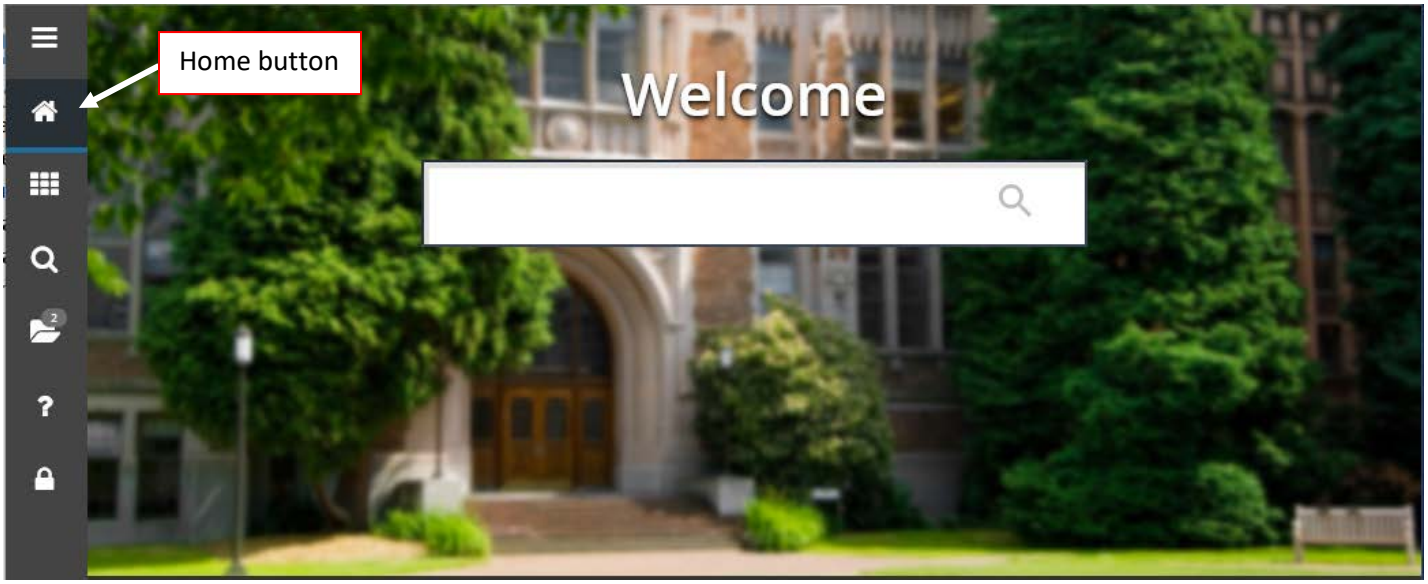
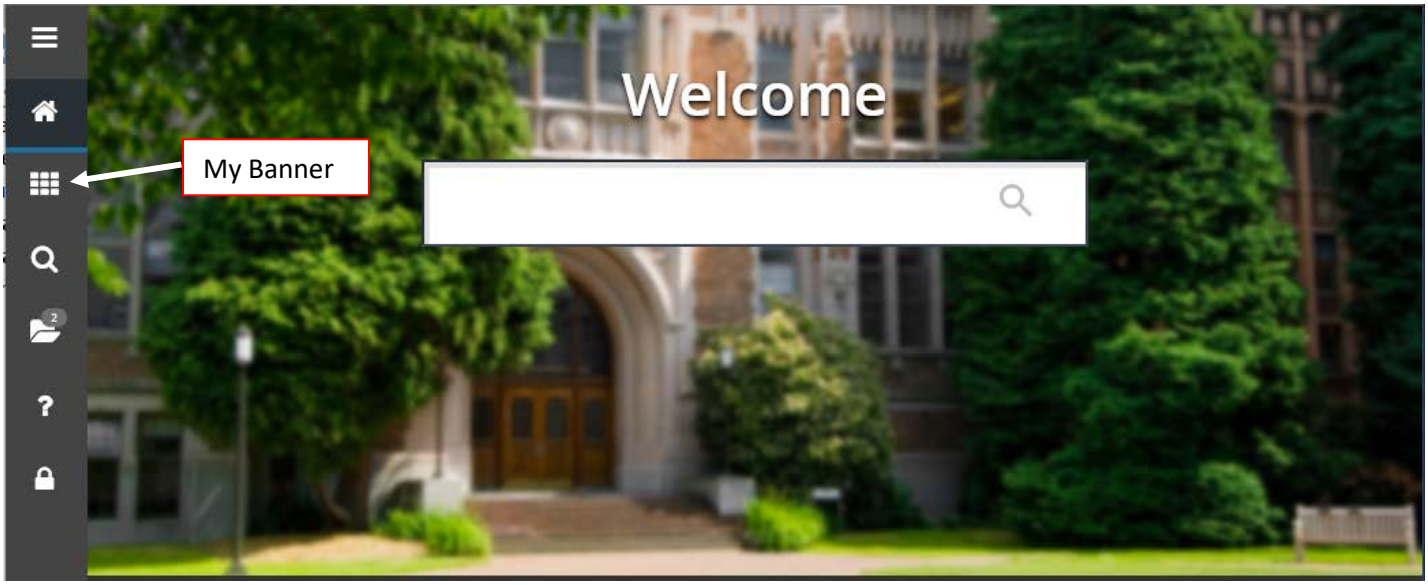
Step 1: Log into Banner 9.

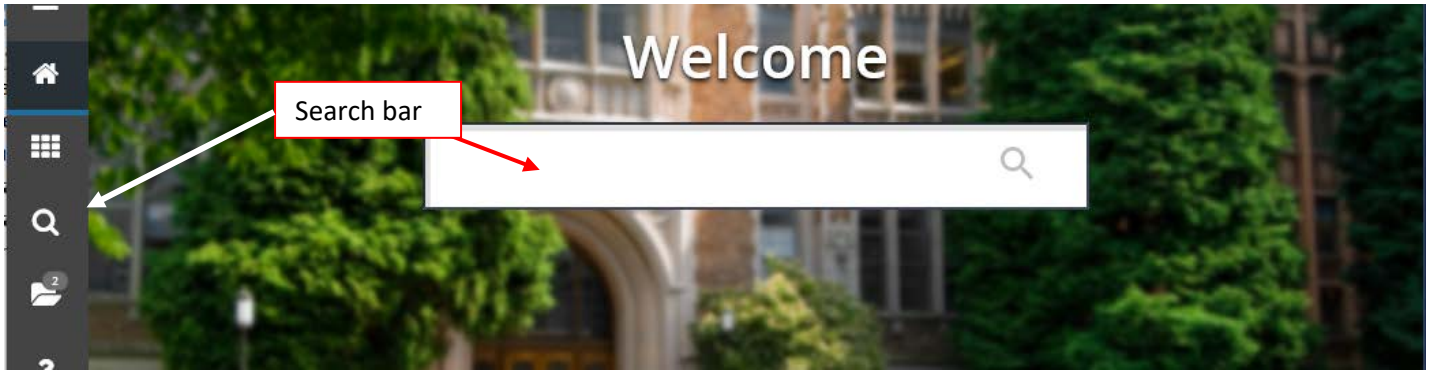
- Home button: Use the home button to return to the Homepage.

