SELF SERVICE BANNER - REGULAR ORDER

- Go to Finance Tab of Banner Self Service, Requisition.
- Select Transaction and Delivery Dates.
- Enter Vendor ID or use Code Lookup if you don’t know it.

**IMPORTANT NOTE**
If Vendor Address is incorrect, change the Address Type to AP, PO or HO. The Address Sequence can also be changed to 1, 2, 3, etc. Select Vendor Validate to see new address.

- Select Vendor Validate to pre-populate vendor information.
- Enter Requestor Information.
  - Enter Requestor Name, Email, Phone and Fax.
  - Enter Chart of Accounts (Always R).
  - Enter Organization.
  - Enter Currency Code (USD).
  - Enter Ship Code (Use Code Lookup if needed).
  - Enter Attention to.
- Enter Comments, Document Text and/or Item Text (as needed).
- Enter Commodity Code (find list of Commodity Codes at www.rowan.edu/purchasing under The Purchasing

**IMPORTANT NOTE**
Use Document Text to communicate additional information about your order to the Purchasing Department or the Vendor. Use Item Text to enter additional comments specific to each line item.

**IMPORTANT NOTE**
Check your work after Validate! After you Complete the requisition, any changes must be made through Purchasing. Requisition Number will appear at top of page once Complete.

SELF SERVICE BANNER - STANDING ORDER

Enter Requisition same as Regular Order EXCEPT:
- Enter Comments and Document Text: SO for Standing Order
- Select Unit of Measure (U/M): Lot or Each
- Enter Quantity: 1

SELF SERVICE BANNER - OFFICE DEPOT ORDER

Enter Requisition same as Regular Order EXCEPT:
- Enter Comments and Document Text: Office Depot Account #
- Select Unit of Measure (U/M): Lot or Each
- Enter Quantity: 1
- Enter Unit Price: This is where you will put subtotal from Office Depot Marketplace website.
- Copy Requisition Number after you submit, to enter into payment section of Office Depot Marketplace website.
BANNER 9 - REGULAR ORDER

- Go to banner.rowan.edu.
- Login with your Rowan University Network Username and Password.
- Login to Banner 9 Administrative Pages.
- Enter FPAREQGN or Requisition into the Search field (or select from My Banner shortcut).
- Type the word NEXT in Requisition field.
- Select green Go button.
- Order and Transaction Dates are already populated.
- Enter Delivery Date.
- Enter Comments if needed.
- Select Next Section button on bottom left-hand side.
- Enter Requestor/Delivery Information.
  - Enter Organization.
  - Enter Requestor Email and Phone.
  - Enter Ship To code (Use Ship To Lookup if needed).
  - Enter Attention to.
- Select Next Section button on bottom left-hand side.
- Enter Document Text (as needed).
  - Select Related from the Menu Bar.
  - Select Document Text (FOAPOXT).
  - Select green Go button.
  - Enter document text, then down arrow to add more lines or delete button to delete any lines.
  - Select Save and Close.
- Enter Vendor ID if you know it and tab to populate the fields or
  - Use Vendor Lookup if you do not know it.
  - In the popup dialog box (Option List), choose Entity Name/ID Search (FTIIDEN).
  - In the FTIIDEN form, select the drop down filter -- Add Another Field.
  - Select Last Name.
  - Select filtering option (ie., Contains).
  - Type in the part of the Vendor Name.
  - Select Go.
  - Select correct Vendor from the list by double clicking on the vendor ID.
- If Vendor address is not correct, go to Address Type Lookup to view then select the correct vendor type and address.
- Select Next Section button on bottom left-hand side.
- Enter Commodity Code (find list of Commodity Codes at www.rowan.edu/purchasing under The Purchasing Process link).
  - Enter Commodity Description, Unit of Measure (U/M), Quantity and Unit Price.
  - Tab until you get back to the Description Field.
  - To add additional items, use down arrow on keyboard.
- Enter Item Text (Optional).
  - Select Related from the Menu Bar.
  - Select Item Text (FOAPOXT).
  - Select green Go button.
  - Enter item text, then down arrow to add more lines or delete button to delete any lines.
  - Select Save and Close.
- Select Next Section button on bottom left-hand side.
- Enter Accounting Information.
  - COA and FY are prefilled.
- Enter FOAPAL:
  - Fund
  - Organization
  - Account
  - Program
- If charging to multiple FOAPALs, place cursor in COA field and hit down arrow to enter another accounting line.
  - Enter additional FOAPAL information.
  - Select the check box for % Extended Amount and type the percentage under the USD Extended Amount for each.
  - Tab around until you get to first field under USD column to auto calculate.
- Select Save then Next Section.
- Make sure Status reads BALANCED (or make corrections).
- Select Complete to complete or In Process to save as an incomplete requisition.

BANNER 9 - STANDING ORDER

Enter Requisition same as Regular Order EXCEPT:
- Enter Comments and Document Text: SO for Standing Order
- Select Unit of Measure (U/M): Lot or Each
- Enter Quantity: 1

BANNER 9 - OFFICE DEPOT ORDER

Enter Requisition same as Regular Order EXCEPT:
- Enter Comments and Document Text: Office Depot Account #
- Enter Unit Price: This is where you will put subtotal from Office Depot Marketplace website.
- Copy Requisition Number after you submit, to enter into payment section of Office Depot Marketplace website.