How to Create a Purchase Requisition in Self Service Banner

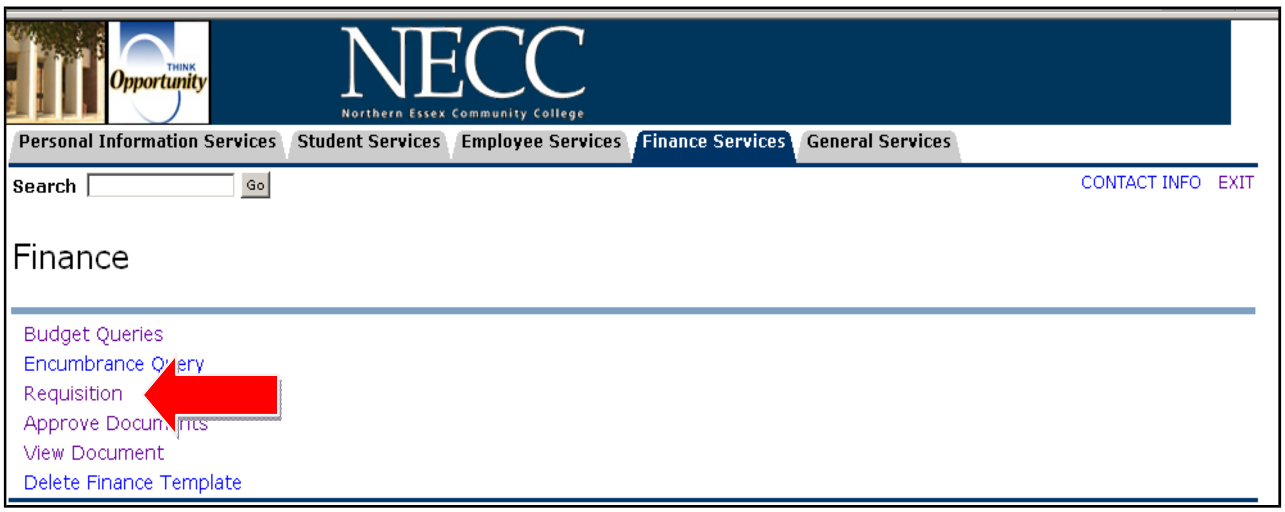
One of the benefits of Self Service Finance (SSF) is the easy to use purchase requisition form. The requisition form allows an end user to enter a requisition, a manager to approve the requisition, and for the requisition to make its way to the purchasing agent. All without a piece of paper!

<u>A few notes before you start:</u>

- You cannot save a purchase requisition and complete it at another time.
- Once a requisition is entered it cannot be modified in SSF.
- **Do not** use this for WB Mason orders or NECC stockroom orders.

Select the *Finance Services* tab on the Self Service menu

1. Click on *Requisition*



2. A requisition is broken into three parts; the first part is general information about who is requesting the purchase and who they would like to buy it from.

   The following fields are automatically populated for you:

   Transaction Date (defaults to today's date)
   Delivery Date (defaults to today's date, you can change it if needed)
   Requestor Name
   Attention to (defaults to your name, however, you can change it if it should go to someone else)

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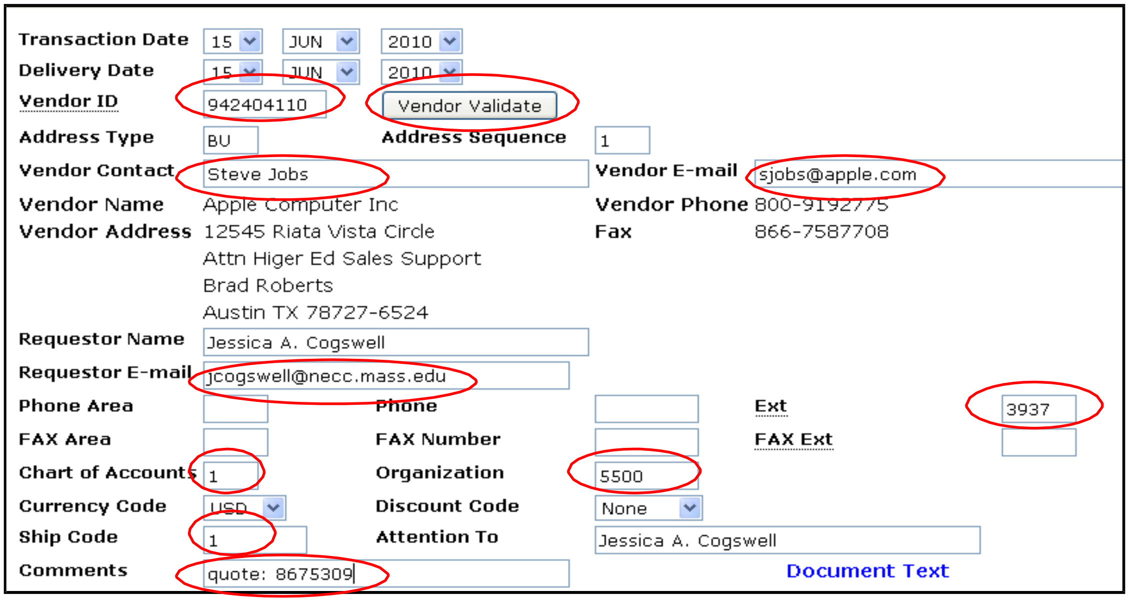
The following fields are required:

