

Below is the instructions for you to follow in order to enter an online requisition.

Log into Banner:

type the code for a purchase order entry: FPAPURR

type: " NEXT" into the box

type: Ctrl Page Down

In the Delivery Date section, type: T, then hit tab (it automatically fills in)

In the Buyer Code section, type: BB

Type: Ctrl Page Down

Enter the contact persons information under the 'Requestor' Section (a confirmation email will be sent out).

In the Ship to section, type: REC

Type: Ctrl Page Down

Under the Vendor Information tab, click on the arrow in the vendor section; an option list box will pop up, click on "Entity

Name/ID Search"; Under 'Last name' type the first word of the vender and then a percent sign ("__ %") and hit F8 (capitalization is important). If the vendor you are going to use pops up with a T# under the ID double click on this company and the information will be put into the requisition.

Click "SAVE"

If you have a new vendor that is not in the system; go back to the previous screen, click on the arrow again and this time click on "Vender Maintenance" - in Vendor section, type "NEXT" Ctrl Page Down. Enter their information, Click "SAVE", then click on Create New. Under address defaults, Procurement - type code, type PO, sequence 1.

** Make sure you write down the vendors T# when it is assigned in a pop up box!

If your not taken back to the PO entry form 'FPAPURR' Close the vendor form by clicking on the dark black X on the right side of the menu toolbar.

After the vendor information is in, type Ctrl Page Down

On the 'Commodity/Accounting' Tab, (use the 'Tab' key to navigate this page or click on the section with your mouse)

Enter in your order information. U/M is usually 'EA' for each. Make sure to put a detailed description and any bid or quote information in. Do not enter "Commodity' Codes, it is not necessary. If you require more space for your descriptions of items, click on 'Options' on the menu bar then item text.

If you would like a Header of the Purchasing order (i.e. standing order, or 'DNS' Do not send to vendor) then click on 'Options' on the menu bar then document text to type in your desired information.

Click "SAVE"

Type: Ctrl Page Down

Enter your account Billing information in the appropriate fields. You can use the 'Tab' key to have the info automatically filled in to some degree. You will need to fill in the 'Banner Account # to FRS Object Code' (i.e. 7362 Supplies-other) in order to move along or this tab will continue to kick you back without being able to proceed.

Type: Ctrl Page Down

Click "SAVE"

Click 'Complete' on the bottom left corner.

*** Write down the PO# that is assigned to this requisition.

A confirmation email should be send to the requestor listed.

Once this information is received it will be assigned to Pete Heilgeist or Brad Brown; approved;printed; signed if all components are in order; then mailed to the vendor. If you require a more expedited delivery than standard mail, please provide an email, fax and phone number for the vendor. We can fax or email it to them as soon as it is approved and printed out. To ensure this, we will need an email with the PO# requesting it be sent to the vendor by your chosen means.

If all of this is overwhelming, we have paper carbon-copy 'Purchasing Requisitions that you can fill out and I can input the information for you. We have them in our Purchasing Department if you need one.