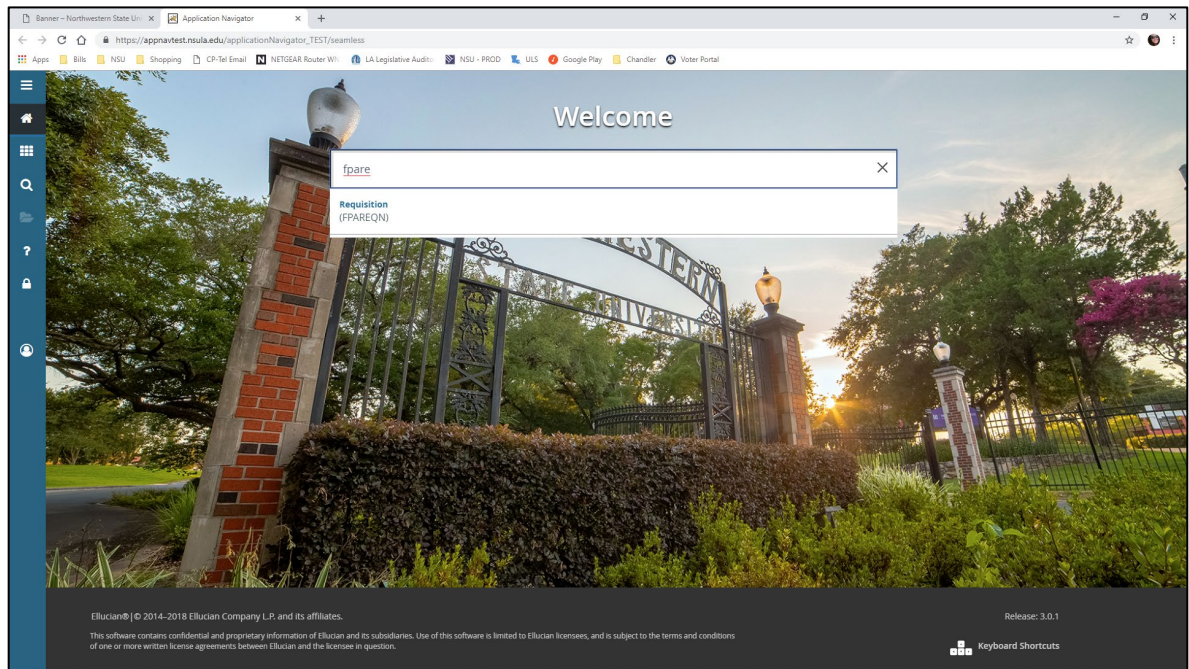
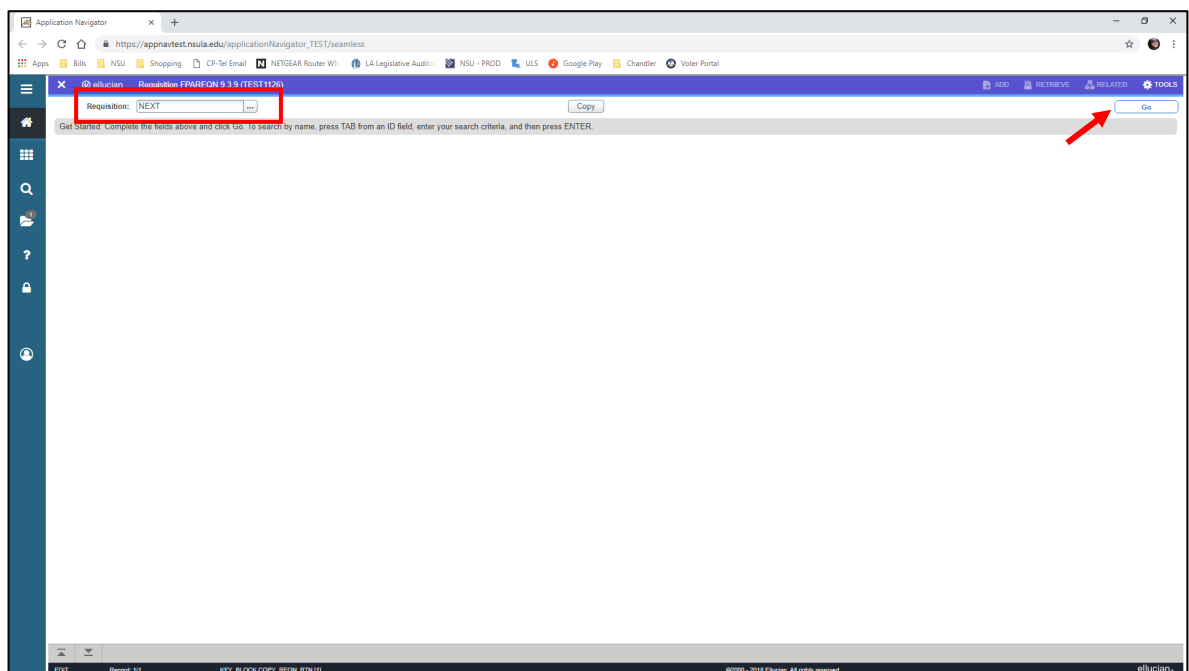