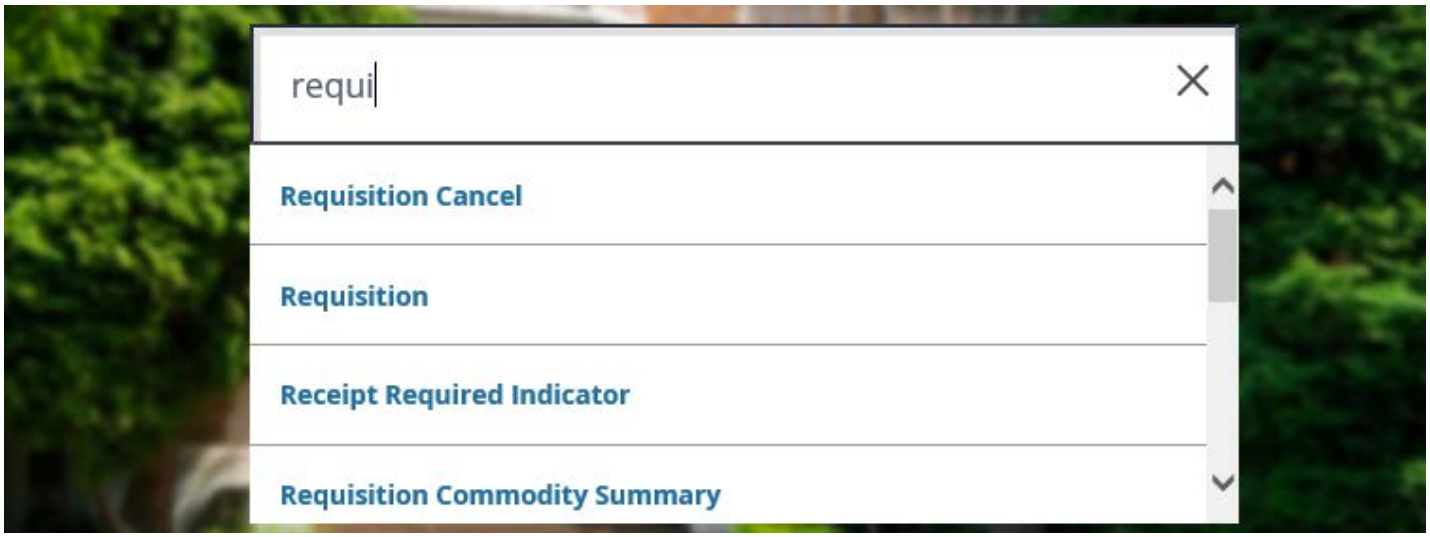


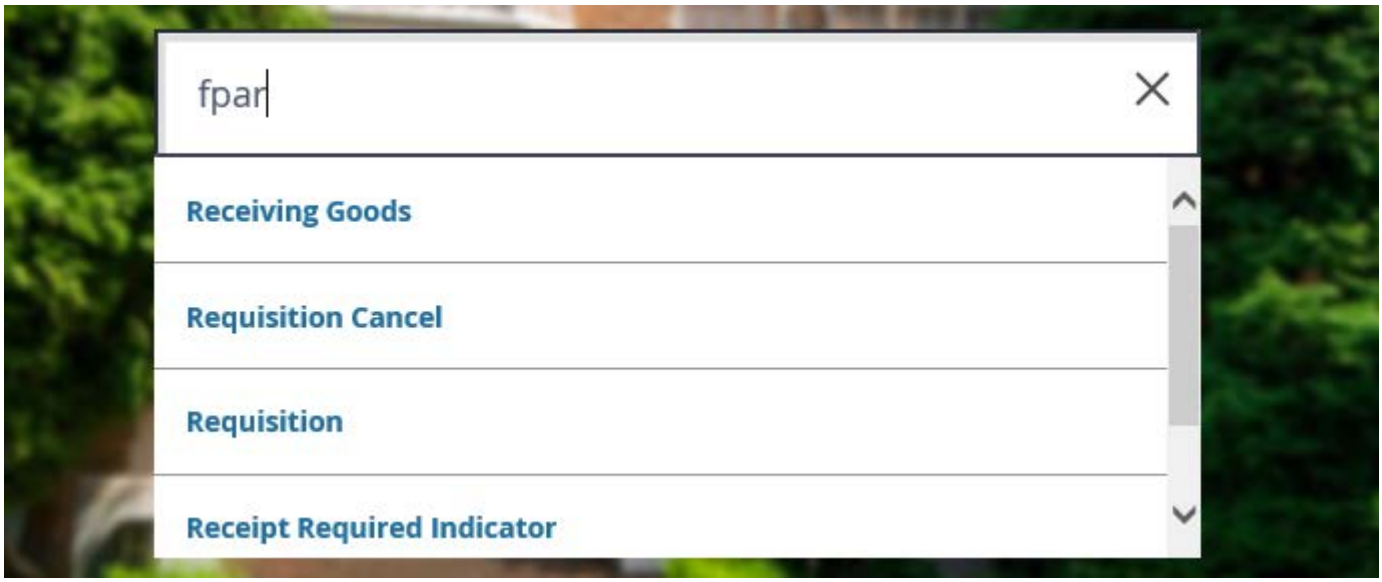
- My Banner: Use this tab to easily access applications in Banner that you have access to.



