INSTRUCTIONS FOR ENTERING A REQUISITION IN BANNER 9



From the Home screen, enter FPAREQN and hit Enter.

Type NEXT in the Requisition field, then click GO or select Alt Page Down, or the down arrow at the bottom left.



Enter the Delivery Date. (The Order Date and Transaction Date will be populated automatically.) Then Alt Page Down.

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Enter the Org code, then fill in information about requestor. Enter the Ship To code. You can search by clicking on the three dots. Then Alt Page Down.

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	Organization *	3044 Financial Affairs			Street Line 3	Lincoln Hall					
?	COA *	B Berea College									
	Email	aurelia_brandenburg@berea.edu			Contact						
					Attention To *	Aurelia Brandenburg					
	Phone Area Code	859			Building						
	Phone Number	9853173			Floor						
	Phone Extension				City	Berea					
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Enter the vendor ID number. You can search for the vendor number by clicking the three dots. Select the appropriate address type from the vendor search. Then Alt Page Down.

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	Street Line 1	PO Box 13022				Phone Extension					
	Street Line 2	1601 Baumann Rd.									
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						Fax Number	2540579				
	City	Lexington				Fax Extension					
	State or Province	KY				Discount	08 Net 30 Days				
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Enter the description of the goods or services to be purchased in the "Description" field. Do not enter data in the Item or Commodity Field. Tab to the U/M and select the unit of measure, i.e. case, box, job, lot, each, container, etc. Then tab to enter the quantity and price. Use the down arrow to enter multiple lines. When all items have been entered, hit Alt page down.

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Note that if the description exceeds the allowed number of characters in the Description field, you can continue typing by selecting "Item Text" from the drop down menu under the Related tab at top right.

Alt page down to bring up the procurement text entry field and continue typing the description. Use the down arrow to add as many lines as needed. Then hit Save. When you get the "Saved Successfully" message, then hit the X located in the blue bar at the top left next to the ellucian logo.



Next, enter the accounting distribution to charge the expense. Tab to the Account field, as the Fund and Org and Program will be automatically populated based on the org you entered in the first screen. If there are multiple account codes to be charged, use the Insert key to add them. When done, Alt page down.

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You'll now click Complete to finish the requisition. After posting, it will be sent to the Purchasing Manager to convert to a Purchase Order. You may want to write down the R00***** number for your reference.

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