## BANNER 9 – CREATE A REQUISITION

- 1) From the Welcome screen, type FPAREQN in the search bar.

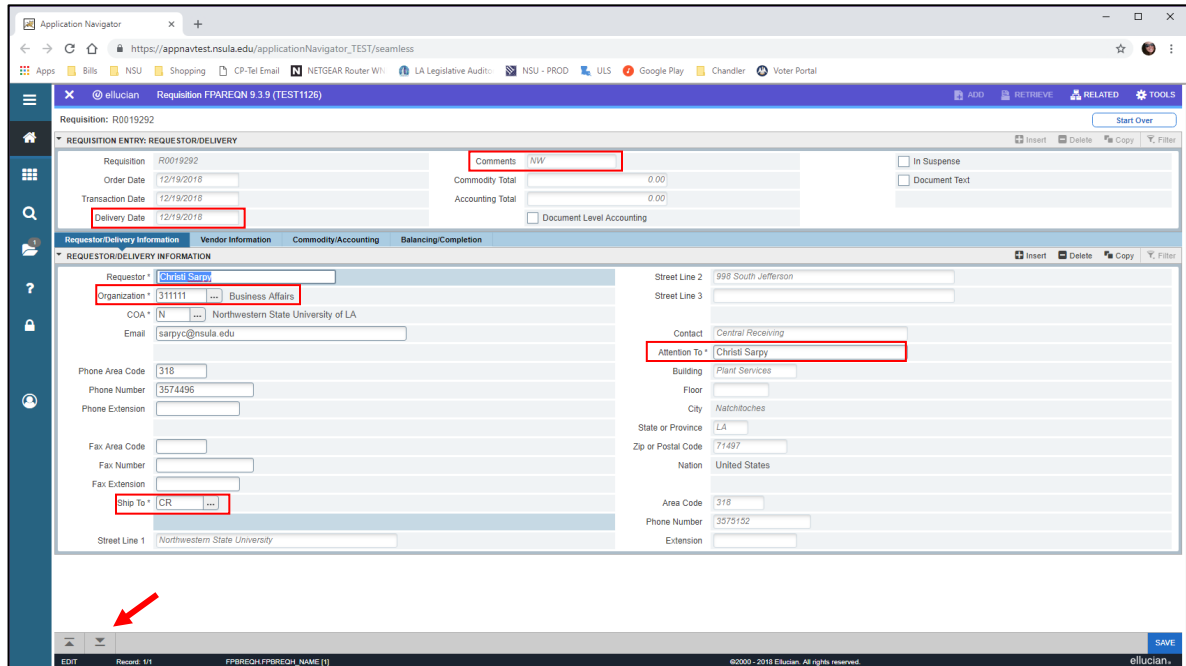


- 2) On the following screen, type the word NEXT in the Requisition field and click Go.

