CREATING A REQUISITON: <u>FPAREQN</u>

Requisition form is to initiate the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.
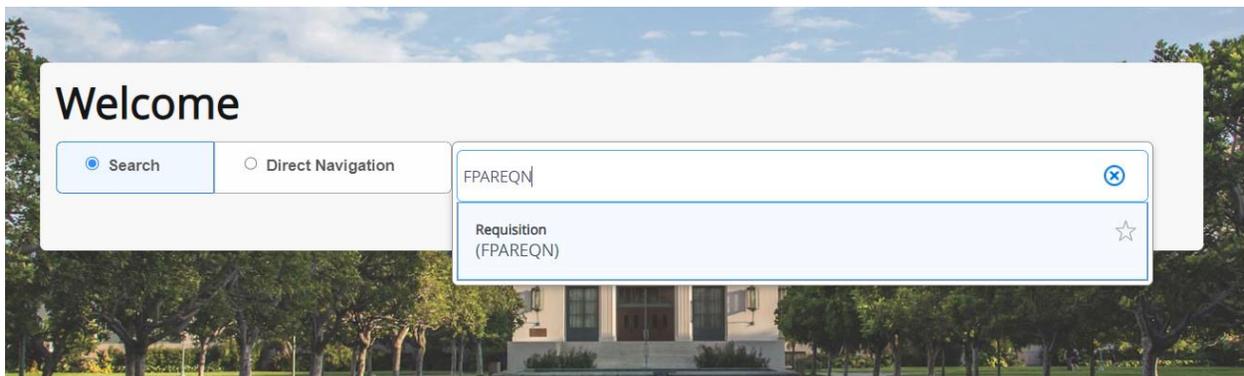
- Log in to Banner through the PCC website:
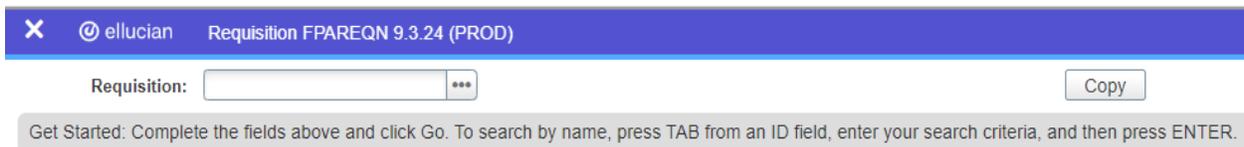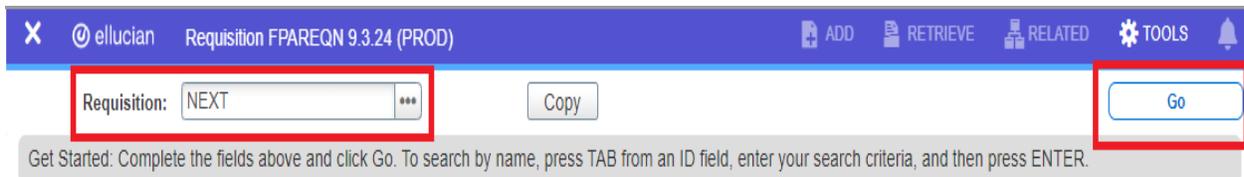 https://pasadena.edu/business-administrative-services/its/banner-links.php

- Main Dashboard → Type in code: **FPAREQN**

- Press **Enter** on the keyboard and it will bring you to the following page:

- Type in **NEXT** → **Go**

TAB 1: Requestor/Delivery Information

- Fill in the following required (*****) fields:
  - **Order Date** and **Transaction Date**
    - will be automatically generated but it can also be modified to a future date.
  - **Delivery Date**
  - **Requestor**
    - will be automatically generated based on your login, but it can also be modified.
  - **Organization**
    - ORG Code from the Funding Line for this Requisition.
  - **Email Address** (of the Requestor)
  - **Ship To**
    - MAIN – non-good/supplies delivery, such as Professional Services, Maintenance Agreements, Licenses, etc.
    - OCDC – on campus delivery center for deliverable goods and supplies, such as office supply orders.
  - **Attention To**

- Click **Save** at the bottom right corner of the page to save your entries.

