## Banner 9 **Non-Store Requisition**

- 1. Search or choose Requisition (FPAREQN) from your list then type NEXT in the box as shown below or press Go
- 2. Press Go or the next section small arrow at the bottom of the page



×	Requisition FPAREQN 9.3.7 (PROD_9)	🔒 ADD	RETRIEVE	뤏 RELATED	🏶 TOOLS
	Requisition: NEXT Copy			→ ■	Go
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.				

3. Using Tab to move to the delivery date – then move to Ship To type RCV

× Requisition FF	AREQN 9.3.7 (PROD_9)										
Requisition: NEXT											
* REQUISITION ENTRY: REQUESTOR/DELIVERY											
Requisition	NEXT	Comments		✓ In Suspense							
Order Date *	21/10/2018	Commodity Total	0.00	Document Te							
Transaction Date *	21/10/2018	Accounting Total	0.00								
Delivery Date *	21/10/2018		Document Level Accounting								
Requestor/Delivery Info	mation Vendor Information Commodity/Accounting	Balancing/Completion									
REQUESTOR/DELIVER	INFORMATION										
Requestor *	Omaia Al Rawi		Street Line 2	CSC Building							
Organization *	3410 ··· Finance		Street Line 3	P.O. Box 26666							
COA*	A American University of Sharjah										
Email			Contact	Receiving In Charge							
Phone Country Code			Attention To *	Receiving In Charge							
Phone Area Code			Building	CSC Warehouse							
Phone Number			Floor	Warehouse							
Phone Extension			City	Sharjah							
Fax Country Code			State or Province								
Fax Area Code			Zip or Postal Code								
Fax Number			Nation	United Arab Emirates							
Fax Extension			Country Code								
Ship To *	RCV		Area Code	06							
			Phone Number	515-2033							
Street Line 1	Central Receiving Stores		Extension	2033							

- **4.** Press the next section small arrow at the bottom of the page to move to the Commodity/Accounting section
- **5.** Be sure to note down the requisition number as it will be generated in this stage
- **6.** Type the description of your request in the description box, the unit, quantity then the unit price
- 7. To add more items press Insert
- 8. Delete is to delete the whole item not the requisition
- **9.**Copy is to copy the same item with full details
- **10.** Press the next section small arrow at the bottom of the page to move to

the Accounting section

× Requisition Fi	PAREQN 9.3.7 (PROD_9)	)						🔒 ADD	🖹 RETRIEVE	晶 RELATED	🛠 TOOLS
Requisition: R0085663	3									St	art Over
REQUISITION ENTRY:	REQUESTOR/DELIVERY								🚼 Insert	Delete 🗖 C	opy 🏾 🅄 Filter
Requisition	R0085663		Comments				In Suspense				
Order Date	Order Date 10/10/2018		Commodity Total	dity Total 0.00			Document Text				
Transaction Date	Transaction Date 10/10/2018		Accounting Total	0.00							
Delivery Date 10/10/2018			Document Level Accounting								
Requestor/Delivery Info	rmation Vendor Inform	ation Commodity/Accounting	Balancing/Completion								
COMMODITY		•							🗄 Insert	Delete 🖥 C	opy 🎈 Filter
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	A	dd Commodity	
				VP5							
< 1 of 1 ► )	10 V Per Pa	ge								F	Record 1 of 1
Extended Amount			Tax				Distribute				
Discount			Commodity Total	nodity Total							
Additional											

## **11.** To add more lines to your item description:

- Go to **RELATED** at the top right then choose Item Text, press go on the next page to open new line then press insert or arrow down to add more lines.
- Press Save before you exit the page

DD		뤔 RELATED	🛠 TOOLS							
a	Ł									
Review Commodity Information [FOICOMM]										
It	Item Text [FOAPOXT]									
C	ocument Text [F	OAPOXT]								
C	commodity Text	[FOATEXT]								

× Procur	ment Text Entry FOAPOXT 9.3.6 (PROD_9)	ADD	🖹 retrieve	A RELATED	🗱 TOOLS
Text	ype: REQ Code: R0085775			→ 🔳	Go
Change Sequ	ance: Item Number:	1			
Ve	ndor: Commodity: Printer				
	Description				
Modify C	uuse: Copy Commodity:				
	Text				
Default Incre	nent: 10				
Get Started: C	mplete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.				

Y Procurement Text Entry FOAPOXT 9.3.6 (PROD_9)	🔒 ADD	RETRIEVE	🔓 RELAT	ED 🔅 TOOLS				
Text Type: REQ Code: R0085775 Change Sequence: Item Number: 1 Vendor: Commodity Description: Printer Modify Clause: Copy Commodity Text: Default Increment: 10								
* PROCUREMENT TEXT ENTRY		🗄 Insert	Delete	Copy 🏹 Filter				
Text Clause Number	Print *	L	ine					
all in one HP Printer	<b>~</b>			10				
5 years warranty								
1 of 1 A Per Page				Record 2 of 2				

- **12.** Be sure to enter the correct cost center and account number
- **13.** Press the next section small arrow at the bottom of the page to move to the Balancing/Completion section

* ACCOUNTING											🛨 Insert	Delete 🖣 Copy 🕅 🕅 Filter
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	.ocn	Proj	NSF Override	NSF Suspense
	А	19		111001	3410	59105	60					
( ◀ (1) of 1 ► )	10 V Per Page	9										Record 1 of 1
		%			AED							
Extended Amount												
Discount				No. 1								
Additional												
Tax												
FOAPAL Total												
Commodity Total					0.00							
Remaining Commodity Amount					2,740.50							

**14.** Press Complete if you want to complete the request or In Process if you want to keep it open for any change later