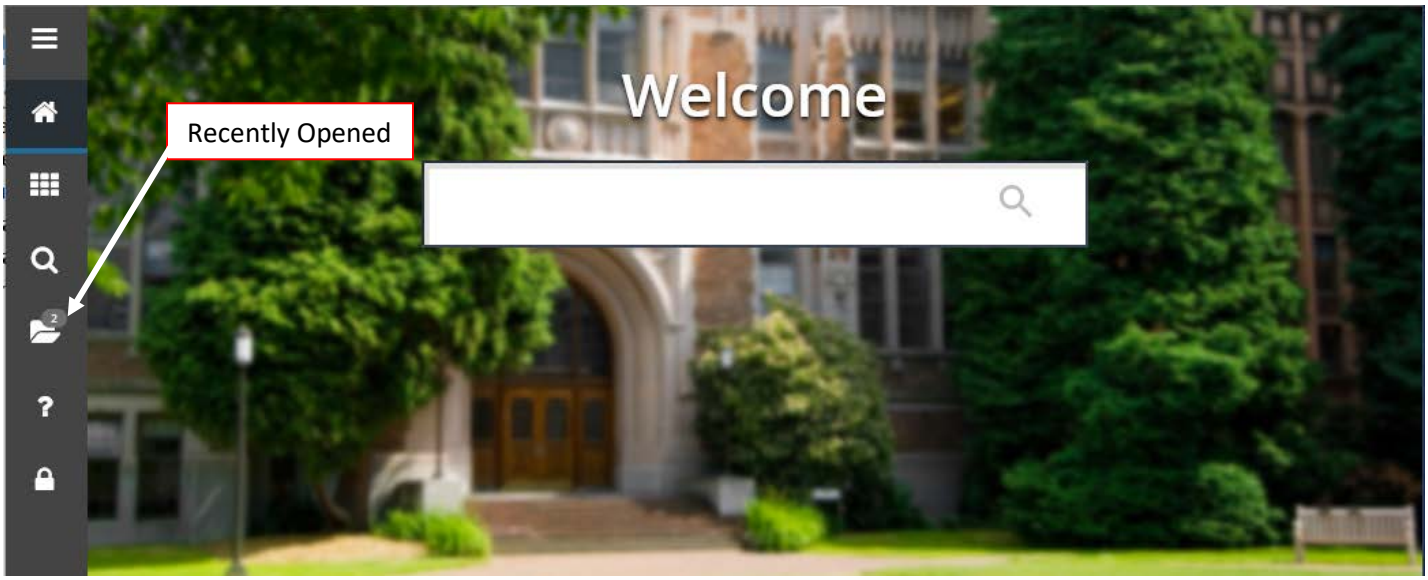
- Search bar: You can enter either the name of the application (Requisition) you are looking for or the letters of the application (FPAREQN). If you are unsure of the name or letters, you can enter partial wording or lettering & it will give you a list of applications to choose from. ***Ex: Start typing "requi" or "FPAR" and you will see a list of options to help you choose the correct application you are looking for.***

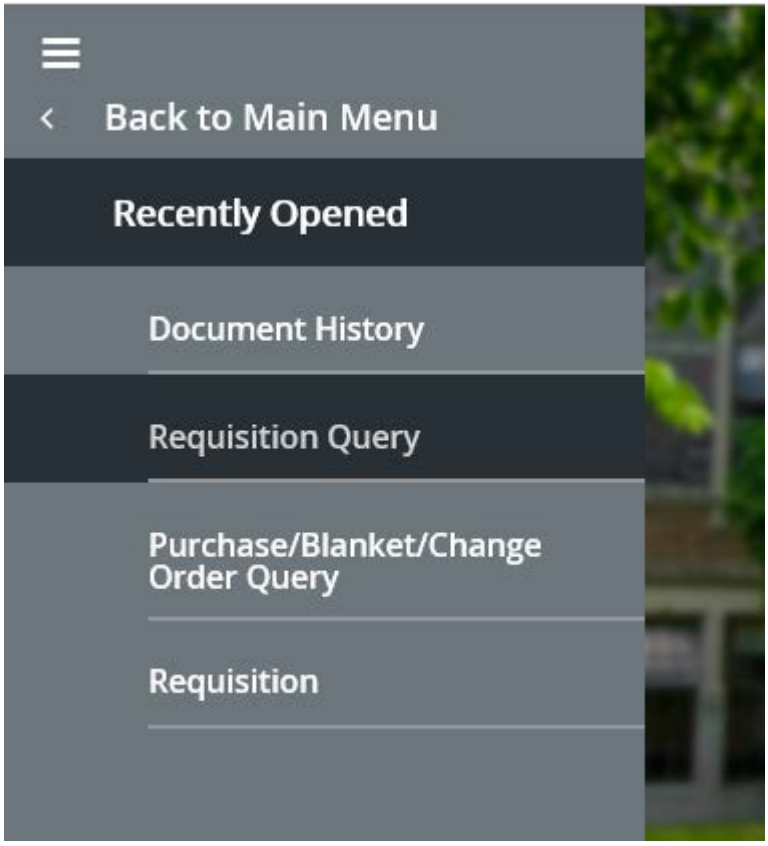




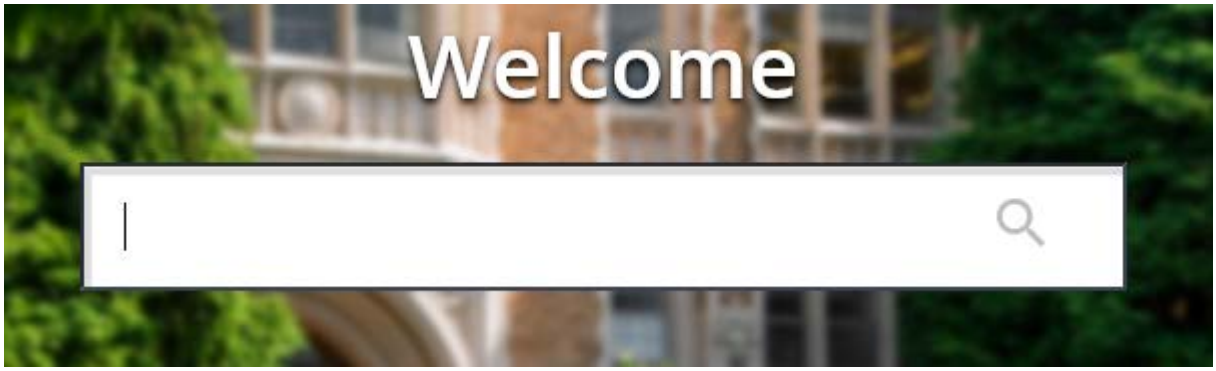


- Recently Opened: Use this tab to easily access applications you have recently opened.



