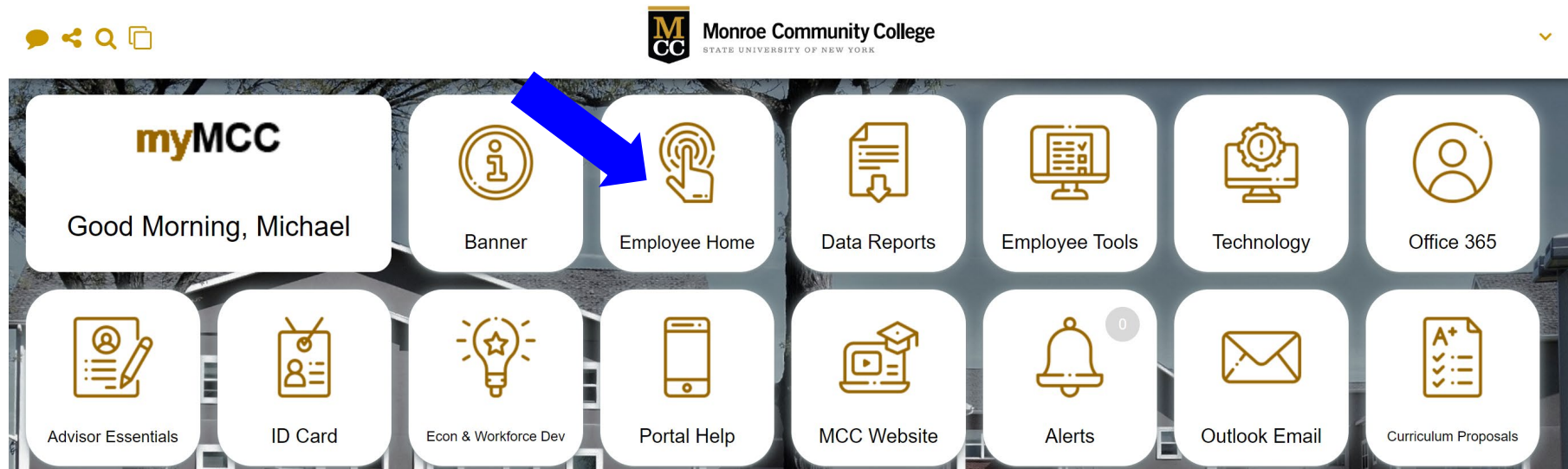# Banner 9 Self-Service Guide for Requisitions

Banner 9 Self-Service (B9SS) brings an easier, more functional way to submit purchase requisitions. Users will be able to:

- Use one requisition for more than five items
- Copy old requisitions into new ones for repeat orders
- Instantly view the status of your requisitions (drafts, pending, completed, assignments, etc.)
- Search vendors quickly and easily
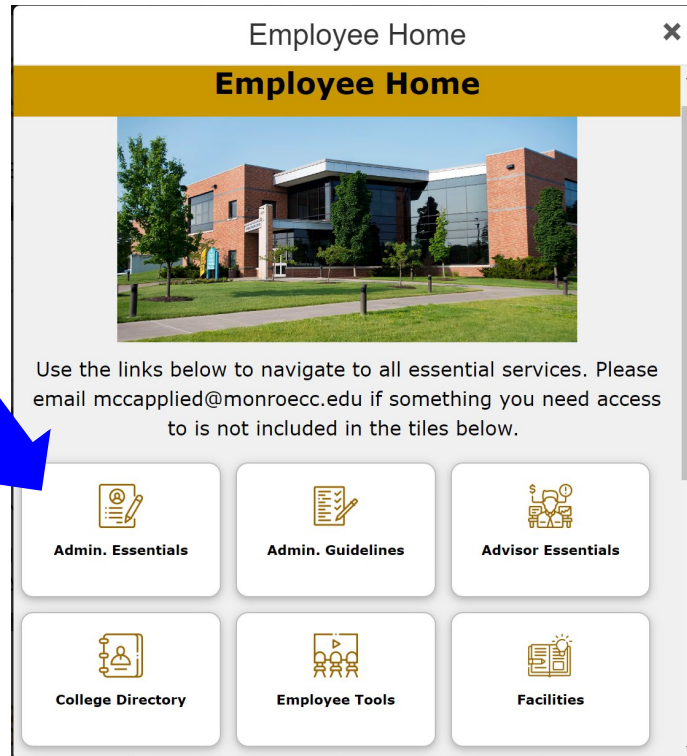- View approval and related documents.

Step 1

Login to your myMCC Account and Click on the Employee Home tile:

Step 2

Click on Administrative Essentials:

Step 3

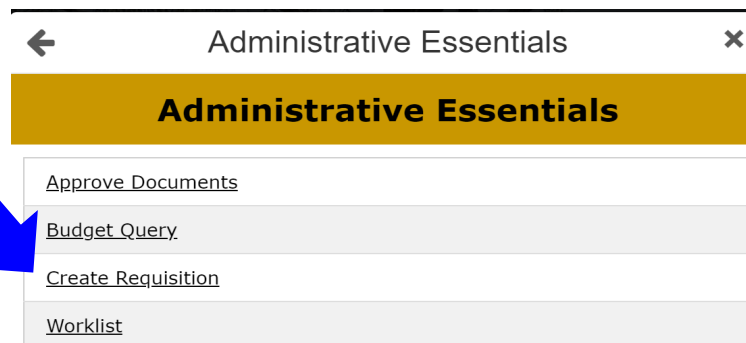Click on Create Requisition:

Your new requisition landing page will look like this:

Step 4

Click on Create Requisition:

Step 5

Complete Requisition:

Notes:

- Most of your own information will already be filled in such as name and department organization number
- Transaction Date, Accounting Type, Ship To Location, and Attention To will also be auto-populated
- Use the Save and/or Next buttons at the bottom to navigate through your requisition (just like making an online purchase!)
- If needed, Accounting for an item(s) can be split at the end of drafting your requisition