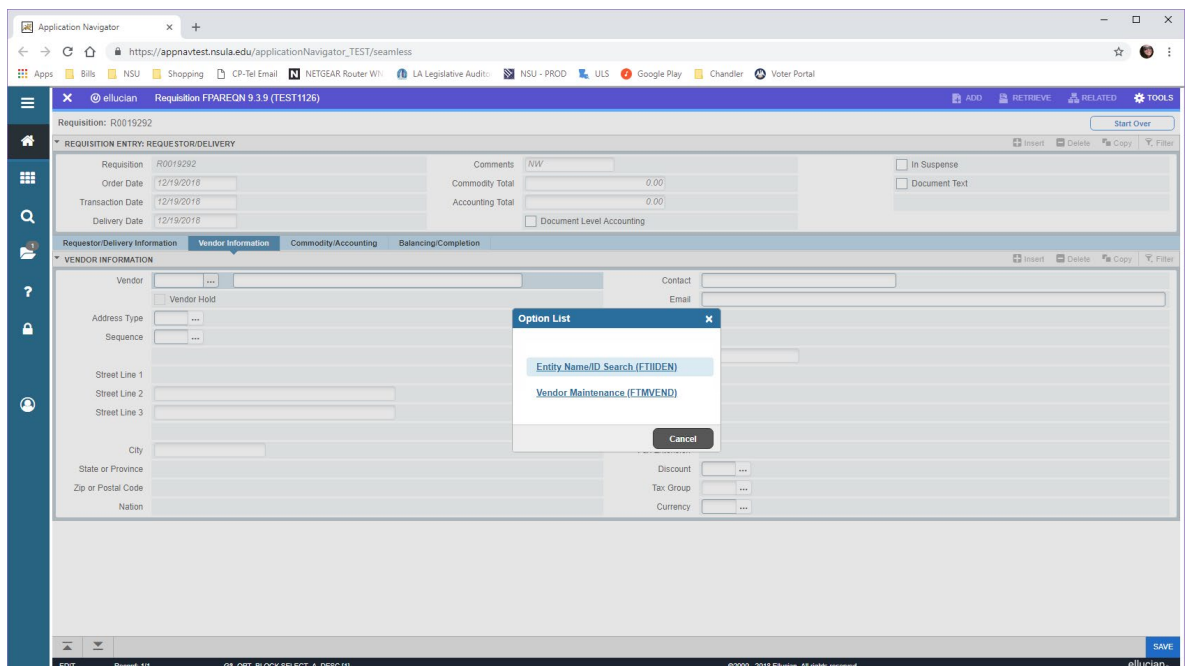


- 3) Tab through and complete the following fields: Delivery Date, Comments (NSU PO Type), Organization, Ship To, & Attention To. Click the down arrow in the lower left corner [Alt+PgDown] to move to the Vendor Information Tab.

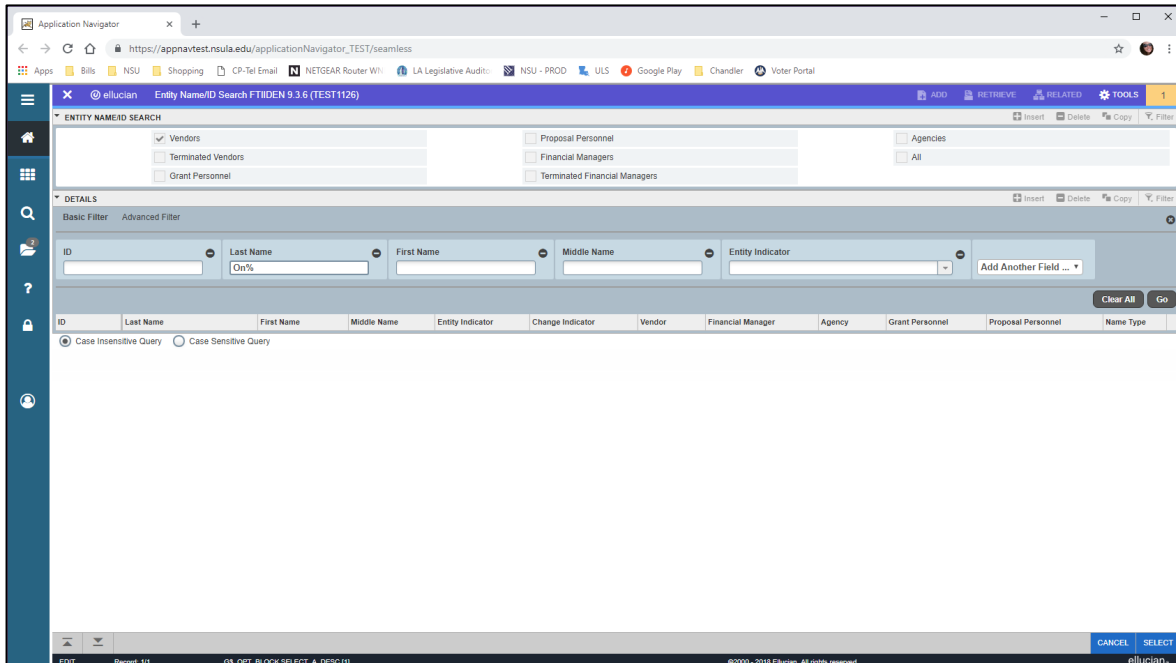
**NOTE:** If additional information is needed for extra support -use the Related tab in the upper right corner of the screen, select DOCUMENT TEXT.



