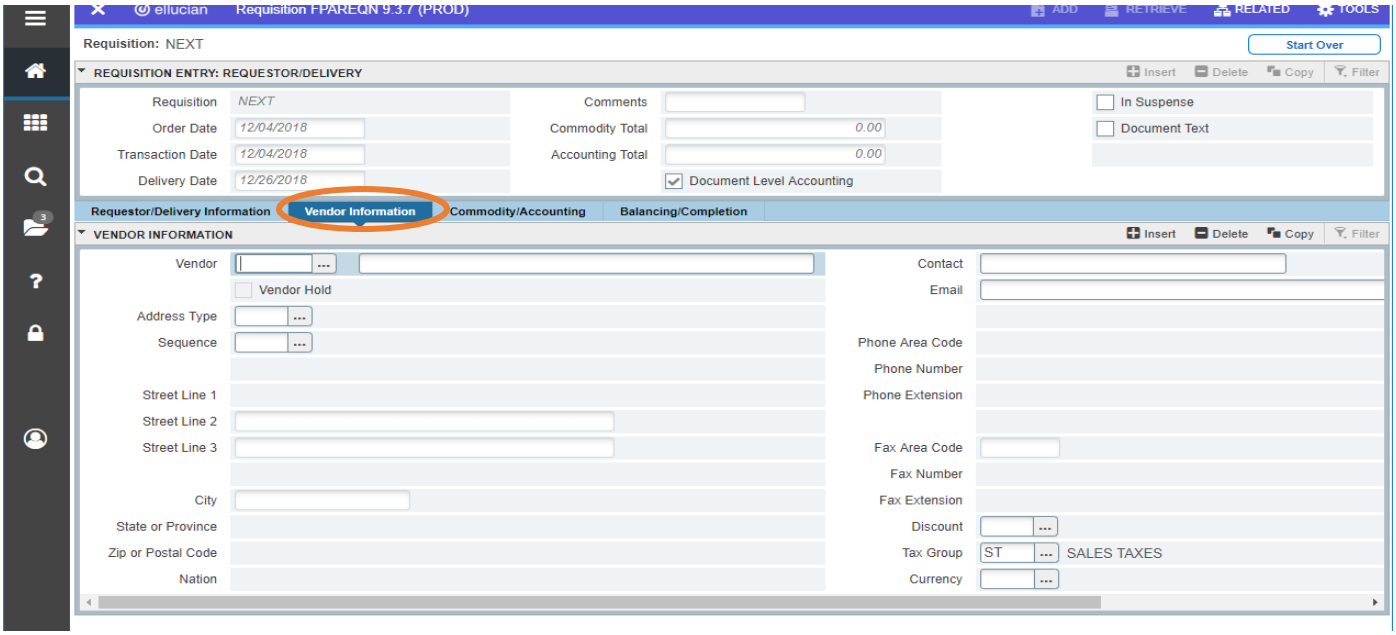
NOTE*: Use the <TAB> to move from field to field. "Next Block and Previous Block" are now the Next and Previous Section (up and down arrows located in the lower left corner).*

3. **ORDER DATE**: Defaults to current date.
4. **TRANSACTION DATE**: Defaults to current date.