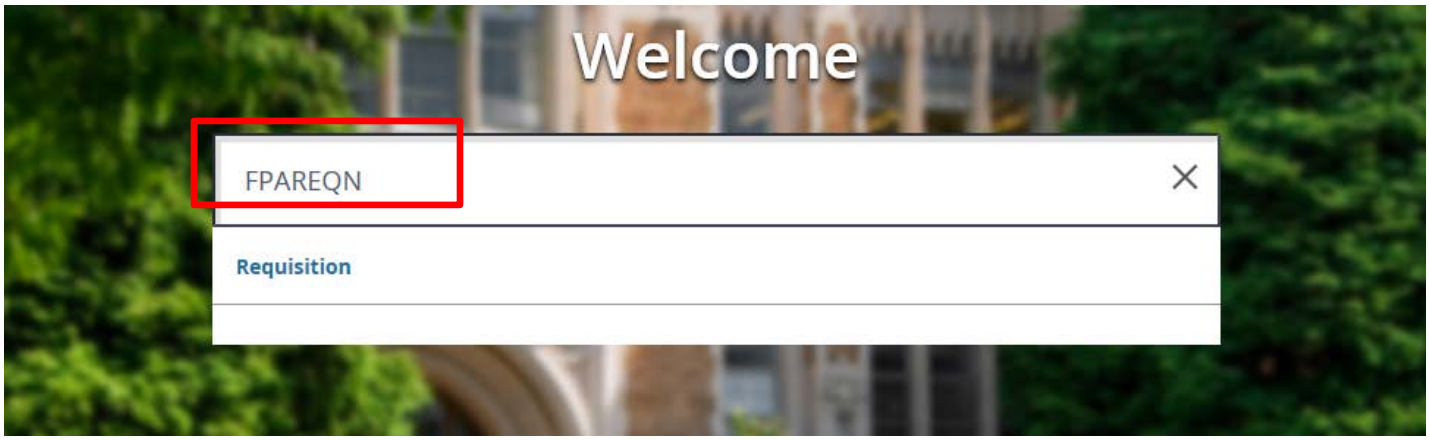


- Help: Clicking this button at any time in Banner will open the Banner 9 homepage in a new tab in your web browser for you to access the Main Search bar.

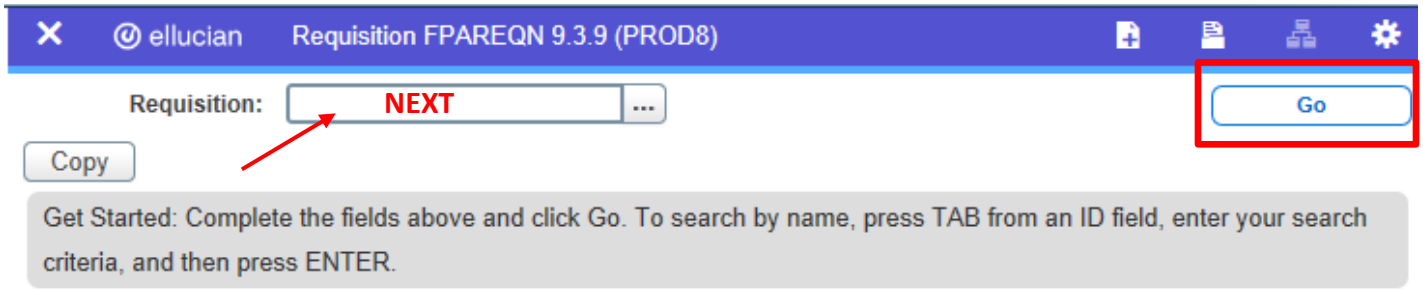


- Sign out: Use this to sign out of Banner 9.

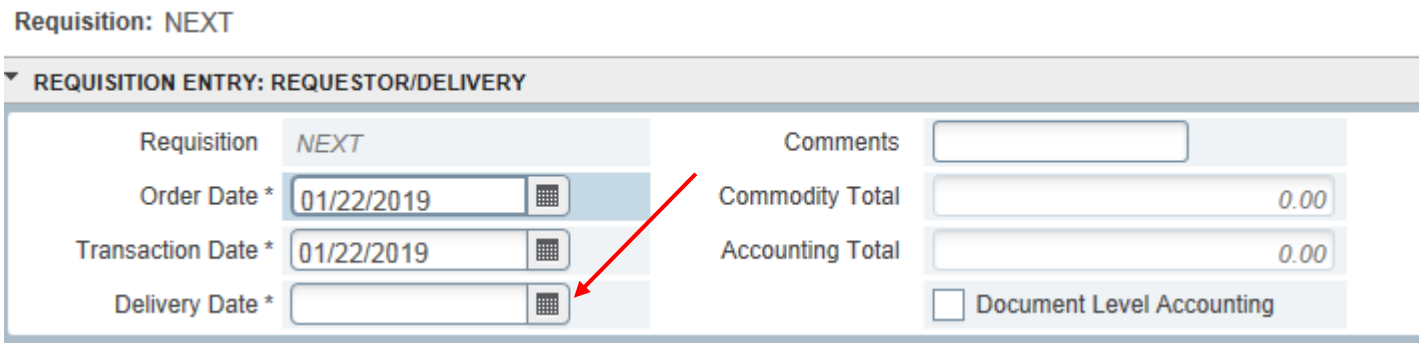
Step 2: Enter FPAREQN in search bar and press ENTER.