- Click on the Down Arrow for the next page or Up Arrow for the previous page on the bottom left corner of the page.

TAB 2: Vendor Information

- Provide the following information:
  - o Vendor
    - Enter the **Vendor Banner ID#** and press **Enter**

    - Or by **Search** using the following steps:
      1. Put your mouse/pointer over the ellipsis for Vendor.
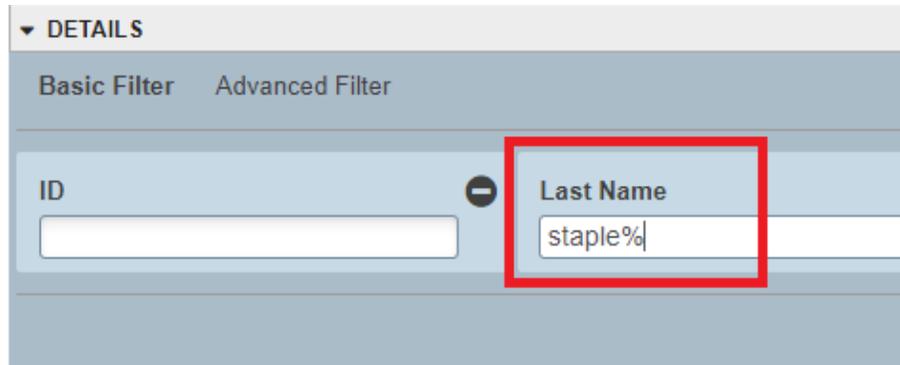
2. Click on **Entity Name/ID Search (FTIIDEN)**
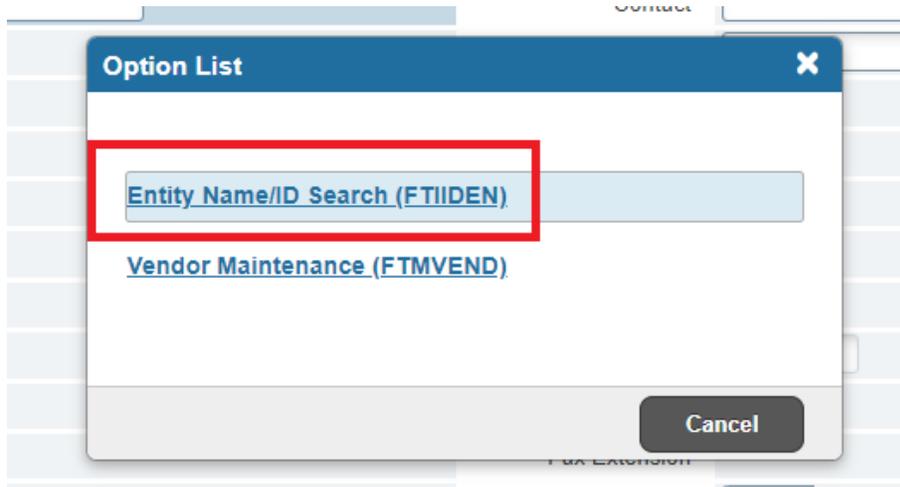
3. Type in partial of the **Vendor Name** followed by a precent sign: **%**.

4. Double click the correct **Vendor**.

- For new Vendor that has not been added to the system, you can do the following and provide the Requisition # to the department designed Purchasing staff for reference.
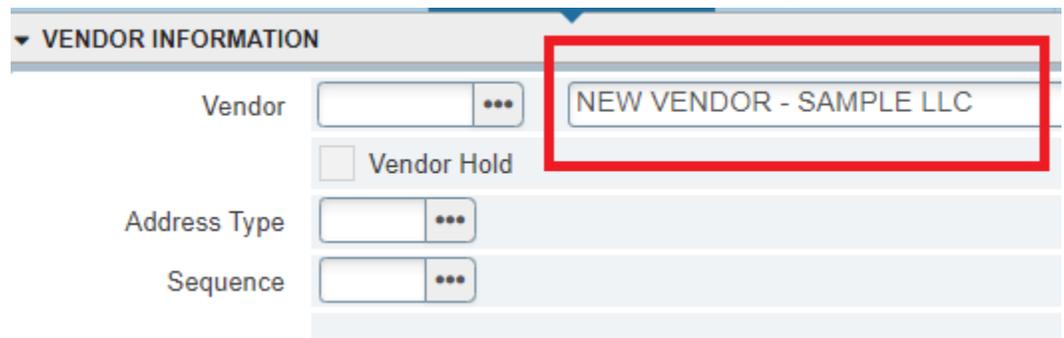
- o Address Type and Sequence
  - ▪ will be automatically generated.

