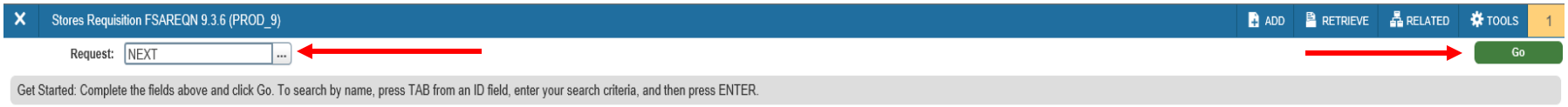
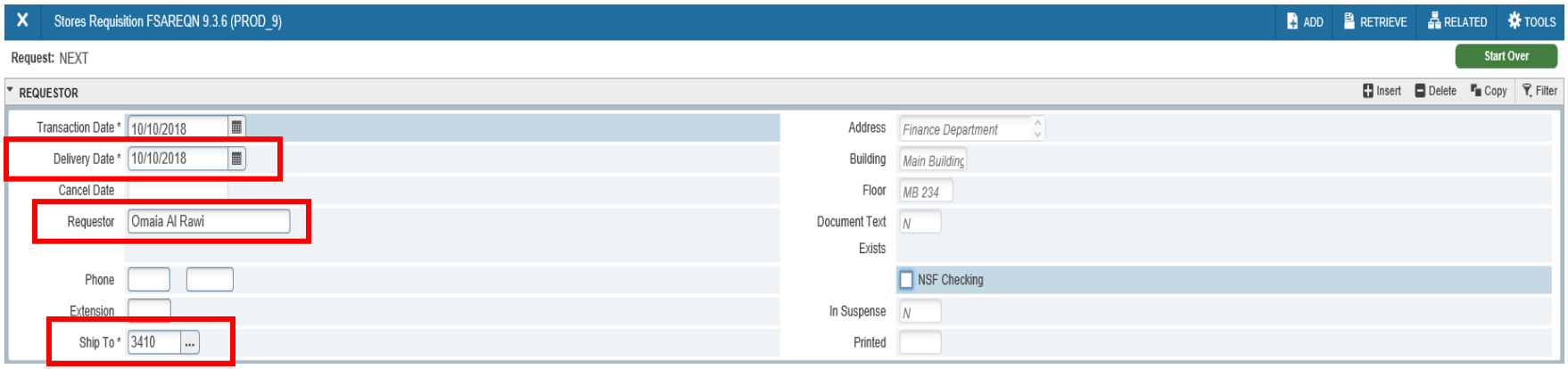
Banner 9
Store Requisition

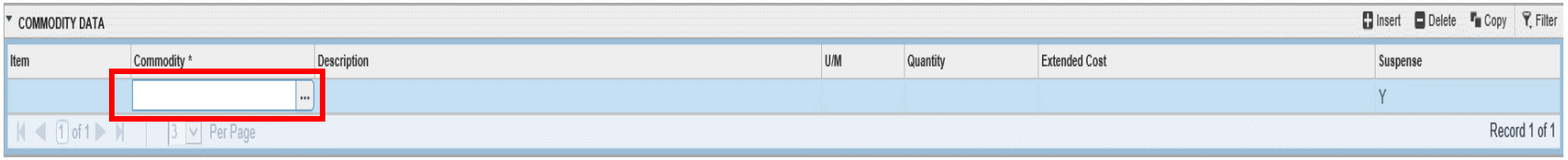
1. Search or choose Store Requisition (FSAREQN) from your list – then type NEXT in the box as shown below
2. Press Go or the next section small arrow at the bottom of the section



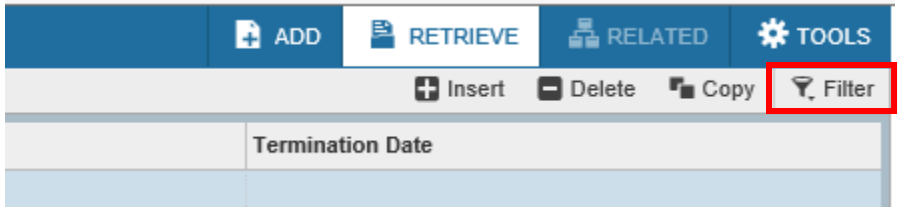
3. Using Tab to move to the delivery date – Requestor – Ship To
4. Press the next section small arrow at the bottom of the page to move to the Commodity/Accounting section