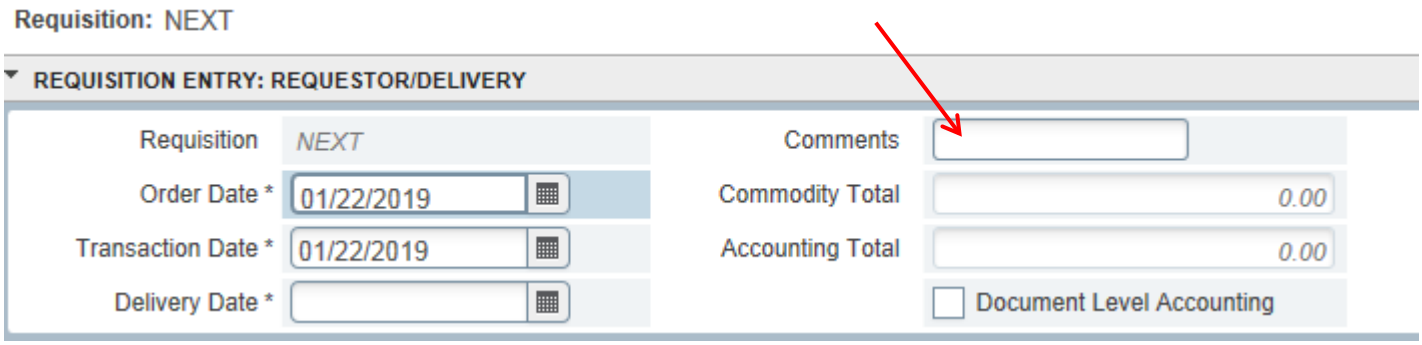
Step 3: Enter NEXT in the requisition box and click "Go".



Step 4: Click the calendar icon to the right of "Delivery Date" to select a date, or you can manually type the date (ex. 02/19/2019).

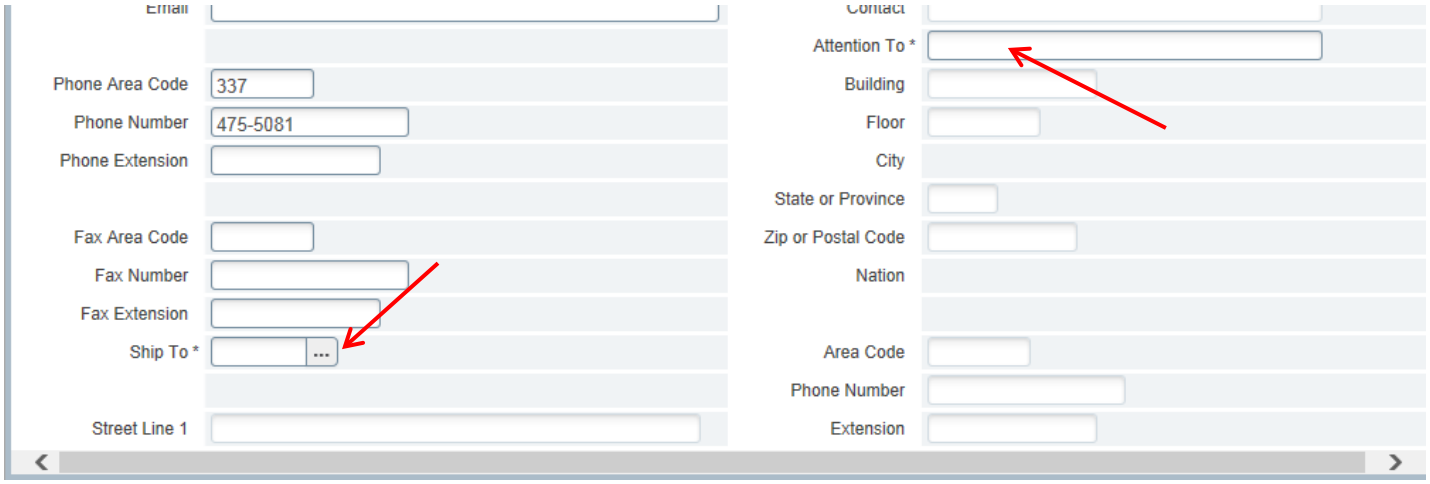


Step 5: Enter initials in the comments box that match your requisition. ***Ex: PS= Professional Service, PE= Payment Enclosed, DO= Direct Order, BO= Blanket Order, BID, etc.***

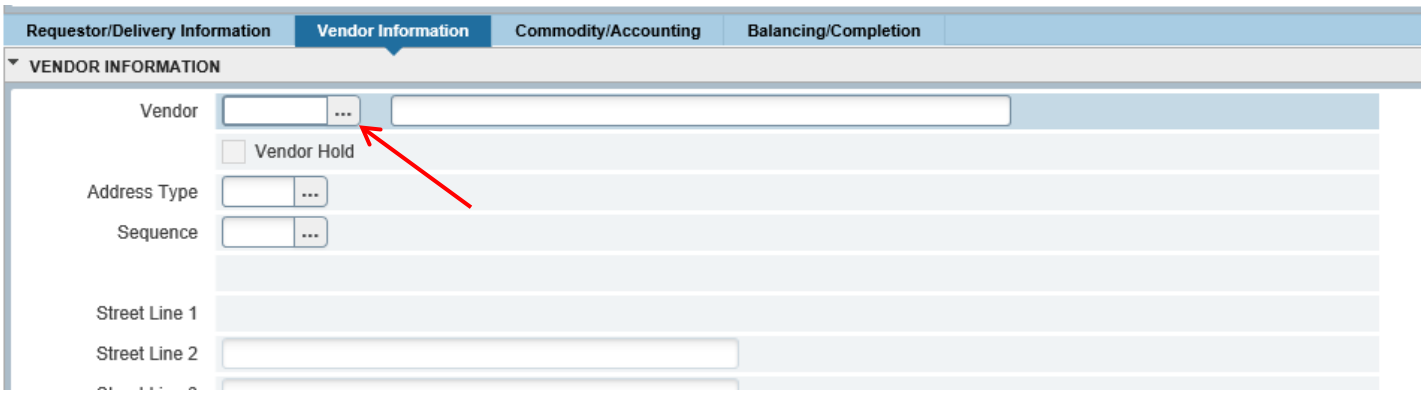


Step 6: Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard.

Step 7: Requestor info defaults from your login. Enter the Ship To code in the box (***ex: WHSE is for Warehouse***). In the Attendtion To box, indicate the name of the person that the items are being ordered for. Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard.