Ship Code (i.e. 1 – Haverhill, 2- Franklin St, 03 – Amesbury St)
Organization
Vendor ID (this can be found by searching using the code look-up **(**see step 11**)** or by clicking here: [Vendor List])
Click ***Vendor Validate*** (this will automatically populate vendor information for you)


Transaction Date 15 JUN 2010
Delivery Date 15 JUN 2010
Vendor ID 942404110 Vendor Validate
Address Type BU Address Sequence 1
Vendor Contact Steve Jobs Vendor E-mail sjobs@apple.com
Vendor Name Apple Computer Inc Vendor Phone 800-9192775
Vendor Address 12545 Riata Vista Circle Fax 866-7587708
Attn Higer Ed Sales Support
Brad Roberts
Austin TX 78727-6524
Requestor Name Jessica A. Cogswell
Requestor E-mail jcogswell@necc.mass.edu
Phone Area Phone Ext 3937
FAX Area FAX Number FAX Ext
Chart of Accounts 1 Organization 5500
Currency Code USD Discount Code None
Ship Code 1 Attention To Jessica A. Cogswell
Comments quote: 8675309 Document Text

For timely processing we suggest you fill out these additional fields:

Vendor Contact (if you know it)
Vendor E-mail (if you know it)
Requestor E-mail (your e-mail)
Extension (your extension)
Comments (if you have a quote number enter it here. This field is limited to 30 characters)

3. Part two is entering the commodities you would like to purchase.

   Required Fields:

   > ***Commodity Description*** (be as detailed as possible, the field is limited to 50 characters)
   > ***U/M, Unit of Measure (***select from the pick list)
   > ***Quantity***
   > ***Unit Price***

4. Click ***Commodity Validate***. This will calculate the dollar amount of your order.

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		Filing Cabinet Item #56384 Tan	EA	5	85		
2		Herman Miller Chair #95-222487	EA	1	200		
3			None				
4			None				
5			None				

Commodity Validate

5. ***Calculated Commodity Amounts*** shows the dollar amount, broken down by category for your requisition. If there is an error it needs to be changed in the section above.

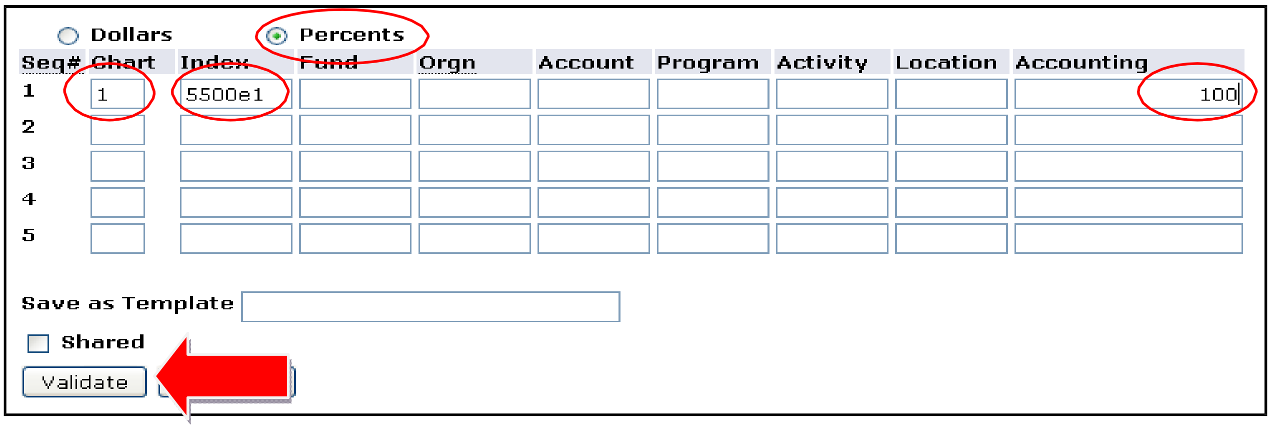
Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	425.00			425.00
2	200.00			200.00
3				
4				
5				
Totals:	625.00	0.00	0.00	625.00