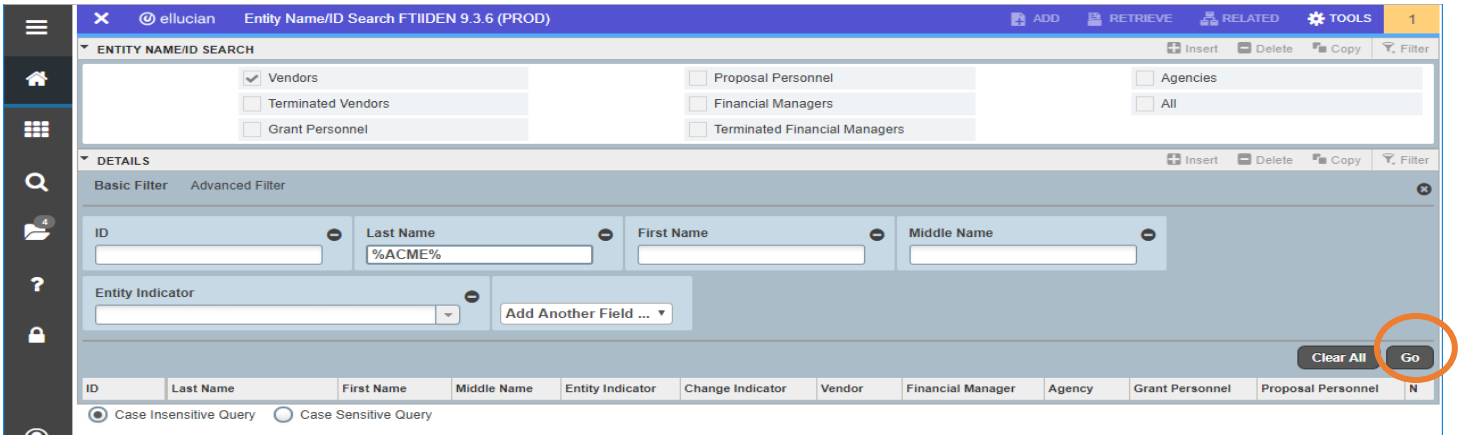
   NOTE: *The Order Date and the Transaction Date must be the same.*
5. **DELIVERY DATE**: Enter the desired delivery date for receivable items; three weeks from the date of entry is recommended. Blanket PO's can have a delivery date through the end of the fiscal year (06/30/XXXX).

   NOTE: *It is the Requester's responsibility to ensure that their Requisition is approved in a timely manner to allow for the desired delivery date.*
6. **COMMENTS**: Leave blank.
7. **DOCUMENT LEVEL ACCOUNTING**: This should have a check mark in the indicator box.
8. **REQUESTOR**: Defaults to the Requester entering Requisition.

   NOTE: *If the receiver copy of the purchase order should be sent to a different email address than the requestor it should be changed at this time.*
9. **COA:** Will default to "E." Leave as is.
10. **ORGANIZATION**: Type in the Organization # or **Search** using "**...**" and double-click on the **"E"** next to the correct Organization.
11. **ATTENTION TO/ SHIP TO**: This is where you will note the point of contact name at the location that the vendor will deliver the items to (if applicable).
12. Click **Next Section** or the **Vendor Information tab** to advance the **Vendor Information** section.