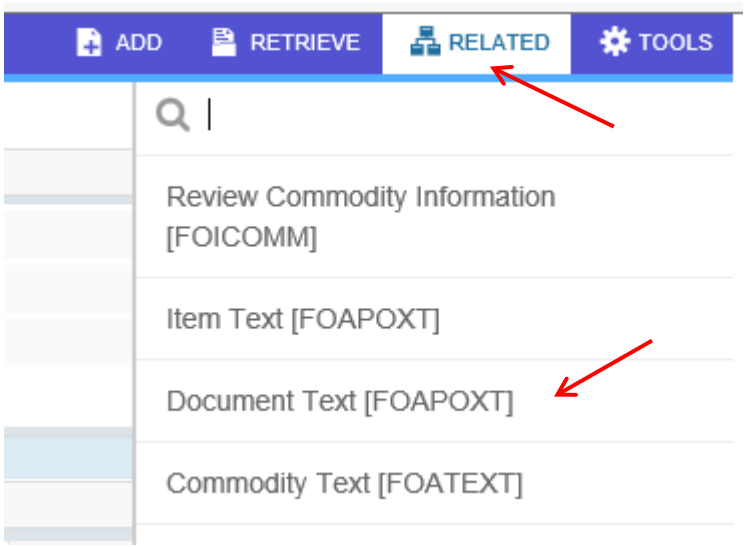


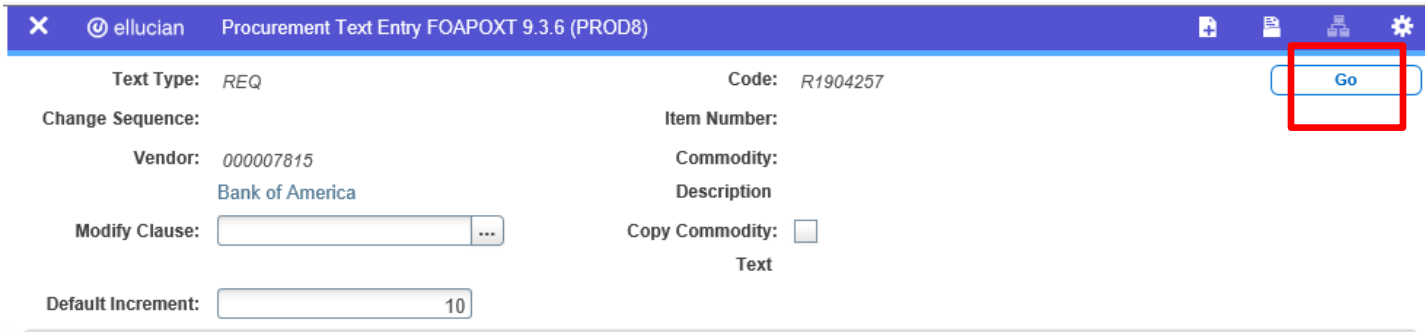
Step 8: Enter the vendor number in the box. If you do not know the vendor number, you can click on the 3 dots next to the vendor box & search for the correct vendor. If your requisition is for a bid, leave the vendor information blank. Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard.

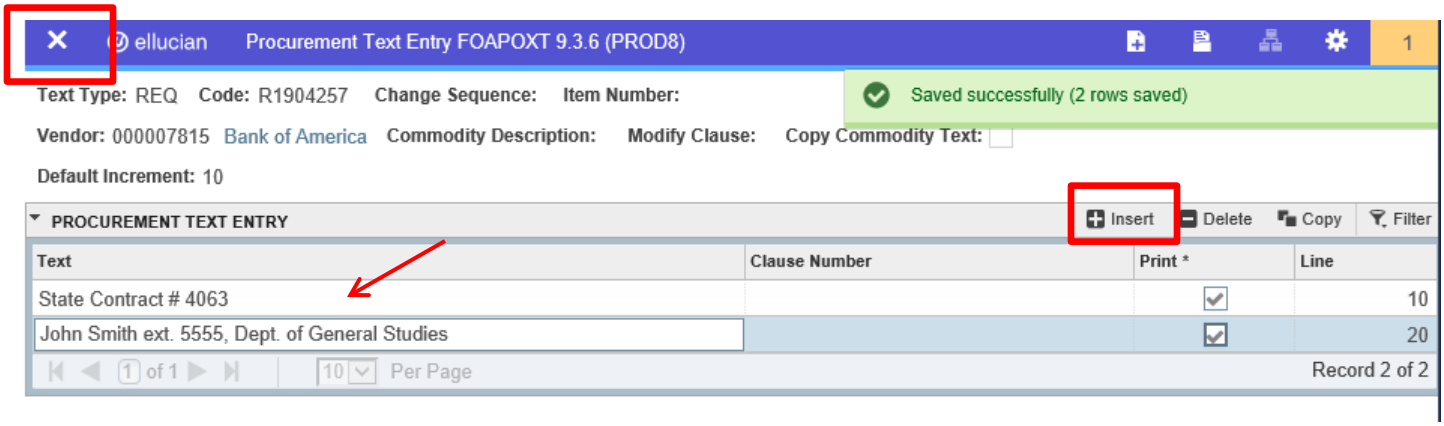


Step 9: Entering information in Document Text. ***Please enter all general information for the requisition (State Contract #, delivery information, time sensitive delivery dates, etc.) under Document Text.***

- Click the RELATED button at the top right hand corner of the screen & select Document Text.
- Once you are on the Document Text screen, click Go.
- Enter your document text information in the line provided, if additional lines are needed click Insert.
- Once you are done, click SAVE at the bottom right hand corner of the screen.
- Then click the X at the top left hand corner of the screen to return to your requisition.

