General Notes

- 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 Northwest Technology Service Center at 562-1634.
- If you need authorization email Denise Workman at dwork@nwmissouri.edu.
- Training videos, instructions, & Central Stores catalog are available on the Purchasing Department website: www.nwmissouri.edu/services/purchasing/banner.htm

In Google Chrome, type the following in the address bar:
— http://inb.nwmissouri.edu

- Click on BANNER9 ADMIN PAGES link.
- Enter network username & password then press the Enter key or click on Sign In.

In the Search... textbox, type FSAREQN
- Enter OR
- Click on the drop-down menu link that appears with the same name.
1. Type **NEXT** in the Request textbox.
   • If you have already started a PR then enter the requisition number. Example: R00XXXXX
2. Click the **Go** button.
3. Tab to **Delivery Date** then click on calendar to select date.
4. Tab to Requestor – Enter Person/Dept/Bldg and Room where the items need to be delivered.
5. Tab to **Extension** and type in the Requestor’s phone number.
6. Click on **Ship To...** ellipse (...)
   • NWMSU should automatically display.
7. Click the **Down Arrow** to go to the next section.
8. Click on commodity and enter Stores Item Number (beginning with S, ex. S0106002)
   • If item is “deleted,” do not order.
   —Central Stores catalog is available on the Purchasing website to look up numbers.
9. Tab to quantity and enter quantity.
10. Click on **Insert** to add more lines.
   • To delete, highlight item and click delete. Then click OK.
11. Enter your **FOP**.  
   — Do not change account code.  
12. Tab to Percent and enter **100**.  
   • Tab again and the total amount will display in the amount block.  
13. Click on **down arrow**  
14. Click on complete.  

**Write down PR #. Example:**  
R00XXXXX.  
• To print the entire PR, go to CatPAWS and select view document.  
  — 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 press the Enter key or click the drop-down link of the same name that appears.  
• Type the requisition number (R00########) and click Go.  
• Click **Down Arrow** to view information in the next section.  
• 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**.  
• Type 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: [www.nwmisssouri.edu/services/purchasing/copyPaperRequestForm.htm](http://www.nwmisssouri.edu/services/purchasing/copyPaperRequestForm.htm)  
• If for printer – order on Banner using the Stores item numbers (instructions above).