6. The third and final piece of the requisition is payment for the order. It defaults to ***Percentage*** however, you can change it to ***Dollars*** if you are using more than one index.

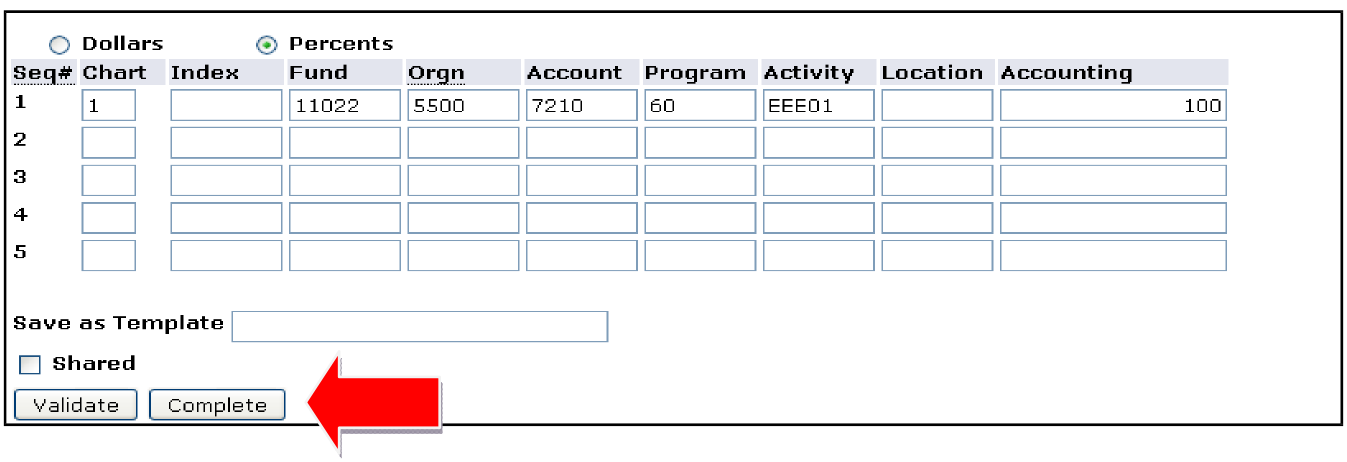
   Enter 1 for ***Chart***
   Enter the appropriate index code in ***Index***
   If using one index enter "100" under ***Accounting***
   If using more than one index enter dollar amounts

