How to Look Up Vendor Numbers

1. Enter screen FTIIDEN
2. Click on the first line of under Last Name. The Filter boxes will appear
3. Under the last name section, type the percent sign (%)
4. Enter the part of the name of the company you are looking for. (Example: For Officemax enter Office. Banner is case sensitive)
5. Enter the percent sign (%) again Example: %Office%
6. Click GO
7. Look for the vendor number

IF VENDOR DOES NOT APPEAR IN BANNER PLEASE COMPLETE VENDOR ID REQUEST FORM IN LASERFICHE

Laserfiche Vendor ID Link:
https://lsrfichewb.aamu.edu/Forms/vendor-id-request

How to Create a Requisition

BEFORE YOU CREATE A REQUISITON GET THE VENDOR NUMBER AND SUPPORTING DOCUMENTATION (QUOTE, INVOICE, RECIEPT)

1. Enter screen FPAREQN
2. In the Requisition box enter the word NEXT
3. Click GO (Top right)
4. In the delivery date box click the calendar. Choose a delivery date. Date must be at least 10 business days from today.
5. In the comments field enter quote number, order numbers, or invoice numbers.
6. Click Next Section (Bottom left corner)
7. In the Organization box enter your Org number (second set of numbers in your FOAP)
8. Enter your email address
9. Enter your telephone number
10. Enter your fax number
11. For the ship to click the drop down arrow and choose either name (Double click)
12. In the Attention To box enter the name of the individual the items are for
13. Click Next Section (Bottom left corner)
14. Enter the vendor number then press tab
15. Click Next Section (Bottom left corner)
16. Look at the top of the screen in the Requisition box. You should see the Requisition number.   Write it down.
17. Place your curser in the field that says Description. Enter the description. Be sure NOT to abbreviate anything. **NOTE: If you are creating a Requisition to pay for registration fees make sure you answer the questions who, what, when, where and why. (Example: Registration for Jane Doe to the attend the ABCD Conference in Atlanta, GA. January 2-7, 2019)**

***If you run out of space in the description for that item **DO NOT** continue into the next line. Do the following:

18. a. Click on Related (Top right)
    b. Choose Item Text (FOAPOXT) (Follow same instructions for Document Text)
    c.   Click GO (Top right)
    d. Click in the text section and finish typing (if additional space is needed press the down arrow)
    e. Click save
    f. Choose the "X" at the top left (You should see the Item Text boxed checked)
    g. If you need to add another line for another item click on the description field then press the down arrow. Tab to description and repeat the instructions above.

19. Tab to U/M (unit of measure) enter the letters EA (each) and press tab
20. Tab to quantity and enter the quantity and press tab
21. Enter the Unit Price and press tab

22. Click Next Section (Bottom left)
23. Tab to FUND, ORG, ACCOUNT and PROGRAM and enter them.
24. Tab all the way to the Extended box. Continue to tab until you see the total dollar amount in the extended box and the FOAPAL Line Total box.
25. Click Next Section (Bottom left)
26.   Press Complete (The requisition is now going through the approval process. Be sure to track the status of your requisition to ensure the Purchasing Department receives it in a timely matter. Use FOAAINP to track the status of your Requisition)
27.   Create your paper requisition. This form serves as a cover sheet for all supporting documentation. Be sure obtain all the required signatures on the form. Submit to the Purchasing department with the supporting documentation attached.
 If you choose not move forward with the requisition contact the Purchasing Department to request the requisition.

How To Approve/Disapprove Requisitions

1.   Enter screen FOAUAPP
2.   Click Go
3.   If there are any Requisitions or Encumbrances for you to approve the information will default in this screen. If what you are looking for does not default there is nothing for you to approve.
4. To see what the document is click on the requisition number
5. Click Detail (
6. Click Related (top right) and choose document query

7. Click Next Section (Bottom left) until you see the description.

8. Once you are done reviewing choose the black X (top left) twice
9. a. If you would like to approve click the approve
   b. If you would like to disapprove click the disapprove. If you are disapproving. Enter the reason why you are disapproving and press ok. The document will now go back to the individual that created the Requisition/Encumbrance

How To Check Status Approve/Disapprove Requisitions
     1. FOAAINP
     2.Document: Type Requisiton Number
     3.Go
     4. Click Approve/Disapprove Or Alert the
individual who needs to approve the requisition

How to Check for Approval and Disapproval History for Requisitions

1. Enter screen FOIAPHT
2. In the Document Code box enter the Requisition number beginning with the R or enter the Encumbrance number beginning with the E.
3. In the Type box enter REQ if this is a Requisition. Enter ENC if this is an Encumbrance.
4. Click GO
5. To the right of the screen it will show who approved or disapproved and when