

Module: Purchasing and Procurement Sys Process: Request Processing Form FPAREQN

Creating On-Line Requisitions

Version 8.4

March 15, 2010

The Requisition Form (**FPAREQN**) consists of eleven windows. This form is used to initiate the procurement process and to define the requestor, vendor, commodity, and accounting information. Enter the items and accounting distributions for a purchase requisition on this form.

1.)	Enter FPAREQN in the <u>GO TO</u> field of the General Menu screen of Banner and press enter. You
	will be taken to the first screen of the requisition field. In the field, which says <u>REQUISITION</u> ,
	type NEXT ,
	REQUISITION FORM (FPAREQN) PART I
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	File Edit Options Block Item Record Query Tools Help
	Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.
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	Click on 'NEXT BLOCK'
	You will be taken to the next screen, which will require delivery information.

REQUISITI	ON FORM - REQUESTOR/DELIVERY IFNORMATION
You are now	in the second part of the requisition form, which is <u>Requisition Entry</u>
Requestor/D	elivery Information.
Certain fields	s will be automatically populated based upon your General Person set-up and your
security.	
Some fields, a	although optional, can be useful and if you know them, complete them as well.
REQUISITI	ON/ DELIVERY INFORMATION (FPAREQN) PART II
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🙀 Requisition Entry: Re	equestor/Delivery Information FPAREQN 8.4 (UPGD1128) 5050000000000000000000000000000000000
Requisition.	NEXT
Order Date:	05-FEB-2010 🗰 Transaction Date: 05-FEB-2010 🕮 🗆 In Suspense
Delivery Date:	12-FEB-2010 Comments:
Commodity Total:	0.00 Accounting Total: 0.00
Requestor/Delivery Info	ormation Vendor Information Commodity/Accounting Balancing/Completion
Portugetor	Tanua Chausat Austin
Organization:	50000 VOffice Of Planning & Finance Area Code Phone Number Extension
COA:	1 Community College of Philadelphia Phone: 215 7518091
Email:	tsaustin@ccp.edu Fax: 215 7518359
Ship To:	MAIN
Street Line 1:	Receiving Entrance on 16th St. Contact: Don Hendrickson
Street Line 2:	Etwn Callowhill & Spring Gran Attention To: Don Hendrickson
Street Line 3:	
Building:	Floor:
City:	Philadelphia
Nation:	PA Zip of Postal Code: 19130-3991 Alea Code Priore Number Extension 215 7518155
	te (20 shara dara maximum)
Record: 1/1	Is (so characters maximum)
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Fields:	
Requisition :	You will still see the word NEXT.
Order Date:	Automatically populated with the current date.
Trans Date:	Automatically populated with the current date.
Delivery Dat	te: <i>Required</i> -Enter the delivery dates in the format (DD-MM-YYYY).
Comments: (Optional. Note: Requisitioners are requested to inform Purchasing Department abo
information r	related to delivery, especially if the date given is a <i>fictitious date</i> .
Example: No:	rmal (2 weeks), rush order and will pay freight (by Air) are commonly used.
Requestor: 1	Required- Name of the requestor (will default in).
COA: Autom	natically populated with a 1 and Community College of Philadelphia.
Organization	n: Automatically populated based upon General Person set-up
Email: Option	nal
Phone: Requ	rine d
<u>nonc</u> . Requ	lirea
Fax: Optional	11rea 1
Fax: Optional Ship To: Au	nred 1 itomatically populated based upon your General Person set-up. The ship to address
Fax: Optional Ship To: Au	Itomatically populated based upon your General Person set-up. The ship to address

and room nu	imber).
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Requisition:	
Delivery Date:	12-FEB-2010 Comments:
Commodity Total:	0.00 Accounting Total: 0.00
-	✓ Document Level Accounting
Requestor/Delivery Info	rmation Vendor Information Commodity/Accounting Balancing/Completion
Requestor:	Tanya Stewart-Austin
Organization:	50000 VOffice Of Planning & Finance Area Code Phone Number Extensi
COA:	1 Community College of Philadelphia Phone: 215 7518091
Email:	tsaustin@ccp.edu Fax: 215 7518359
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Sinp to.	
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Street Line 2:	Btwn Callowhill & Spring Grdn Attention To: Don Hendrickson
Street Line 3:	
Building	Floor
City:	Philadelphia
State or Province:	PA Zip or Postal Code: 19130-3991 Area Code Phone Number Extensi
Nation:	215 7518155
	- (00 share share an adaman)
Record: 1/1	s. (su characters maximum) <0SC>
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Click on 'NF	XT BLOCK ? or click on the Vendor Information Tab
Ver will be t	AT BLOCK Of the weapons Dequisition Entry Vanden
Y OU WIII DE L	aken to the third block of the process, <u>Requisition Entry vendor</u>