7. Click ***Validate***

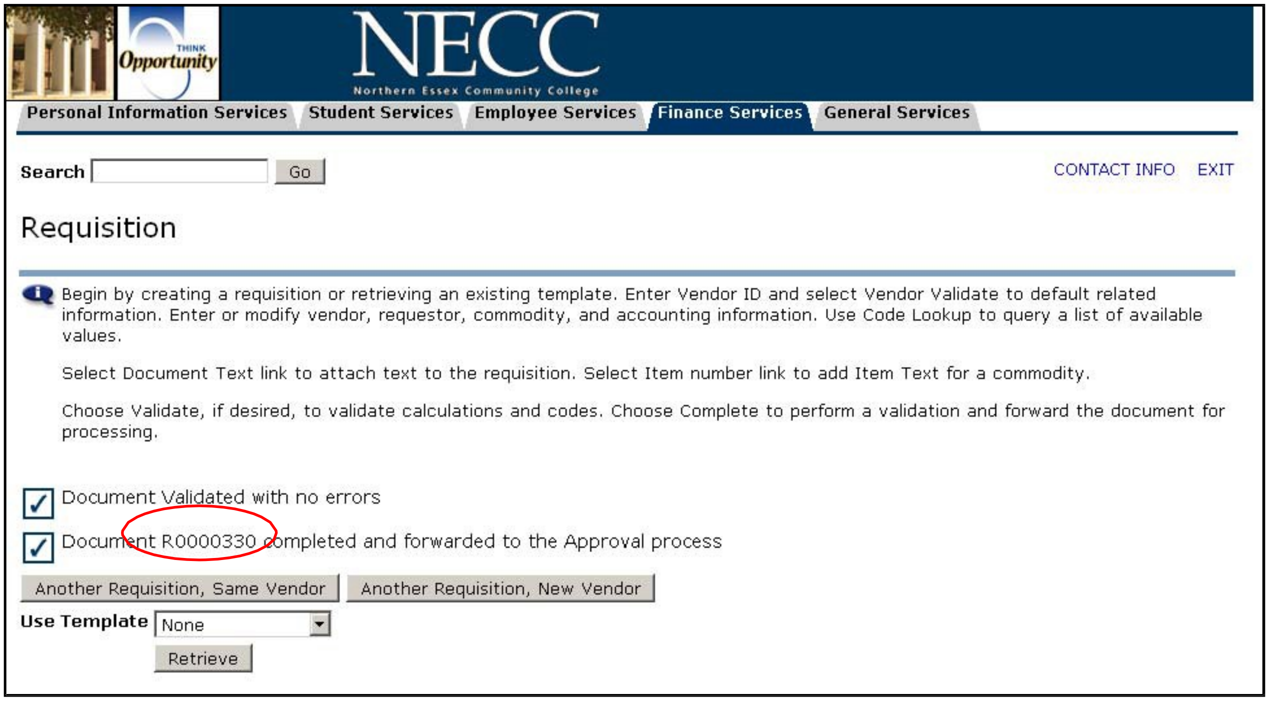


8. The index will disappear and the full FOAPAL will populate.

9. If everything is correct click ***Complete***



10. Once you hit complete it will show a check box with ***Document Validated with no errors*** **Be sure to make a note of your document number before you exit the screen.** You will also have the option to create another requisition.



TIPS:

- If you have a quote number or additional information for Procurement, include this information in the comments field (step 2).
- If you have additional hard copy information, such as an emailed or faxed copy of a quote, email it to procurement@necc.mass.edu. Remember to reference the requisition number.
- If you have more than 5 items to purchase from the same vendor then, after completion of the first requisition, click on ***Another Requisition Same Vendor***. All of the vendor and accounting information will be populated. Email the Procurement department at procurement@necc.mass.edu referencing the *requisition numbers* to let procurement know that additional requisitions for the same vendor exist. Procurement will combine all the requisitions into one Purchase Order.

COMMON ERRORS:

Ship Code is required

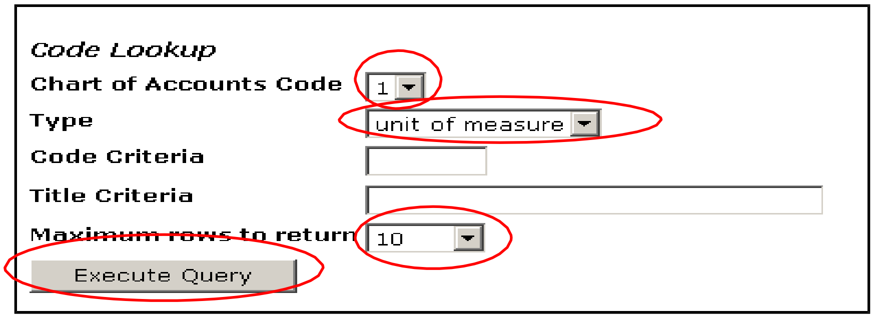
Unit of Measure is required for item 1

Total of Accounting percents does not equal 100

11. ***Code Lookup*** - If there is a field in Self Service Requisitions that needs to be entered but you're not sure what to enter, ***Code Lookup*** can help you.

    Code Lookup is located at the bottom of the self service requisition page.

    1. ***Chart of Accounts Code*** should default to 1.
    2. From the drop down list choose the type of code you are trying to look up, for example ***unit of measure, ship code, index, vendor ID's, etc.***
    3. Select the amount for ***Maximum rows to return***
    4. Click ***Execute Query***



    5. The query results will be at the top of the requisition page.

Code lookup results

Uoms Code	Description
BX	Box
CEN	Centimeter
CON	Container
CSE	Case
CTN	Carton
DZ	Dozen
EA	Each
GAL	Gallon
GRM	Gram
HRS	Hours

TIPS: You can search for a vendor however; the easiest way to search for a vendor is to use the master list by clicking here: [Vendor List].