  - ▪ If error occurred:
    - • Address Type and Sequence combo is invalid/inactive.
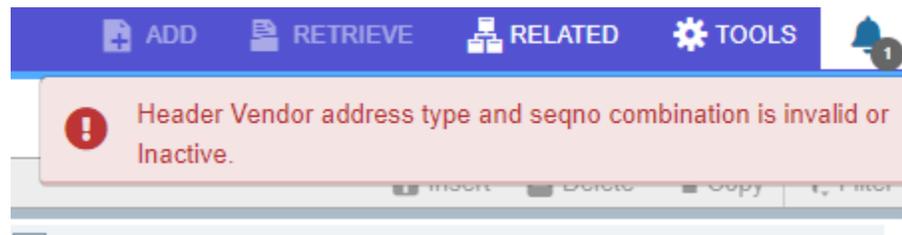
    - • Put your mouse/pointer over the ellipsis for Address Type.

    - • **Review** and **Select** the correct Address Type and Sequence Number
      - o **Review**, to view additional address records, use the left and right arrows.

○ **Select**, by clicking Select at the lower right corner of the page.
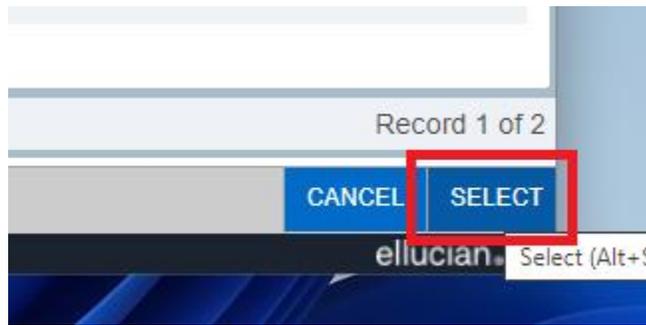
▪ The Address will be automatically generated upon selection.

- **Save** your work and go to the **next page**.

TAB 3: Commodity/Accounting

*Please be sure to use "Tab" on the keyboard for each field to avoid errors when the Purchasing department encumber funds.

Part 1: Commodity

- Commodity: Tab → Leave it blank
- Description of the product/service
    ○ Please include item# for itemized orders
    ○ Amazon orders: Please email the link(s) of the product to the Buyer for placing orders.
    ○ If extra space is needed for description of the product.
        ▪ Go to **Related** at the upper right corner of the page and select **Item Text**.

- Click **Go**.
- It will direct you to the following page to add additional content to the product description. You can also insert additional line(s) or delete.

- Select the appropriate unit of measure.
- Tax Group
  - NT – for non-taxable, such as services or if the total value already included tax.
  - PCC – to automatically calculate and include tax (10.25%) to Document Total.
- Quantity
- Unit Price
- Item: will be automatically generated at this point.
  - Example for NT Tax Group.

  - Example for PCC Tax Group.

○ To Insert/Delete/Copy a line item:

- **Save** your work and go to the **next page**.
- The **Requisition #** should now be generated, write it down for record.

Part 2: Accounting

- **COA** will be automatically generated – press **Tab** on the keyboard.

- The **Year**, **Org**#, and **Program**# shall be automatically generated.

- Press **Tab** when it's in **Index** → Leave it blank.
- Complete the funding line by filling in **Fund** and **Acct** #.
- **Tab** through the rest of the fields until it hits **USD**. The tax will be automatically calculated and added to the total commodity amount.