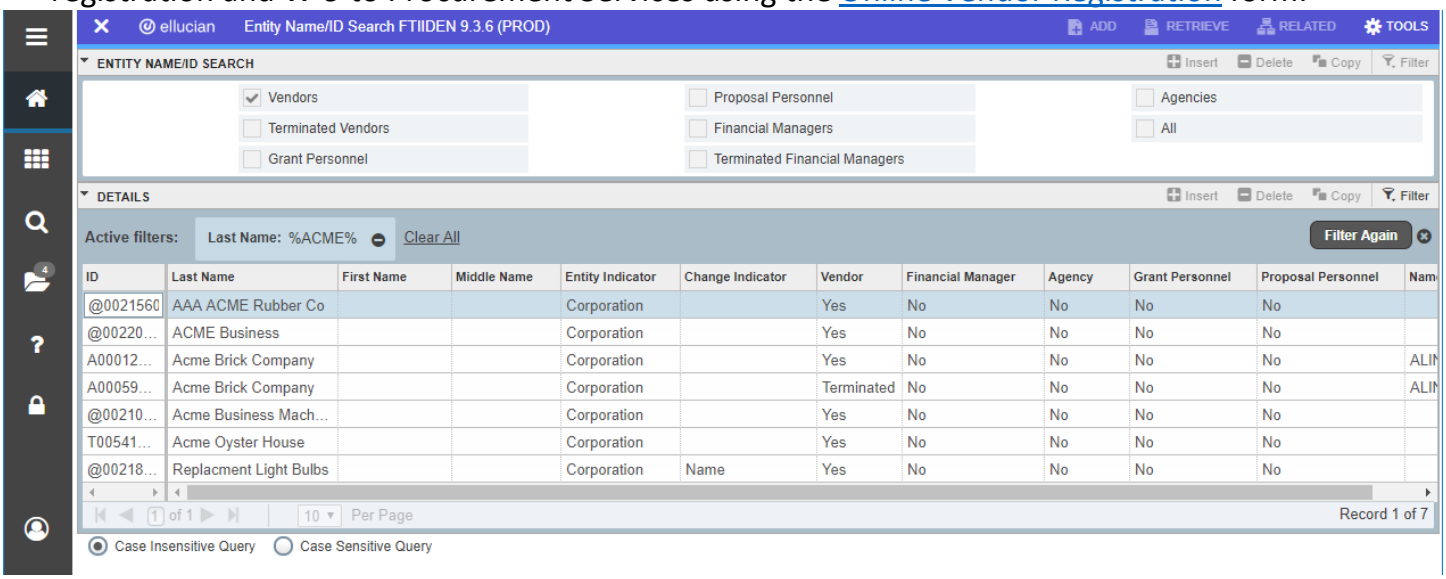


13. Enter the vendor ID number for the desired vendor.
14. If you do not know the vendor number you may **search** for the vendor by clicking "**...**" next to the **Vendor** field.
    a. In the Option List, choose **Entity Name/ID Search Form (FTIIDEN).**
    b. In the **Details** section, **Last Name** field, type part of the vendor name or last name if a person surrounded by "%" (EX: %ACME% for ACME Brick Company). The **Case Insensitive Query** should be selected.
    c. Select **Go.**



d. A list of vendors will populate. Double-click on the correct vendor ID number. If no vendor ID # populates, this means the vendor is not listed in the Banner database. Click **Close** to return to the Vendor Information tab, then leave the vendor field blank. You will need to send the vendor the Online Vendor Registration. Once received, Procurement will process the vendor number. You can complete the requisition without the vendor ID but should communicate who the vendor is to Procurement Services when submitting supporting documents through the portal or by adding document text.

15. **Address Type and Sequence:** If a vendor has multiple addresses you will need to select the address listed under the vendor number associated with the quote or invoice. If the address does not populate or a vendor has multiple addresses, click the "…" beside address type and scroll until you find the correct address. Click Select in the bottom right corner of the screen to select the correct address. If the needed address is not there the vendor will need to submit a revised registration and W-9 to Procurement Services using the Online Vendor Registration form.



***NOTE**: All new vendors, or vendors amending information must complete the Online Vendor Registration form located on the Procurement Services' website.*

16. **Contact Information:** Enter the **Name, Email**, and **Phone** for the vendor. This is how the buyer will know where to send the completed PO or who to speak with on any questions or concerns with the purchase.
17. Click or Next Section to the **Commodity/Accounting Information** tab.
18. **COMMODITY**: Leave blank and tab to **Description**.

19. **DESCRIPTION**: Enter a detailed description of the commodity, starting with the item #, manufacturer # or ISBN # if applicable. If you need additional space for your description or have specific instructions for a line item, use **Item Text [FOAPOXT]** (accessed in the Related Forms tab**;** see also Appendix A).
20. **U/M**: Enter Unit of Measure code. **Search** using **"…"** to look up and retrieve your unit of measure.
21. **TAX GROUP:** Click the **…** to select one of the following options:
    a. NT- for Non Taxable items
    b. SP- Split Taxes
    c. ST- Sales Taxes- Most commonly used
    d. UT- Use Taxes- for when an out of state vendor does not charge tax
22. **QUANTITY**: Enter number of items desired.
23. **UNIT PRICE**: Enter price per unit.
24. **DISCOUNT**: Enter the dollar amount discount in this field. If there is one discount amount for an entire order with multiple commodity lines, you will need to distribute the dollar amount amongst the commodity lines. **ADDITIONAL**: Leave Blank
25. **TAX**: Field will auto populate.