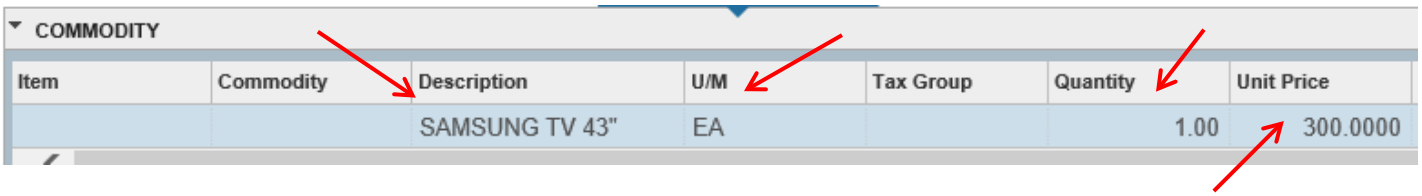




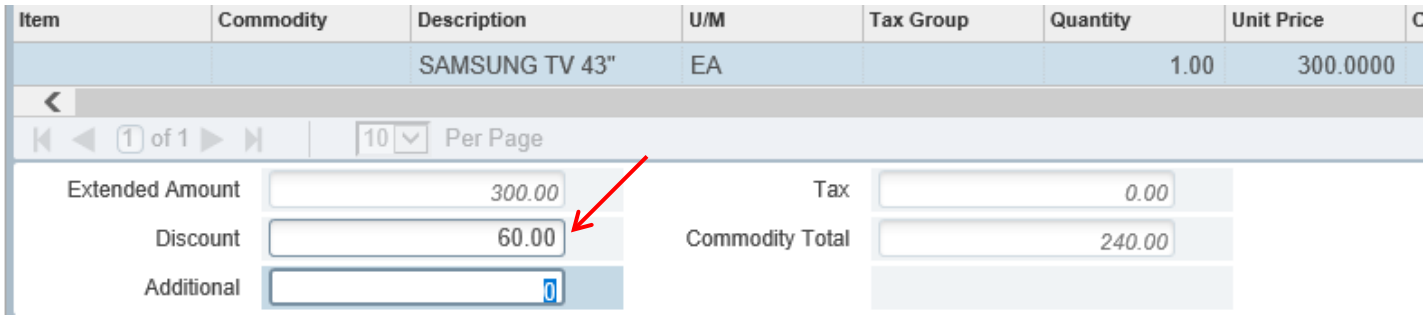


Step 10: Entering Commodity information.

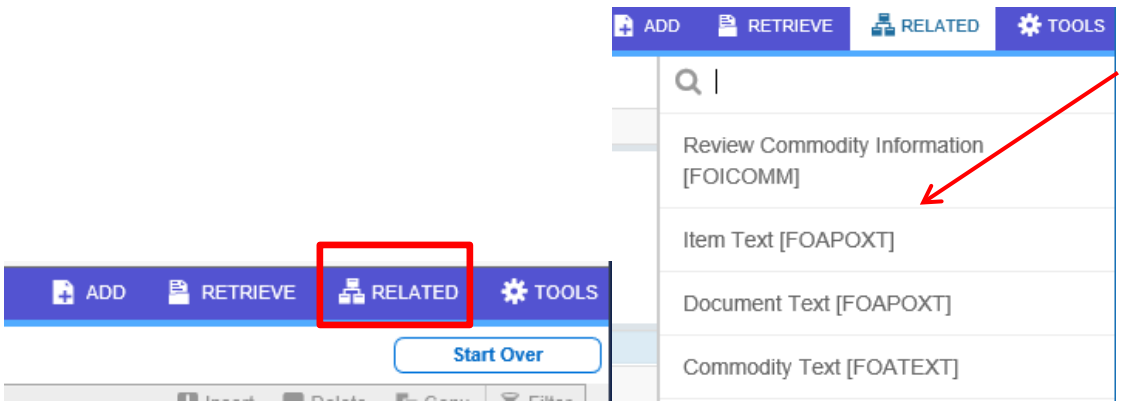
- Enter the description of the item you are ordering in the Description box. If the item(s) you are ordering are from a catalog, please list the item # first.
- In the U/M box you will enter the unit of measure for the item(s) you are ordering (***ex: EA is for each***).
- Enter the number of items you wish to order in the Quantity box.
- Enter the dollar amount per item in the Unit Price box.



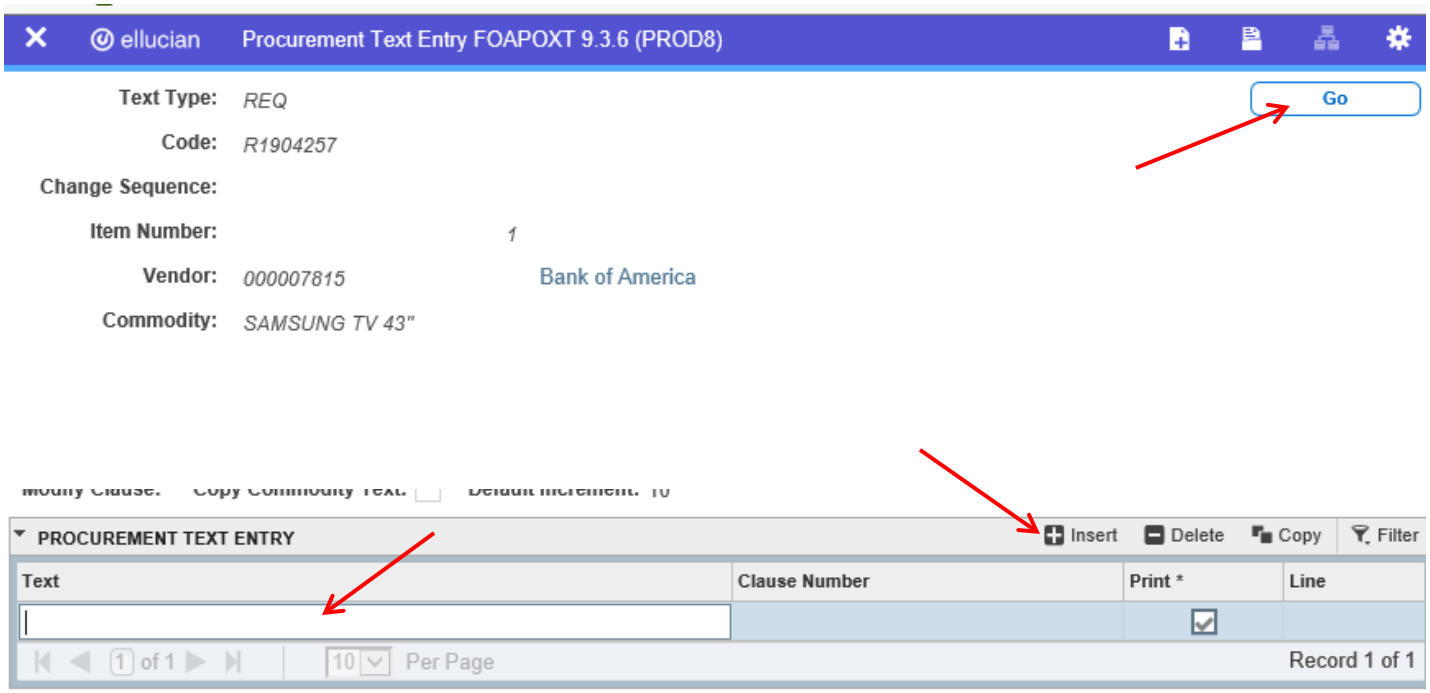
Step 11: If the supplier is offering a discount for the item(s) you are ordering then you will need to enter the dollar amount of the discount. ***Ex: if the supplier is offering a 20% discount for an item that costs $300.00 then you would enter $60.00 in the Discount box.***