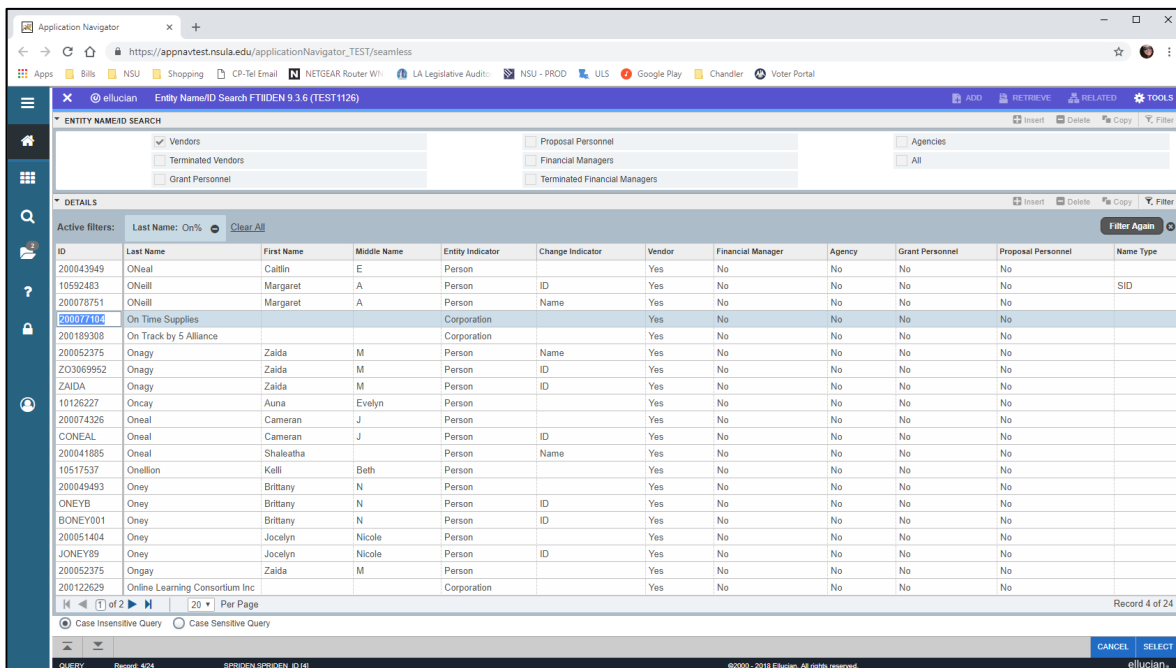
- 4) On the Vendor Information tab, enter your vendor code in the Vendor field. If you don't know your vendor code, you can look up the code by clicking the ellipses icon to the right of the Vendor field box. To find your vendor, select EntityName



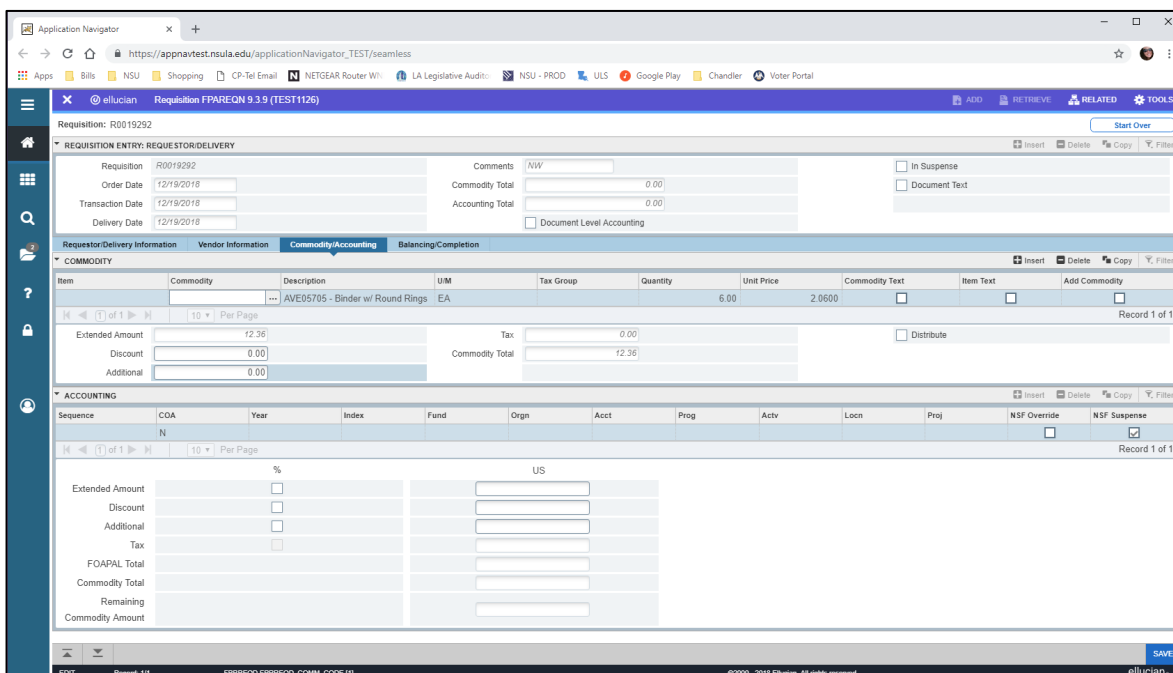
- a) Type in any portion of the vendor name with a percent sign to populate all the applicable vendors to choose from and Enter or click Go.