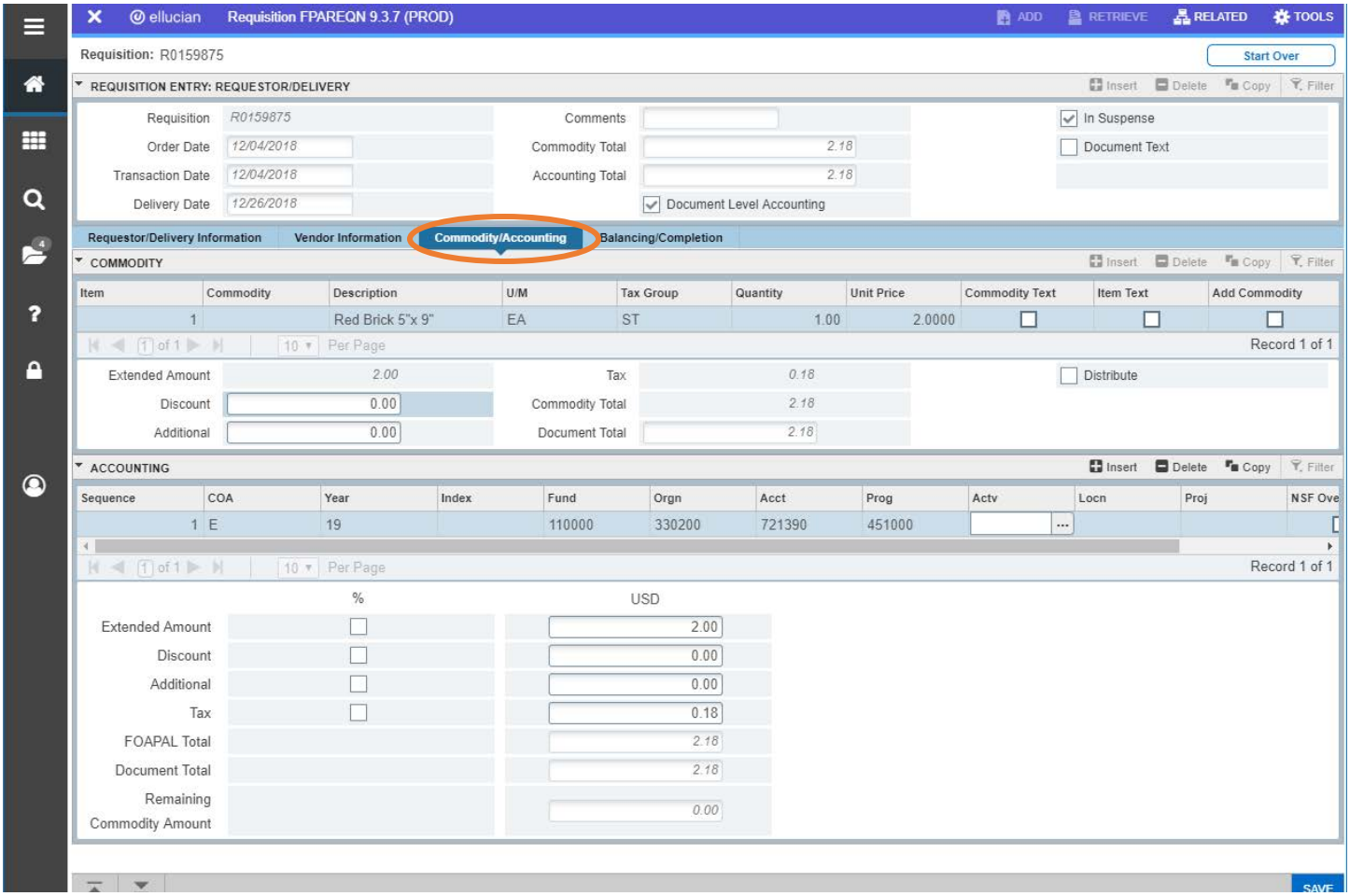
*NOTE: To add additional commodities, click **Insert** Insert in the Commodity section and then repeat the steps above.*

*Unwanted commodity lines may be removed by clicking **Delete** Delete while on the line of the specific record that you want to delete.*