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	Delivery Date: 12-FEB-2010 III Comments: Document Text
	Commodity Total: 0.00 Accounting Total: 0.00
	✓ Document Level Accounting
	Requestor/Delivery Information Commodity/Accounting Balancing/Completion
	Vendor: J0022029 Verizon
	Address Type: RT V Sequence: 1 V Discount: V
	Tax Group:
	Street Line 1: P O Box 8585
	Street Line 2:
	Street Line 3:
	City: Philadelphia
	State or Province: PA Zip or Postal Code: 19173-0001
	Nation:
	Contact: Ed Nader
	Email:
	Area Code Phone Number Extension
	Fax:
	Enter name of primary contact for the vendor.
	Record: 1/1 <08C>
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	Information fields:
	Requisition: The requisition number assigned will be displayed.
	Order Date: Automatically populated with the current date
	Trans Date: Automatically populated with the current date Order Date
	Delivery Deter From prior page
	Vendery This is anti-nel
	vendor: This is optional.
	To second four a Van day ID, slick on the Duan Down how
	✓ To search for a vendor ID, click on the Drop Down box →. A box will appear with
	two choices. Click on 'Entity Name/ID Search', which will take you to another form
	(FTIIDEN). Click in the Last Name field. Click the enter query function.
	➤ Type <u>Vendor Name</u> or part of the Vendor name using the wild card % symbol. Click the
	Execute Query function
	> Highlight the Vendor name you are placing the order with & click 'Select' icon.
	This brings you back to the Vendor information form with the vendor's address
	Searching for a Vendor ID is ontional stan A Dequestioner can type the name of a
	Starting for a venuer for is optional step. A requestioner can type the fialle of a non-denin field next to where the Vander ID model have been stered.
	vendor in neid next to where the vendor 1D would nave been entered.
	A requisition <u>can</u> be completed <u>without</u> entering Vendor information.
3).	Click the 'NEXT BLOCK' function or select the Commodity/Accounting tab.
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	DECULISITION FORM COMMODITY/A COOLINITING (FRADEON) RADT IV
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Requisition:	R0007713
Order Date:	05-FEB-2010 🔳 Transaction Date: 05-FEB-2010 🔲 🗌 In Suspense
Delivery Date:	12-FEB-2010 Comments:
Commonly rotal.	Document Level Accounting
Requestor/Delivery Inf	nformation Vendor Information Commodity/Accounting Balancing/Completion
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	Additional:
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	V V V V Additional:
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	Enden all the meaning of fields							
	Enter all the required fields.							
	Perform a NEXT BLOCK to access the accounting information:							
	ACCT: All accounting information except for account should be automatically populated							
	based upon the Organization entered in Part II. If a different Org or a grant fund is to be							
	charged for this requisition enter the appropriate Org or Fund code. Enter the 4-digit account or							
	Click the Search button icon to find the account (Use the wildcard search feature (%) to							
	<u>Unck the Search Button Icon to find the account.</u> (Use the whocard search feature (%) to							
	help you with your search).							
	All non-labor expense accounts begin with a number (7).							
	Select and Click the account and it will be brought back to the form.							
	Click NEXT BLOCK .							
	You will be taken to the final part of the form.							
4).	OPITIONAL ADDING ITEM TEXT TO THE REQUISITION –							
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4).	OPITIONAL ADDING <u>ITEM TEXT</u> TO THE REQUISITION – Use this option to alert Purchasing staff about special information related to this particular item of the							
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4).	 OPITIONAL ADDING <u>ITEM TEXT</u> TO THE REQUISITION – Use this option to alert Purchasing staff about special information related to this particular item of the requisition. Some examples are: 1) This item must be refrigerated; 2)XYZ Co. Catalogue #89-456, page 27; 3) substitution on color only is acceptable. Click 'Options' and choose 'Item text' Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered 							
4).	 OPITIONAL ADDING <u>ITEM TEXT</u> TO THE REQUISITION – Use this option to alert Purchasing staff about special information related to this particular item of the requisition. Some examples are: 1) This item must be refrigerated; 2)XYZ Co. Catalogue #89-456, page 27; 3) substitution on color only is acceptable. Click 'Options' and choose 'Item text' Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text information click on the Sava icon. Click on the Exit icon to be brought back to the 							
4).	 OPITIONAL ADDING <u>ITEM TEXT</u> TO THE REQUISITION – Use this option to alert Purchasing staff about special information related to this particular item of the requisition. Some examples are: 1) This item must be refrigerated; 2)XYZ Co. Catalogue #89-456, page 27; 3) substitution on color only is acceptable. Click 'Options' and choose 'Item text' Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text information, click on the Save icon. Click on the Exit icon to be brought back to the 							
4).	 OPITIONAL ADDING <u>ITEM TEXT</u> TO THE REQUISITION – Use this option to alert Purchasing staff about special information related to this particular item of the requisition. Some examples are: 1) This item must be refrigerated; 2)XYZ Co. Catalogue #89-456, page 27; 3) substitution on color only is acceptable. Click 'Options' and choose 'Item text' Click in the text area and type in your information. The maximum data length is fifty (50) characters per line. Use the down arrow key to type in more information. After you have entered your text information, click on the Save icon. Click on the Exit icon to be brought back to the Requisition Entry Form. 							

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