From Banner

Use the command FPAREQN

Welcome		
Search Direct Navigation	requisition	⊗†.
	Requisition Cancel (FPARDEL)	☆ 1
	Requisition (FPAREQN)	\$
	Requisition Form Print (FPARQST)	☆
	Requisition Commodity Summary (FPICOMS)	☆

Type NEXT

× @ ellucian Requisition FPA	AREQN 9.3.23 (PROD)		🔒 ADD	RETRIEVE	🔅 TOOLS
Requisition NEXT		Сору			Go
Get Started: Complete the fields above	ve and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then pres	s ENTER.			
—					

Enter a delivery date and appropriate comments e.g., blanket order, fair and reasonable, state contract, etc.

× @ ellucian	Requisition FPAREQN 9.3.23 (PROD)			B 4	dd 🔋 🖺 Retrieve	👗 RELA	red 🔅 T	TOOLS
Requisition: NEXT						C	Start Over	-
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Requisition	NEXT	Comments Fair and Reasonable		In Suspense				
Order Date *	07/06/2022	Commodity Total 0.00		Document Text				
Transaction Date	07/06/2022	Accounting Total 0.00						
Delivery Date	07/06/2022	Document Level Accounting						
Requestor/Delivery Info	mation Vendor Information Commodity/Accounting Balancing/Completion							
* REQUESTOR/DELIVER	YINFORMATION				🗄 Insert	Delete	Copy 9	l, Filter
Requestor *	Jeffrey Molloy	Street Lin	2 3 Lee Avenue					
Organization *	42501 Procurement Services	Street Lin	3 Rm 244					
COA *	C The Citadel							
Email		Cont	ATTN: Procurement Services					
		Attention	To * ATTN: Procurement Services					
Phone Area Code		Build	ng Bond Hall					
Phone Number		FI	or 2nd Floor					
Phone Extension		(ity Charleston					
		State or Provid	ce SC					
Fax Area Code		Zip or Postal Co	de 29409					
Fax Number		Nat	on USA					
Fax Extension								
Ship To *	CIT063	Area Ci	de 843					
		Phone Num	9536861					
Street Line 1	The Citadel Procurement Services	Extens	on					

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Click the down arrow to get to the next section

🗙 🎯 ellucian	Requisition FPAREQN 9.3.23 (PROD)							😭 ADD		🛃 RELA	ED 🛛 🌞 TOOLS
Requisition: NEXT										C	Start Over
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Requisition	NEXT	Comments	Fair and Reasonable				In Suspense				
Order Date *	07/06/2022	Commodity Total	0.00				Document Text				
Transaction Date *	07/06/2022	Accounting Total	0.00								
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Requestor/Delivery Info	rmation Vendor Information Commodity/Accounting Balancing/Completion										
REQUESTOR/DELIVER	IY INFORMATION								🖬 Insert	Delete	Copy 9. Filter
Requestor *	Jeffrey Molloy			Street Line 2	3 Lee Avenue						
Organization *	42501 Procurement Services			Street Line 3	Rm 244						
COA	C The Citadel										
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				Attention To *	ATTN: Procurement Services	3					
Phone Area Code				Building	Bond Hall						
Phone Number				Floor	2nd Floor						
Phone Extension				City	Charleston						
			SI	ate or Province	SC						
Fax Area Code			Zip	or Postal Code	29409						
Fax Number				Nation	USA						
Fax Extension											
Ship To *	CIT063			Area Code	843						
				Phone Number	9536861						
Street Line 1	The Citadel Procurement Services			Extension							

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Click on the vendor information tab

× @ ellucian	Requisition FPAREQN 9.3.23 (PROD)						😭 ADD		👗 REL	ATED 🛛 🔆 TOOLS
Requisition: R2300125	5								C	Start Over
* REQUISITION ENTRY: F	REQUESTOR/DELIVERY							🗄 Insert	Delete	P∎ Copy 🔍 Filter
Requisition	R2300125	Comments	Fair and Reasonable			In Suspense				
Order Date	07/06/2022	Commodity Total		0.00		Document Text				
Transaction Date	07/06/2022	Accounting Total		0.00						
Delivery Date	07/06/2022		Document Level Account	ing						
Requestor/Delivery Info	rmation Vendor Information Commodity/Accounting Balancing/Completion									
VENDOR INFORMATIO	N							🖬 Insert	Delete	Copy T. Filter
Vendor				Contact						
	Vendor Hold			Email						
Address Type										
Sequence				Phone Area Code						
				Phone Number						
Street Line 1				Phone Extension						
Street Line 2										
Street Line 3				Fax Area Code						
				Fax Number						
City				Fax Extension						
State or Province				Discount						
Zip or Postal Code				Tax Group	ST Sales Tax					
Nation				Currency						