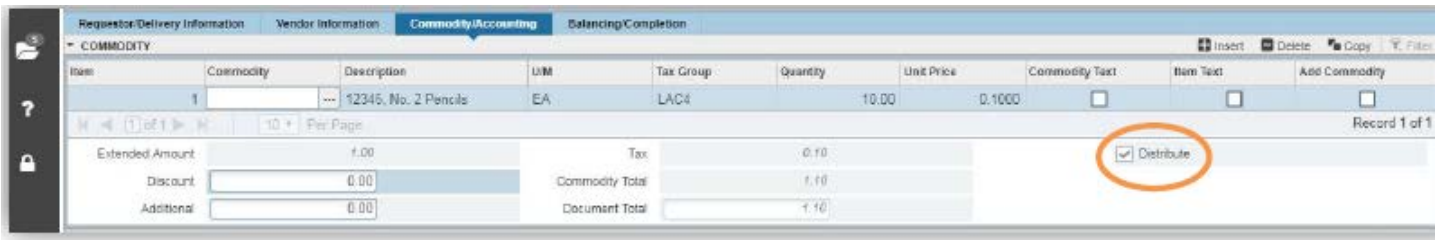
27. Once you have completed the entry of commodities, select **Next Section** at the bottom left of the screen to move to the **Accounting Block**.
28. **CHART OF ACCOUNTS (COA):** This field will default to "E." DO NOT CHANGE OR DELETE.
29. **YEAR:** Should default to current fiscal year (EX: 19 for 19 fiscal year).
30. **INDEX**: Leave blank.
31. **FUND**: Enter a Fund code or **Search** using "**…**"
32. **ORGN**: Defaults from Requestor's setup. If your Orgn Code differs from the default, enter the appropriate Organization code or **Search** using "**…**"
33. **ACCT**: Enter Account code or **Search** using "**…**"
34. **PROG:** Enter Program code or **Search** using "**…**"
35. **ACTV, LOCN, PROJ**: Complete as needed

    NOTE: To search for any part of the FOAPAL using **"…"** while in the field and double-click on the **"E"** next to the correct number**.** Use the Filter to narrow search.
36. Tab through the remaining fields to auto populate.

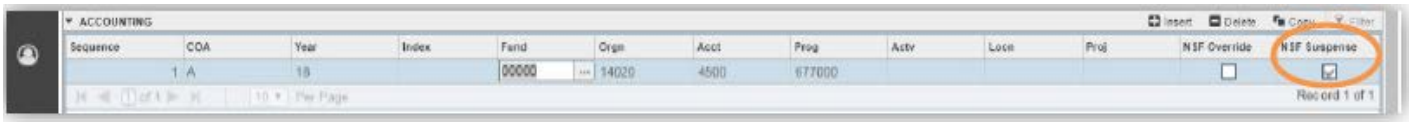
NOTE: To add additional FOAPALS, click **Insert** Insert in the Accounting section and then repeat the steps above.

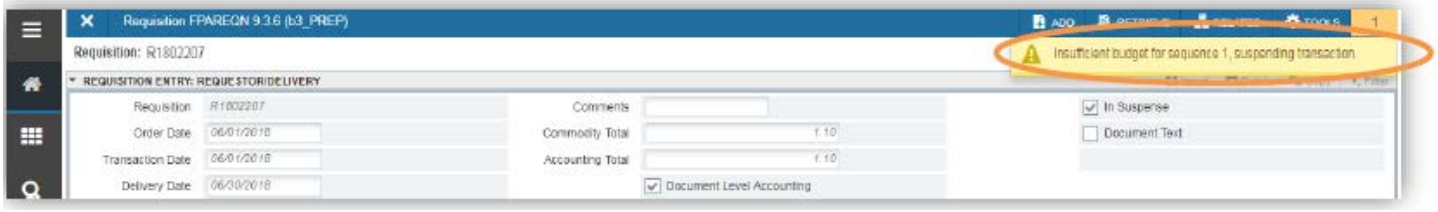


NOTE: *If you have multiple FOAPALs the cost of the commodities is shared among your FOAPALs. To manually distribute changes in the $ amounts for commodities, the Distribute box in the Commodity section should be unchecked, then go to the FOAPAL block and make changes to the amount(s) per line, as appropriate. Banner will reserve the funds of your FOAPAL once the FOAPAL is entered and saved.*

