

## **QUICK GUIDE TO ENTERING A BLANKET REQUISITION FOR FY'03 IN BANNER**

### **Plymouth State College**

*Please Refer to "Quick Guide to Entering a Requisition in Banner" for specific navigational questions.*

Use the form **FPAREQN** from Direct Access <enter>

**Enter your Document Number according to Document Numbering Convention (R3P\_\_B\_\_)**

**Next Block**

**Order Date: 070102** (July 1, 2002 or Date of Order)

**Transaction Date: Today's Date** (must be July 1, 2002 or after)

**Delivery Date: 070102** (July 1, 2002 or Date of Order)

**Comments: BLANKET**

**Click on Options => Document Text**

**Next Block**

**DOCUMENT TEXT: Enter Dates this order is valid for (i.e.: July 1, 2002 through June 30, 2003);**

Also enter any information that pertains to the document as a whole like (billed monthly, contract number... etc.); Save & Exit back to Requisition Entry Form

Requestor: Defaults your name

Email: Defaults your email address

Phone: Enter your campus phone number

Fax: Enter your campus fax number (optional)

Ship To: Defaults to your Banner Ship To Code

**Attention To: Enter the name & phone number of the person(s) who will use this blanket order**

**Next Block**

**Vendor:** Select the appropriate Vendor PO information; PO default will populate field; please verify that this is the correct address! If necessary, change address code and sequence code to the one you want this PO to be mailed to.

**Next Block**

**In Description field, type in a good description of the goods and/or services you will be ordering from the vendor on this blanket order.**

**USE ITEM TEXT** to further explain details of the order (like agreed upon rates of service, "per" each charges, etc.)

**U/M field** and enter the appropriate code (**SVC** for services; **EA** for supplies, etc.)

**Quantity = 1** (because this is a "lump sum" order)

**Unit Price = Total Estimated FY'03 Expenditure** (Purchasing may require backup documentation.)

Tab through Disc, Addtl, Tax & Total fields

**Next Block**

**Enter the appropriate FOAPAL string to be charged**

**Next Block**

**Complete Your Document**

*\* For additional blankets of a similar nature, you may copy a previously completed req.; see instructions.*