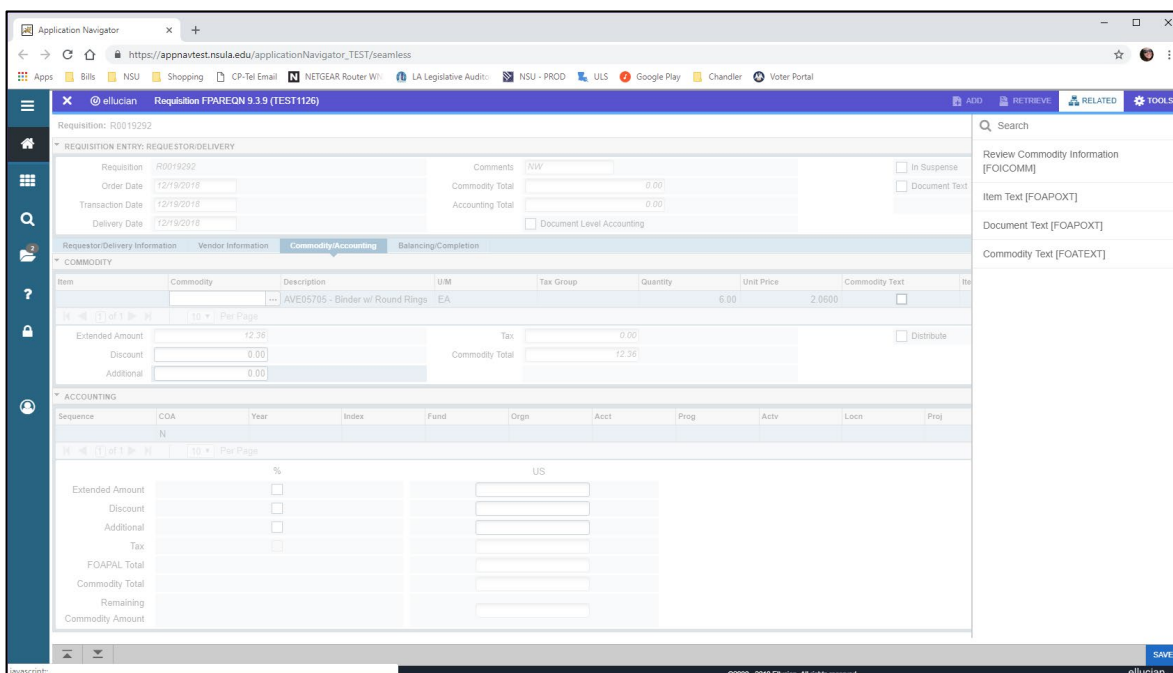
- b) On the next screen, hover over and highlight the vendor you need. Double click to select or click the Select button in the lower right corner of the screen.



- Click the down arrow in the lower left corner of the screen [Alt+PgDown] to move to the Commodity/Accounting tab. Tab through and complete the following fields: Description, Unit of Measure (U/M), Quantity, & Unit Price.



- If your description does not fit in the description field, you can enter additional information in the Item Text. From the Related tab in the upper right corner of the screen, select Item Text.



- 7) From the item text screen, click Go in the upper right corner.