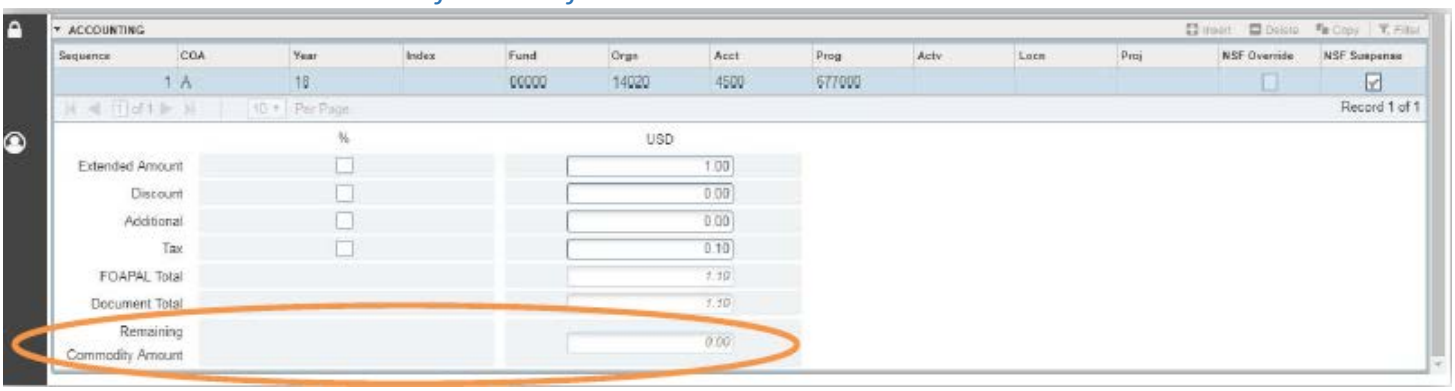


IF ONE OF YOUR FOAPALS DOES NOT HAVE SUFFICIENT FUNDS YOU WILL NEED TO MOVE BUDGET BEFORE COMPLETING YOUR REQUISITION OR USE A DIFFERENT FOAPAL.



