

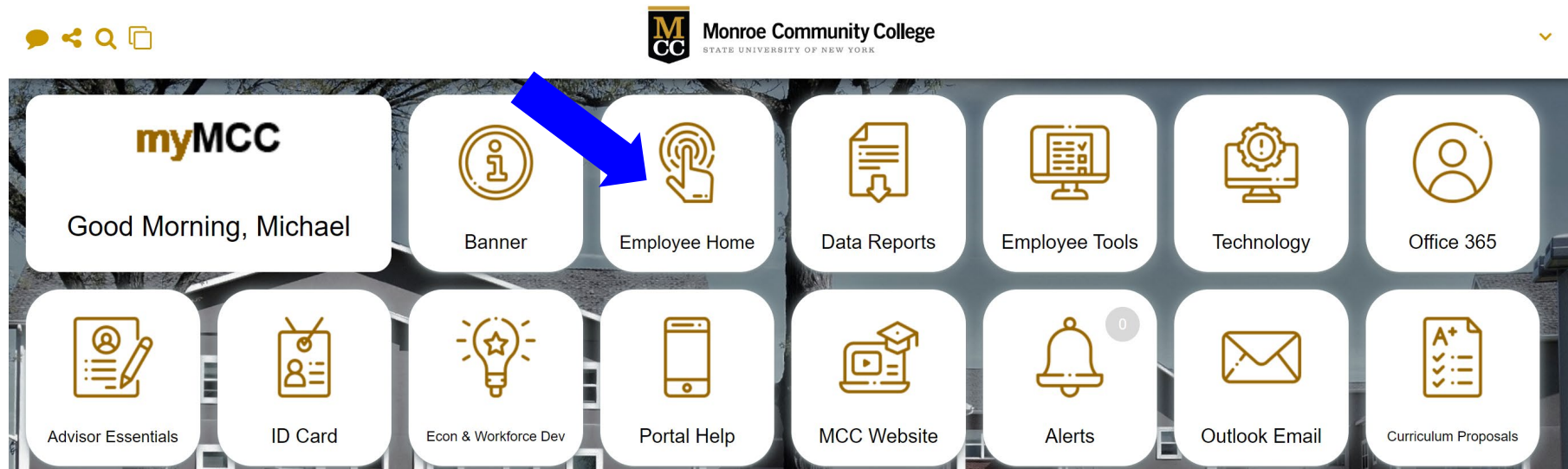
Banner 9 Self-Service Guide for Requisitions

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.

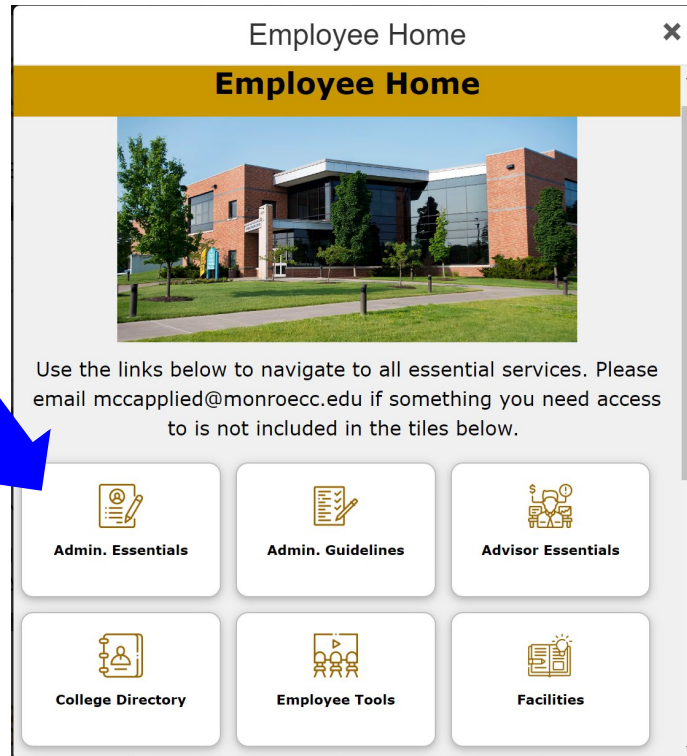
Step 1

[Login to your myMCC Account](#) and Click on the Employee Home tile:




Step 2

Click on Administrative Essentials:



Employee Home

Employee Home

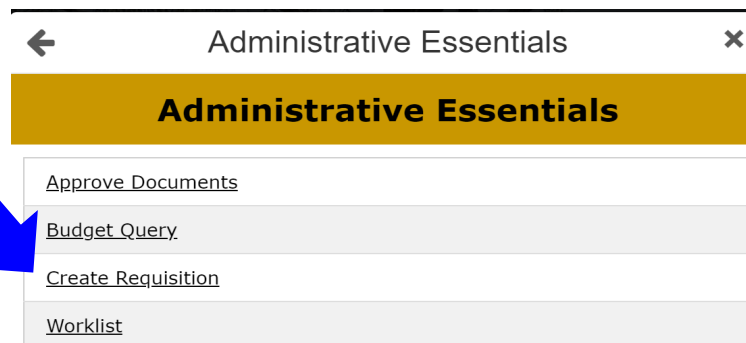


Use the links below to navigate to all essential services. Please email mccapplied@monroecc.edu if something you need access to is not included in the tiles below.

- Admin. Essentials
- Admin. Guidelines
- Advisor Essentials
- College Directory
- Employee Tools
- Facilities

Step 3

Click on Create Requisition:



Administrative Essentials

- [Approve Documents](#)
- [Budget Query](#)
- [Create Requisition](#)
- [Worklist](#)

Your new requisition landing page will look like this:

My Finance • My Requisitions

My Requisitions [Create Requisition](#)

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 0				
Pending Requisitions 0				
Completed Requisitions 36				
R0087111	06/17/2021		\$33.57	Converted to PO ⓘ
R0087096	06/16/2021		\$2,850.00	Converted to PO ⓘ

[View More](#)

Step 4


Click on Create Requisition:



[Create Requisition](#)

Amount	Status

Step 5

Complete Requisition:

**Monroe Community College**
STATE UNIVERSITY OF NEW YORK



 Mr. Michael J. Bates

[My Finance](#) • [My Requisitions](#) • [Create Requisition](#)

Create Requisition

1 Requestor Information | 2 Vendor Information | 3 Add Item & Accounting | Requisition Summary Save as draft


Requestor *


Transaction Date *  **Delivery Date *** 


Requestor Email

Choose Accounting Type
 Document Level Accounting
 Commodity Level Accounting

Requisition Comments
Public Comment

Chart *
 

Organization *
 

Ship To Location *
 

Attention To * **Tax Group**

Ship To Location

Attention: Central Receiving Staff
Monroe Community College
Central Receiving
1000 East Henrietta Rd
Rochester NY 14623-5780

Add details and click Next to build this summary view.

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