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This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.
Open your Internet browser, and key in the following URL in the address window. www.alcorn.edu/Banner.

Sign In with “university credential”. 
Initially, you will sign-in on the screen below.

Consist of your university:
email address and Password
Creating a Requisition

“Your Name will Appear Here”
Type Form Name

**TIP**

Keyboard Shortcuts
NOTE: Please be careful when typing in an existing Requisition # to avoid creating a new requisition number.

Click here

Requisition
Type “NEXT” Then Click green “GO” button (at the top right)

TIP
You can click “Next Section” which is located at the bottom left corner of the page (Atl+Page Down)
**Required Fields:**

* Delivery Date* - The date must be reasonable and later than the Transaction Date.

**Organization* - Input organization which will be used for the expenditure

*** Ship To* - The Central Receiving information will auto populated after you select from the Ship-To-List

**TIP**
To proceed to the next section: Click the “Vendor Information” tab OR Next Section (located at the bottom left corner)
If Vendor ID is known, input the V# in the vendor field and press Tab. The vendor’s address and contact information will populate.
To find the vendor that is needed: Click the three dots … next to the vendor field

Click on the Entity Name/ID Search (FTIIDEN) to find the vendor of choice.

Select “Last Name”.

Contains will populate in the next field; then type the desired vendor (ASU Warehouse)

TIP
If you desire a different vendor
Click the “Clear All” option to filter a new vendor.

Click “GO”.
Vendor info will populate under the vendor information tab. This will include the vendor’s address.

**NOTE**
The Requisition number is listed at the top corner of this page.

**TIP**
To proceed to the next section: Click the “Block Next” option.

Click “SELECT”.

Click “SAVE” first.
To enter commodities, just click inside of Applicable field and tab to the next desired field.

To add additional item use ↓ (down arrow key on the keyboard) or click “Insert” (at the top right of the page) to place your cursor in the next Description field and repeat.

To enter item text, click the “RELATED” tab and select the Item Text [FOAPOXT].
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Commodity to Related/Item Text

Click “Item Text” [FOAP0XT]

Click “Go” (Alt + Page Down)
Add item text description here

To add additional lines, use ↓ (down arrow key on the keyboard) or click "Insert" (at the top right of the page) to place your cursor in the next field and repeat.

Click (Alt + Page Down)

Click here to Exit "Item Text"
Click inside of the account box to enter the Account number.

After you have completed all the items and funding sources, click the “Balancing/Completion” tab OR Block Next located at the bottom left corner.
Click “Complete”: You must click complete to submit the requisition for the APPROVAL level. It will remain in suspense if it is not complete and will not be forwarded for approvals.
Requisition Approval History can be viewed at FOIAPHT. Review Banner messages daily using GUAMESG (no longer receive notification).

Items at no charge must be part of “item text” on the last line ordered. (Do Not use All caps for item description)

Banner requisitions cannot exceed 99 lines in order for the purchase order to be processed.

Please upload any quotes or contracts related to the requisition in the Banner Document Management System (BDMS).