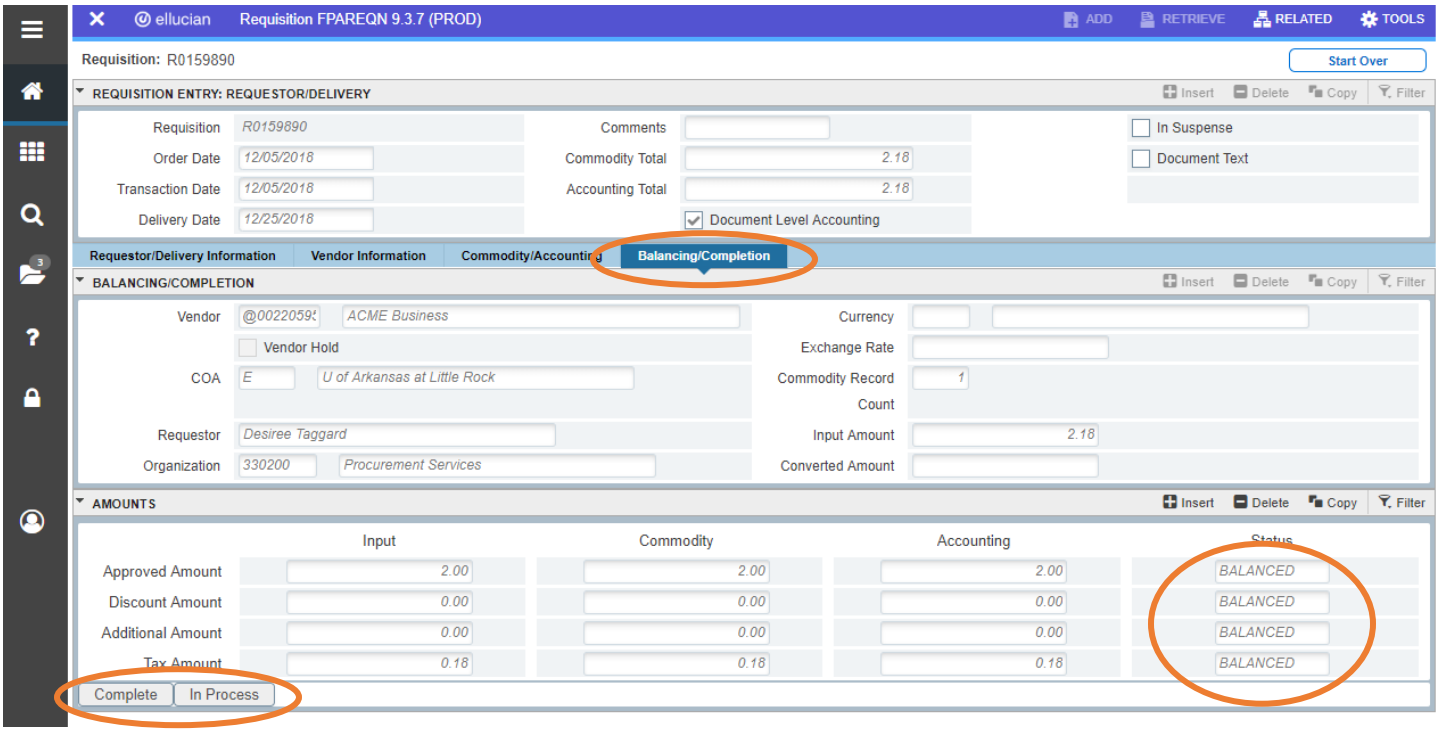


NOTE: *The REMAINING COMMODITY AMOUNT field in the FOAPAL block specifies any remaining dollars that have not been applied to a FOAPAL. Adjust your FOAPALs extended amounts and SAVE to refresh the field.*



37. Once you have completed your Commodity and Accounting information, click **Next Section** or select the **Balancing/Completion** tab.

38. This window displays summary information. The **Status** fields need to state "BALANCED" before completing a REQ.



39. NOTE YOUR REQUISITION NUMBER FOR FUTURE REFERENCE.

40. IN PROCESS: Select **In Process** to save your Requisition to complete at a later time.

41. COMPLETE: Select **Complete** when you have entered all the information for the Requisition and are ready to send it forward to approvals.

NOTE: *Any required changes on a completed Requisition will require that you deny the Requisition in approvals. If the Requisition has already gone through the approval process, it will have to be canceled and resubmitted to make changes.*

42. **SUBMIT DOCUMENTS:** After completing the requisition in Banner you must submit all supporting documents (quotes, justifications…..) through the document submission link found on Procurement Services' website.
    a. **Regular purchases** (below $20,000, or cooperative purchases of any amount)
        i. Copy of the estimate, quote, justifications, or email from vendor providing purchase details.
        ii. Documentation for Blankets is only required if a lease, agreement, or bid was completed.
    b. **Quote bid purchases (**$20,000-$75,000, or promotional items)
        i. All quote requests detailing specification or scope of work
        ii. Proof that the request was sent to a minimum of three vendors that can provide the good or service
        iii. The completed bid tabulation form
        iv. Copies of each response in entirety, including "no bids", if received.
    c. **Personal reimbursements**
        i. Completed and signed Reimbursement Claim Form
        ii. All receipts
    d. **Confirmation only** (example: memberships, dues, and subscriptions.)
        i. Invoices, renewal or subscription notices, membership justification, or any other supporting documents that can provide details on the purchase.
        ii. Not to be used to circumvent procurement policy and law. No goods or services are to be received prior to the completion of a purchase order.
    e. Sole Source or Special Procurement Purchases
        i. The approved letter of justification per the sole source and special procurement justification guidelines.
    f. **All other purchases:** Contact Procurement Services for required supporting documentation.