How to Create a Purchase Requisition

Enter **FPAREQN** in Banner Home page and press Enter.

Enter **NEXT** to generate a requisition number and click **GO**
The “Order Date” and “Transaction Date” are the same; click on the calendar icon to the right of each block to select a date, or you can manually type a date.

**Delivery date** - At least 1 week beyond the Order/Transaction dates.

At the top right corner is **RELATED**. Click and go to Document Text to add Quote or Estimate # and information important to the order. When finished entering data, click the X in the top left corner of window to close.
Requestor name - Defaults from logon.

COA - Defaults to 1

Organization – Enter assigned dept. or Grant org code if known

Email address – Enter email address – once Procurement Services approves, creates and prints the (PO), a copy of the PO will automatically be sent to the email addresses that are entered in this field.

Phone number (not a required field) – Enter your Florida Tech phone number.

Ship To - BLDG40 for Property. All laptops, tablets and computers must be shipped to BLDG40 tagging.
Attention To – Enter the person’s name – ‘who’ will receive the product or service.

Click ‘Next Section’ to move to Vendor Information

**Vendor Information**

Vendor – All Banner vendor #’s start with a 9

- Enter ID number or click the search tab (to search).
- When searching, click “Entity Name/ID Search” option.
- Type vendor name in whole in the “Last Name” section (example: First Gear), or type %part of vendor name% (example: %KDA% or %Apple%). Reference below photos.
- Then, click “Go” (right-hand side of screen). It will pull every vendor in the Banner system per what you type in.

Or

- Click “Advanced Filter” (Refer to next page)
- Under “Last Name”, change the “Equals” to “Contains”, then enter your vendor name in part or in whole and click “Go”.

- You will Down Arrow on keyboard till you find your vendor and then double click on vendor ID # to select.
- If vendor name and address does not populate, highlight vendor field and Tab. Vendor Name will populate.

**Note**: If there is more than one vendor # listed for the same vendor, please contact Procurement Services

**Address Type** – Correct address may default. If not, choose the address that is listed on the quote by clicking search tab next to Address Type. Double click to select correct address.

ID: 901586719  HON Company, LLC

In this example there are three (3) total addresses to choose from. This is indicated as 1 of 3 on the Record Bar. You may use the arrow to tab through the address choices or change the number of addresses shown per page.
Commodity - A commodity is a type of good or service purchased from a vendor. Select a commodity code that best describes the good or service that you are purchasing. Please refer to the Approved Banner Requisition Commodity Codes sheet when selecting a commodity code.

- Commodity code must begin with 3 letters:

Commodity – Enter the commodity code or click the search tab to select the most appropriate commodity code for the item(s) you are ordering.

Description – Enter the item description from quote, documentation, etc. If the description field (50 characters) is not sufficient, go to the Related tab (upper right-hand side of screen) and select Item Text; ‘next Section,’ enter description, save and then click cancel to get back to previous screen.

U/M – Enter unit of measure (“EA” for each will populate) or click the drop down menu for values.

Quantity – Enter number of item(s).

Unit Price – Enter amount (No $ sign; enter decimal/cents if applicable).

Extended (cost) column – Tab through to populate.

‘Next Section’ to Accounting line (fund, org, account, program, activity, location codes), tab across to populate Accounting line & amount for that item. (Note: Index, Activity, Location and Project boxes will not populate and are typically not used)

Acct – The Account code will populate as the Commodity Code. You can change the Account code if necessary. You can search Account codes by clicking the drop down menu.
Entering multiple line items on one requisition document - If you are ordering additional items, select ‘PREVIOUS SECTION’ to go back to the commodity area & then **Down Arrow** on your keyboard, to get a new blank line. Enter the commodity code information following steps from above, ‘Next Section’ to Accounting line, tab through and enter necessary information. Each line item must have a corresponding Accounting line.

**Splitting the Funding** - To enter an additional Accounting line, press the **Down Arrow** key from the COA field, Tab and press the delete key to delete all of the defaulted information, enter Accounting information and continue to tab until cursor is back at the COA field.

**Document Text**

Document Text should include any pertinent information to be used by the vendor or the Procurement Office such as quote #’s, vendor email address, special delivery instructions, etc. **Document Text** can be accessed by clicking Related tab in the upper right-hand corner of screen, then click ‘Go’ or ‘Next Section’.

Press the down arrow key for additional blank lines; no word wrapping.

Click Save and then click X in left corner to return to FPAREQN.

‘Next Section’ to **Balancing/Completion**
The requisition number is displayed at the top ‘Requisition’ field above the order date. **Please make note of the requisition number before clicking Complete.**

Once you click ‘Complete’ you will get a green highlighted message in the upper right-hand corner of your screen:

**If you do not want to complete the requisition, click the In Process button.**

When you are ready to complete or go back into make changes to the requisition after it has been disapproved - Access FPAREQN, enter the req number in the document field, ‘Next Section’ through, make any necessary changes and proceed to completion. If you don’t know the req number, click the search box from FPAREQN:

![Search Box](image)