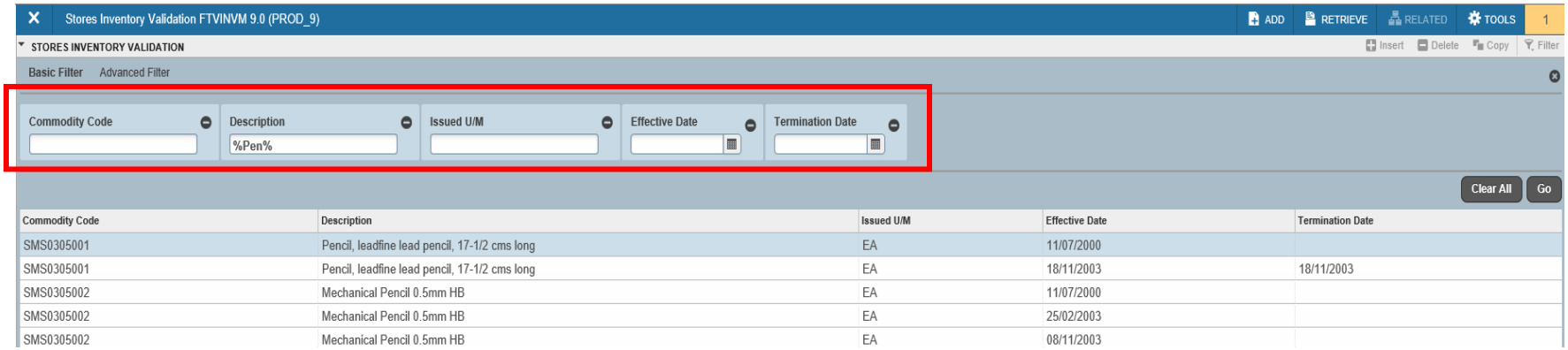
5. Type the commodity Code (SMS number) or choose it by pressing the dots to search the commodity item from the list
6. Also you can get the SMS number by searching the catalog https://intranet.aus.edu/operations/store/catalog/



7. To start searching the required item press Filter (in case you are not using the catalog)

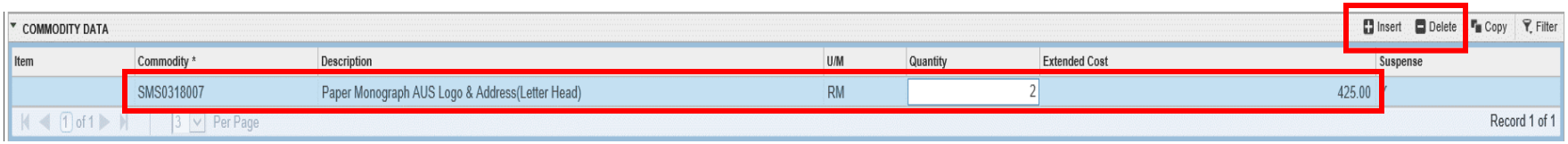


8. Type the description then press Go to have a list of matching search



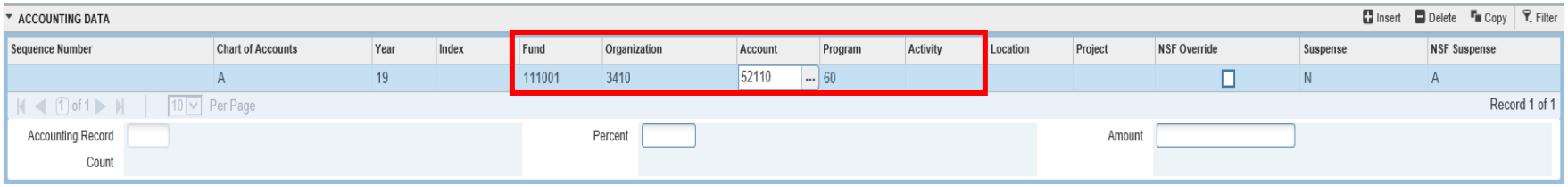
9. Select the item then double click to choose it

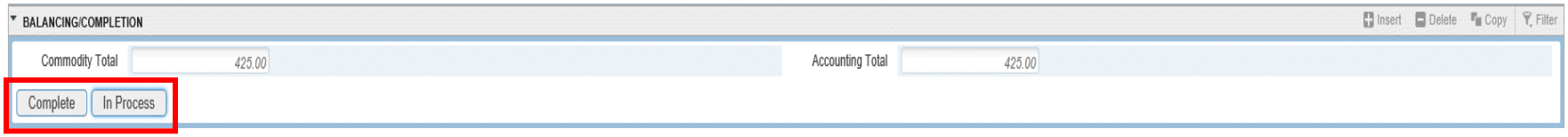
10. Type the quantity
Press Insert to add more items
Press Delete to delete the item



11. Press the next section small arrow at the bottom of the page or Alt+PgDn to move to the Accounting section, then type your cost center number in the Organization box

12. Type the Cost Center in the organization box



13. Press the next section small arrow at the bottom of the page to move to the Balancing/Completion section

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