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Click on the ellipses (three dots) next to vendor and select FTMVEND

× @ ellucian	Requisition FPAREQN 9.3.23 (PROD)					🔒 ADD 斗 RETRIE	VE 뤏 RELATED	🔅 TOOLS
Requisition: R230012	25							itart Over
* REQUISITION ENTRY	REQUESTOR/DELIVERY					🛱 Inse	t 🖬 Delete 📲 G	opy 🔍 🕄 Filter
Requisition	R2300125	Comments	Fair and Reasonable		In Suspense			
Order Date	07/06/2022	Commodity Total	0.00		Document Text			
Transaction Date	07/06/2022	Accounting Total	0.00					
Delivery Date	07/06/2022		Document Level Accounting					
Requestor/Delivery Inf	ormation Vendor Information Commodity/Accounting Balancing/Completion					C Inse	1 🗖 Delete 🏼 🗖 (lopy Ϋ, Filter
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Address Type								
Sequence			Phone Area Code					
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Street Line 1								
Street Line 2			Distance ID Second (CTUDEN)					
Street Line 3		6	Entry Namena Search (Finder)					
			Vendor Maintenance (FTMVEND)					
City								
State or Province			Ca	ncel				
Zip or Postal Code			Currence	Sales Tax				
148101			Currency					
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Enter the vendor number or click on the ellipses to search for a vendor

X © ellucian Vendor Maintenance FTMVEND 9.3 22 (PROD)	🔒 ADD	👗 RELATED	🛠 TOOLS
Wendor: Corporation:			Go
Last Name: First Name:			
Middle Name:			
Get Started. Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.			

To search a partial name (unknown vendor) use the % symbol before and after the name, click go

× @ ellucian	Entity Name/ID S	Search FTIIDEN	9.3.6 (PROD)									ADD 🔒		🛃 RELATED	🔅 TOOLS	1
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Select the appropriate vendor from the list

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× @ elluci	an Entity Name/ID Search FTIIDEN	9.3.6 (PROD)							•	ADD 🔋 RETRIEVE	A RELAT	ed 🛛 🔅 tools
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Active filters:	Last Name: %Mariott%										- (Filter Again
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel		Name Type
10617856	Courtyard by Mariott Wilmington			Corporation	Name	Yes	No	No	No	No		
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Once you find the correct vendor number enter the number on the vendor line

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Requisition: R230012	5										C	Start O	ver
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Order Date	07/06/2022			Commodity Total		0.00		Document Text					
Transaction Date	07/06/2022			Accounting Total		0.00							
Delivery Date	07/06/2022				Document Level Accountin	9							
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Vendor	10617856					Contact							
	Vendor Hold					Email							
Address Type													
Sequence						Phone Area Code							
						Phone Number							
Street Line 1						Phone Extension							
Street Line 2													
Street Line 3						Fax Area Code							
						Fax Number							
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Click on the commodity/accounting tab

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Requisition	R230012	5			Comments	Fair and Reasonable)	In Suspense					
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Enter a description in the description field

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Requisition: R230012	5												Start Over
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Tab to enter a unit of measure and select

Be certain to tab through filling out each required field, then select the down arrow as required to move to each new section.

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Add appropriate sales tax

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Add quantity and unit price

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Requisition	R2300125			Comments	Fair and Reasonable	9					In Suspense				
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Select the next sequence to add accounting information – Index/Account

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Requisition	R230012	5			Comments	Fair and Reasonat	lle					In Suspense				
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Once Index/Account information has been added tab through each section and the total will appear below.

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Requisition: R23001	25												C	Start Over
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Requisition	R2300125			Comments	Fair and Reasonable					In Suspense				
Order Date	07/06/2022			Commodity Total		109.00				Document Text				
Transaction Date	07/06/2022			Accounting Total		0.00								
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Select the Balancing/Completion tab and select complete

× @ ellucian	Requisition FPAREQN 9.3.23 (PROD)						👔 ADD	RETRIEVE	👗 REL	ATED 🙀 TOOLS
Requisition: R230012	5								C	Start Over
* REQUISITION ENTRY:	REQUESTOR/DELIVERY							🖬 Insert	Delete	Pli Copy 🕅 Filter
Requisition	R2300125	Comments Fai	ir and Reasonable			In Suspense				
Order Date	07/06/2022	Commodity Total	109.00			Document Text				
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Vendor	10617856 Courtyard by Marriott Wilmington		Curr	ncy						
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COA	C The Citadel		Commodity Re	ord 1						
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Requisition will now move to the approval process. Once the requisition is approved and processed, Procurement will send an email with a copy of the purchase order. The department is required to forward purchase orders to vendors.