Application Navigator

https://appnavtest.nsula.edu/applicationNavigator\_TEST/seamless

ellician Procurement Text Entry FOAPOXT 9.3.6 (TEST1126)

Text Type: REQ Code: R0019292

Change Sequence: Item Number: 1

Vendor: 200077104 On Time Supplies Commodity: AVE05705 - Binder w/ Round Rings

Modify Clause:  Description

Default Increment: 10 Copy Commodity:

Text

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Record: 1/1 KEY\_BLOCK:KEYBLOCK\_DTYP\_CODE [1]

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- 8) Type your additional description in the Text field and click Save [F10] in the bottom right corner of the screen. To go back to the previous screen, click X (FOAPOXT) or [Ctrl+Q]

**NOTE:** You can add additional lines – hit down arrow key [↓] on keyboard.

Application Navigator

https://appnavtest.nsula.edu/applicationNavigator\_TEST/seamless

ellician Procurement Text Entry FOAPOXT 9.3.6 (TEST1126)

Text Type: REQ Code: R0019292 Change Sequence: Item Number: 1 Vendor: 200077104 On Time Supplies Commodity Description: AVE05705 - Binder w/ Round Rings Modify Clause: Copy Commodity Text:

Default Increment: 10

Start Over

PROCUREMENT TEXT ENTRY

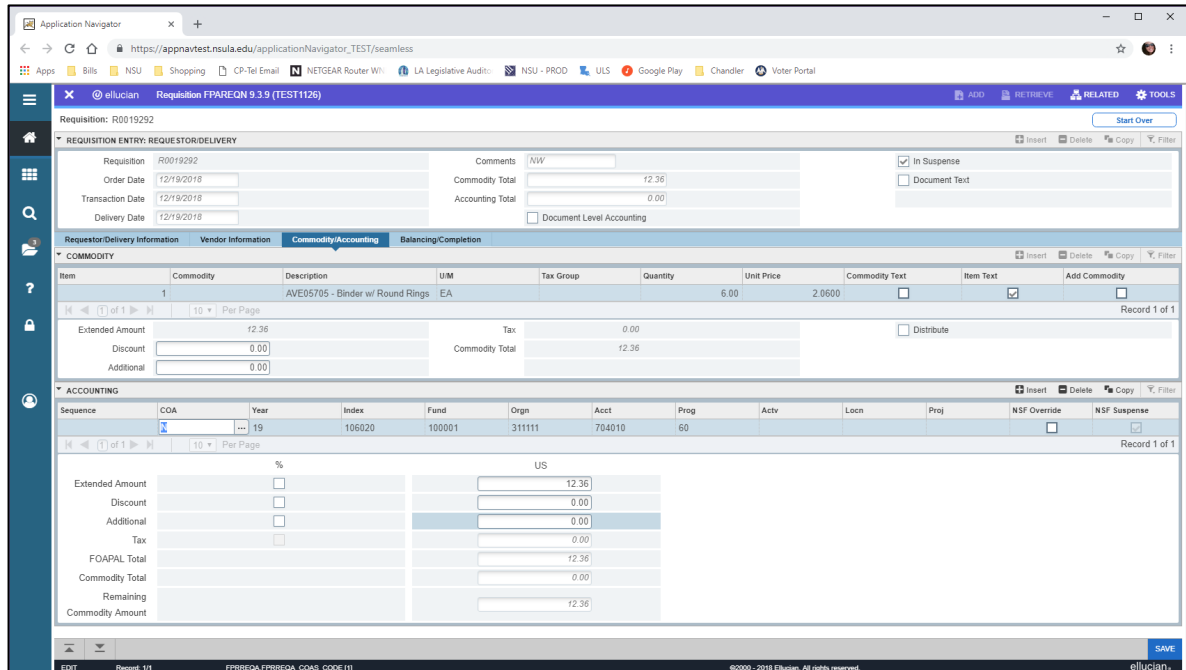
Text	Clause Number	Print *	Line
Type your additional item text here.		<input type="checkbox"/>	


Record 1 of 1

Record: 1/1 FORTEXTFORTEXT\_TEXT [1]

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- Select the down button in lower left corner to enter your accounting information. Tab through and complete the Index and Acct field.



- To add additional items, use the up and down button in the lower left corner (  ) and complete the commodity item and accounting information for each item.
- Once all commodity items and accounting information has been entered, click the down arrow in the lower left corner of the screen [Alt+PgDown] to move to the Balancing/Completion tab.
- On the next screen, you have two options – you can Complete the requisition or select In Process if you are not ready to submit for approval.

