

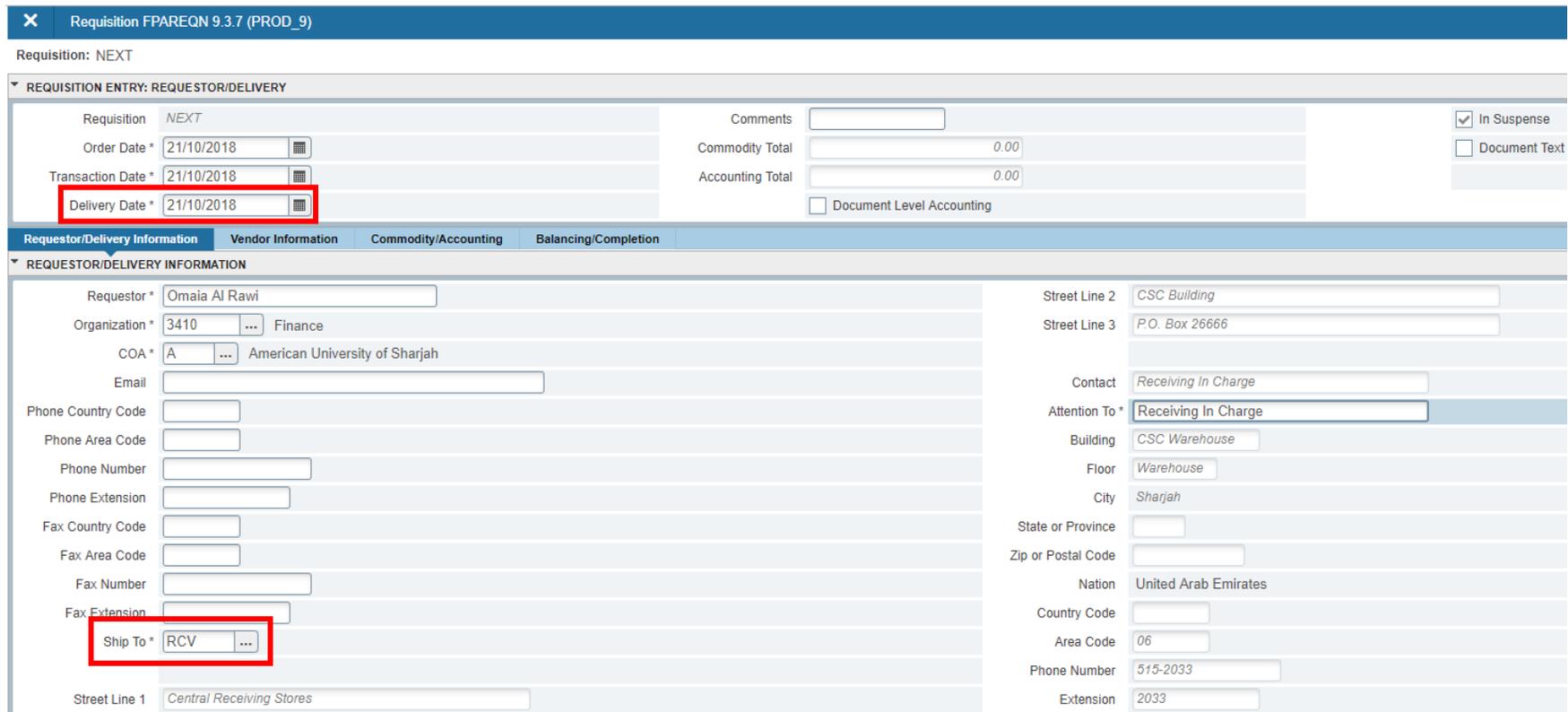
Banner 9

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 



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



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 FPAREQN 9.3.7 (PROD_9)

Requisition: R0085663

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestion: R0085663
 Order Date: 10/10/2018
 Transaction Date: 10/10/2018
 Delivery Date: 10/10/2018

Comments:
 Commodity Total: 0.00
 Accounting Total: 0.00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
		<input type="text"/>	...	VP5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

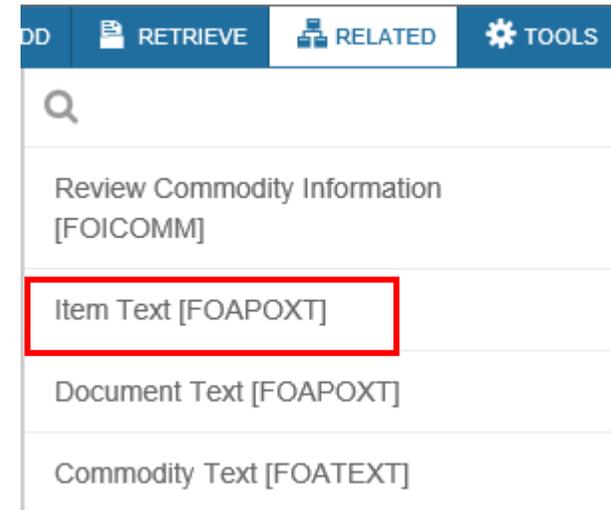
Extended Amount:
 Discount:
 Additional:

Tax:
 Commodity Total:

Distribute

Record 1 of 1

- 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



Procurement Text Entry FOAPOXT 9.3.6 (PROD_9) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Text Type: REQ Code: R0085775 [Go]

Change Sequence: Item Number: 1

Vendor: Commodity: Printer

Description

Modify Clause: []

Copy Commodity:

Text

Default Increment: [10]

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.

Procurement Text Entry FOAPOXT 9.3.6 (PROD_9) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Text Type: REQ Code: R0085775 Change Sequence: Item Number: 1 Vendor: Commodity Description: Printer Modify Clause: Copy Commodity Text: Default Increment: 10 [Start Over]

PROCUREMENT TEXT ENTRY [Insert] [Delete] [Copy] [Filter]

Text	Clause Number	Print *	Line
all in one HP Printer		<input checked="" type="checkbox"/>	10
5 years warranty		<input checked="" type="checkbox"/>	

[1] of 1 [10] 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												
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	A	19		111001	3410	59105	...	60			<input type="checkbox"/>	<input checked="" type="checkbox"/>

	%	AED
Extended Amount	<input type="checkbox"/>	<input type="text"/>
Discount	<input type="checkbox"/>	<input type="text"/>
Additional	<input type="checkbox"/>	<input type="text"/>
Tax	<input type="checkbox"/>	<input type="text"/>
FOAPAL Total		<input type="text"/>
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

AMOUNTS	
	Input
Approved Amount	<input type="text" value="2,610.00"/>
Discount Amount	<input type="text" value="0.00"/>
Additional Amount	<input type="text" value="0.00"/>
Tax Amount	<input type="text" value="130.50"/>