- Go to Related at the upper right corner of the page and selection Document Text.
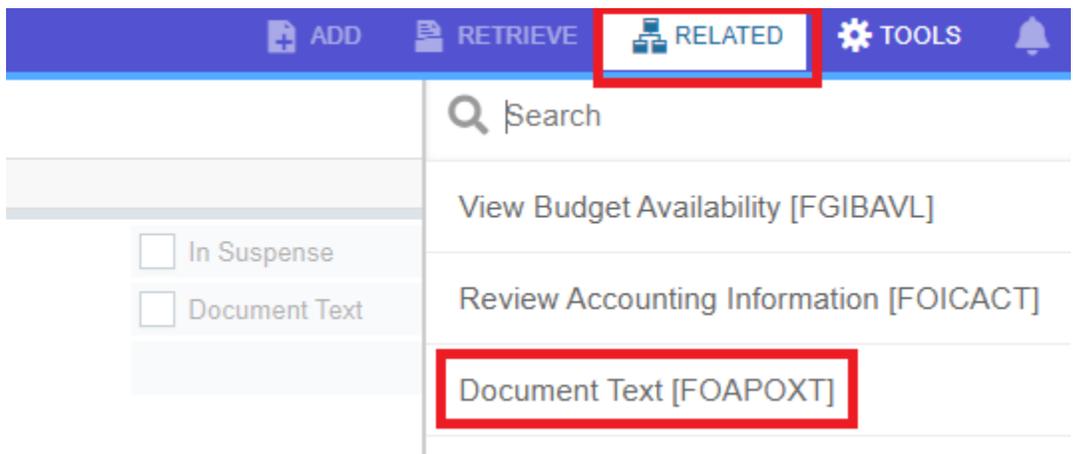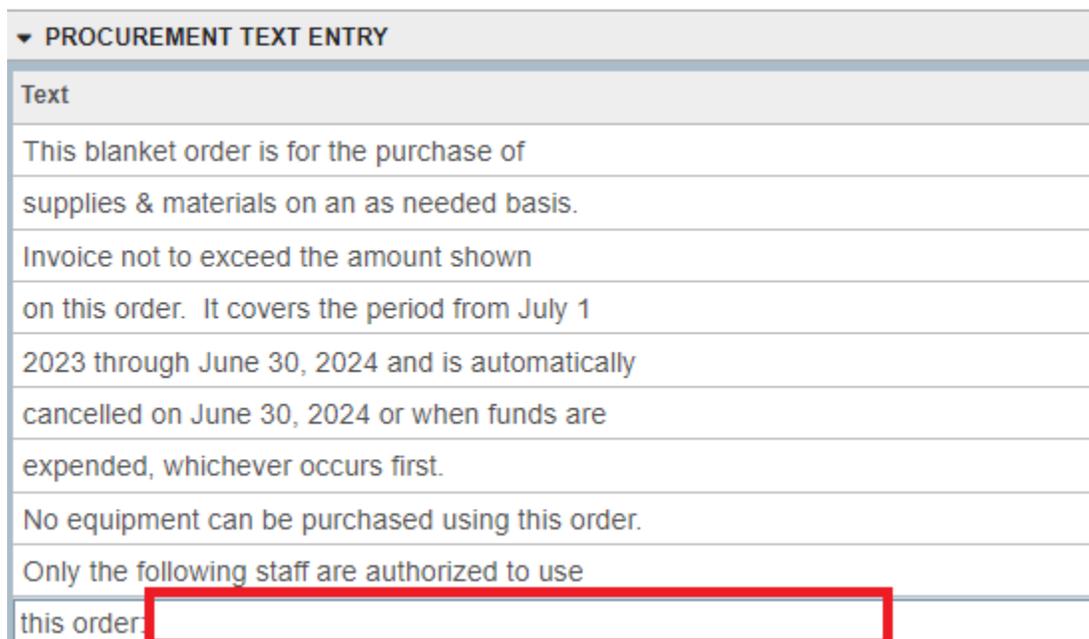

