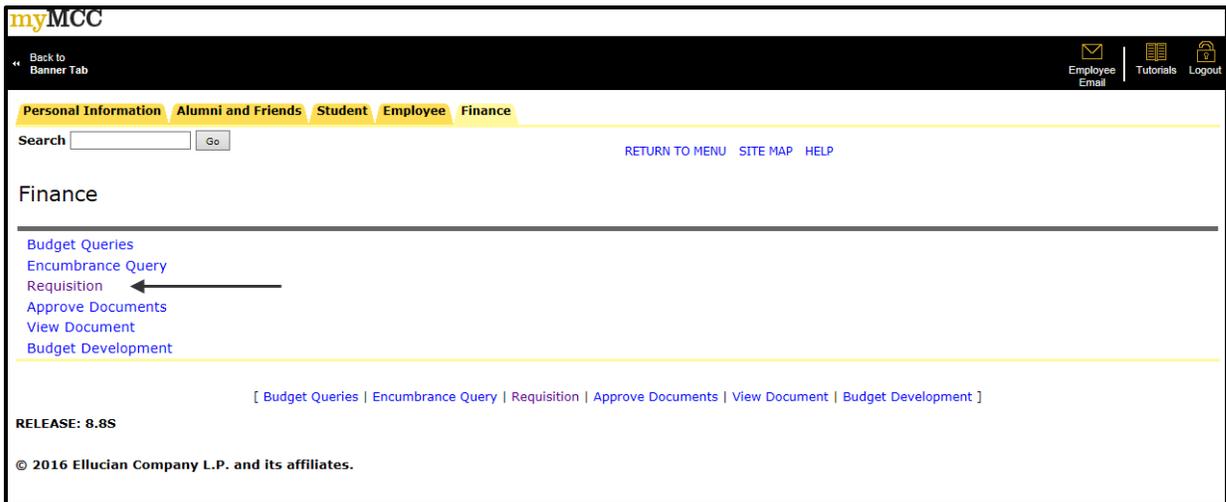


**CREATING A PURCHASE REQUISITION
IN FY-18**



Navigate to options screen in Banner Finance Self Service and Click on ‘*Requisition*’

Changing the dates on the Requisition:

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save In Process to validate and save the current contents without completion.

Search In Process Requisitions

Use Template: None [v]
Retrieve

Transaction Date: 1 [v] SEP [v] 2017 [v] ← 1

Delivery Date: 1 [v] SEP [v] 2017 [v]

Vendor ID: [] Vendor Validate

Address Type: [] Address Sequence: []

Vendor Contact: [] Vendor E-mail: []

1 The ‘*transaction date*’ and ‘*delivery date*’ will always default to the current date. When creating a requisition in August for the FY-18 budget, the ‘*transaction date*’ and ‘*delivery date*’ must be changed to September 1, 2017 or later.

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Requisition

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Search In Process Requi

Use Template

Transaction Date

Delivery Date

Vendor ID

Address Type Address Sequence

Vendor Contact Vendor E-mail

2 To change the date and month, simply click on the appropriate arrow which will open a box containing valid values. Select the correct values to make both the transaction and delivery dates September 1, 2017 or later.

IMPORTANT NOTE

Failure to change the dates to September 1, 2017 or greater, will prevent your requisition from being processed. Purchasing staff members will review dates on approved requisitions. If the staff discovers date errors, the requisition will be deleted, and the requestor will be advised to complete a new requisition. Please contact Purchasing immediately if you realize you have completed a requisition with the incorrect dates, a staff member will remove it from the system.