

# CREATING A CENTRAL STORES REQUISITION QUICK REFERENCE

If you are inactive for more than 30 minutes it will log you out so make sure you write down your PR #.

If you have problems with your username and password call the Helpdesk at 1634.

If you need authorization email Denise Workman ([dwork@nwmissouri.edu](mailto:dwork@nwmissouri.edu)).

Training videos, instructions, & Central Stores catalog are available on the Purchasing Department website:

<http://www.nwmissouri.edu/services/purchasing/banner.htm>

## LOG IN TO BANNER

- In Google Chrome, go to <https://www.nwmissouri.edu/intranet/ellucian/> (Suggest you save as a favorite)
- Click on **Banner Admin Pages (PROD)**
- Enter network **username** and **password** then **Enter** or click on **Sign In**

## CREATE A CENTRAL STORES REQUISITION

- In the search box, enter **FSAREQN** and **Enter**
- Enter **NEXT** (If you have already started a PR then enter the requisition number EX: R00XXXXX)
- Click **Go**
- Tab to **Delivery Date** then click on **calendar** to select date
- Tab to **Requestor:** Enter **Person/Dept/Bldg and Room** where the items need to be delivered.
- Tab to **Extension** - enter your **phone number**
- Click on **Ship To ...:** - NWMSU automatically displays
- Click **Down Arrow** (Next Section)
- Click on Next Section down arrow, bottom left of screen, which will allow entry of the Commodity and Enter Stores item number (beginning with **S**, ex. S0106002) or click on **Commodity...** to search for an item. Double click on item. If item is "deleted." do not order. Central Stores catalog is available on the Purchasing website to look up numbers.
- Tab to quantity and enter **quantity**
- Click on **Insert** to add more items. To delete an item, highlight the item and click delete. Click okay.
- Click **Down Arrow**
- Enter your **FOP**. Do not change the account code.
- Tab to **Percent** and enter **100**. Tab again and the total amount will display in the amount block.
- Click **Down Arrow**
- Click **Complete**
- **Write down the PR number** or **print** a copy. You will not receive a copy of your order unless there is a backorder.
- Click **X** to go back to the welcome page.
- To sign out, click on the three lines then **Sign Out**

## LOOK UP PR INFO OR PRINT

- From the welcome page, in the search box, type **FPIREQN** and **Enter**
- Enter **requisition number** (R00#####) and click **Go**
- Click **Down Arrow** (Next Section) to view information
- Click **Tools – Print** on any of the sections to print visible screen (Print Commodity/Accounting screen for PR number, items ordered, amount, and FOAP)

## PRINTING IN CatPAWS

- Go to the **Finance** tab and click **View Document**
- Enter your PR# in **Document Number** box. Click on **View Document**
- Right Click and select **Print** or go to Print in your web browser
- At the bottom of the screen under Related Documents you will see a blue PO# once the PR is transferred

**RETURNS**

- Complete Central Stores Return Form on the website and return form with item. Must have requisition number.

**COPY PAPER ORDERS**

- If for copier – use the copy paper request form on Purchasing website to order through the Mail/Copy Center: <http://www.nwmissouri.edu/services/purchasing/copyPaperRequestForm.htm>
- If for printer – order on Banner using the Stores item numbers (instructions above)