- o Press **Go** and it will direct you to the **Procurement Text Entry** where you can include notes related to this order.
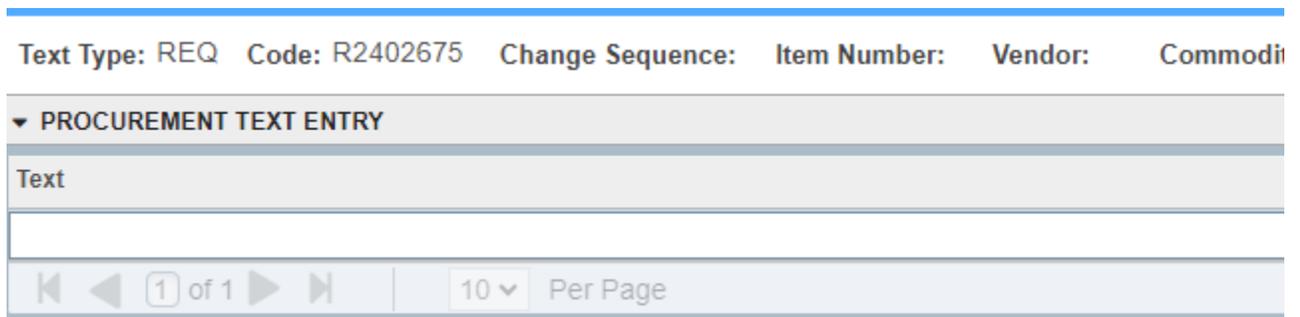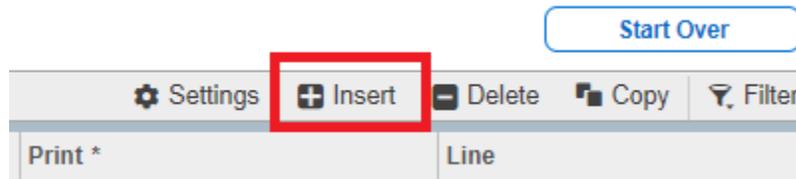

- o If the Requisition is a **Blanket Order**, type in **4** for **Modify Clause** and click **Go**.

Modify Clause: [4]   [...]

- ▪ The following will be automatically generated in **Procurement Text Entry**, where you will need to include the authorized users of the Requisition.

PROCUREMENT TEXT ENTRY

Text
This blanket order is for the purchase of
supplies & materials on an as needed basis.
Invoice not to exceed the amount shown
on this order. It covers the period from July 1
2023 through June 30, 2024 and is automatically
cancelled on June 30, 2024 or when funds are
expended, whichever occurs first.
No equipment can be purchased using this order.
Only the following staff are authorized to use
this order:

- Click **Insert** for additional fields if needed.

- Click Save and exit after you are done.
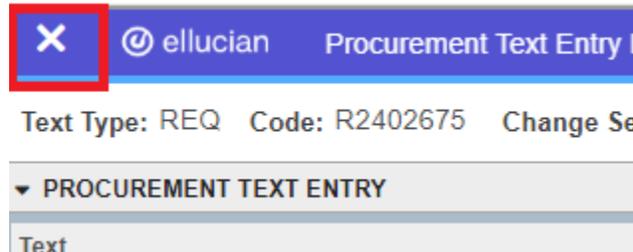
- **Save** your work and go to the **next page**.

TAB 4: Balancing/Completion

- Review page to make sure all fields are completed correctly. Write down the **Requisition #** for your record and tracking purposes.

- Review to make sure the **status** for Amounts is all Balanced.

AMOUNTS	Input	Commodity	Accounting	Status
Approved Amount	10.00	10.00	10.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	1.03	1.03	1.03	BALANCED

- Use the Up and Down arrows to review previous pages if needed.

EDIT   Record: 1/1
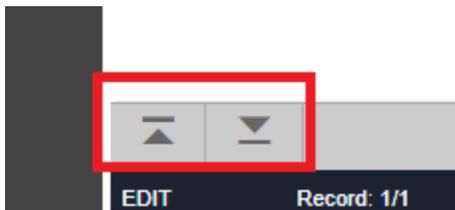
- Click on **Complete** to submit Requisition or **In Process** to save the work for a later submission.

Complete   In Process