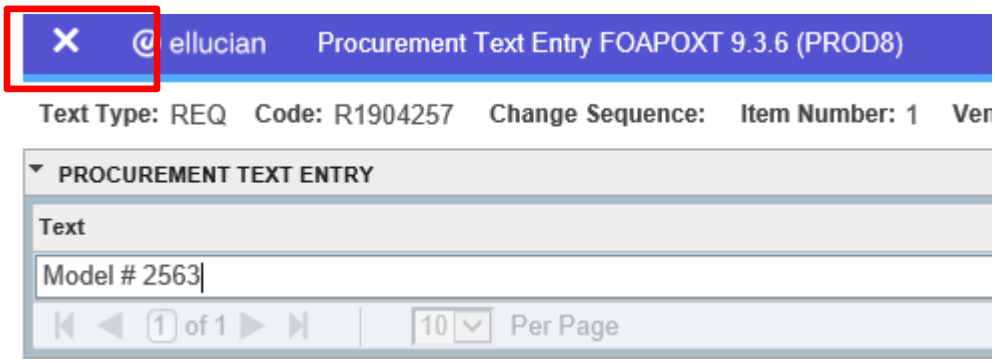


Step 12: To enter additional information for the item that does not fit in the description box, click on Related in the top right corner of the screen (be sure you are on the correct Item line that you want to enter information for). Select Item Text from the drop down menu.

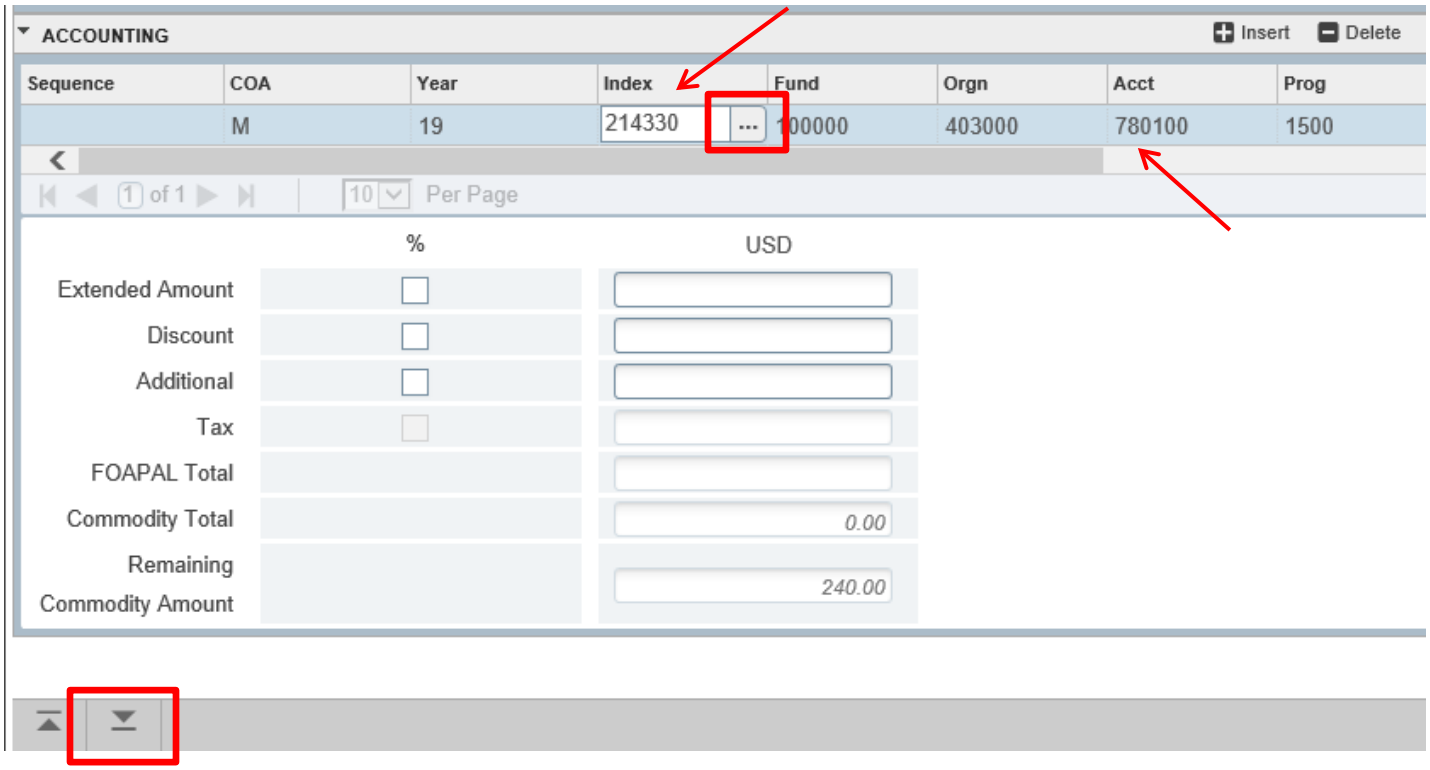
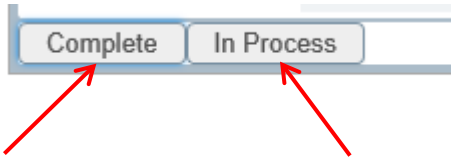


Step 13: Once you are on the Item Text screen, click Go. Enter your item text information in the line provided, if additional lines are needed click Insert. Once you are done, click the SAVE button at the bottom right hand corner of the screen. Then click the X at the top left hand corner of the screen to return to your requisition. Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard to enter the Accounting information.





Step 14: Once you are in the Accounting section, hit the Tab button and the year will automatically populate. You will need to enter your Index # and the Account # for the item. If you are unsure of this information, you can click the 3 dots next to the box and search for the correct Index/ Account number. Click the down arrow at the bottom left hand corner to go to the next section or hit "ALT + PageDown" on your keyboard



Step 15: Click COMPLETE on the final screen if your requisition is done and ready for approval. If you would like to complete your requisition later, click IN PROCESS to save it.