Creating a Stores (Warehouse Supplies) Requisition (FSAREQN)

To order supplies from the warehouse, navigate to the Banner Stores Requisition Form (FSAREQN).

NOTE: Do not order warehouse supplies using the Requisition Form (FPAREQN).

Step 1 – In the Request field, type NEXT.

Step 2 – Next Block (Ctrl-Page Down) to the Requestor block.

Step 3 – Complete the following fields in the Requestor block (see figure above):

   A) In the Delivery Date field, type any letter, and then press Tab. This will fill in today's date. The warehouse will try for next business day delivery, if possible.

   B) In the Requestor field, type your full name.

   C) Put your telephone number in either the Phone field or the Extension field.

   D) In the Ship To field, type your mail code. If this pulls up the wrong information, please send an e-mail to minerje@uvu.edu with the correct information.

Step 4 – Next Block (Ctrl-Page Down) to the Commodity Data block.

Step 5 – Complete the following fields in the Commodity Data Block (see figure below):
A) In the Commodity field, type the commodity code. You can look up the appropriate commodity code on the Commodity Codes for Warehouse Purchases section in the Appendix, Pg.127 or on the Procurement Services’ website. Stores/warehouse commodity codes are always a four-digit number.

B) In the Quantity field, type the desired number of items.

C) For multiple item orders, choose Next Record or press the down arrow on the keyboard to advance to the next line.

Step 6 – Next Block (Ctrl-Page Down) to the Accounting Data block (see figure below).

Step 7 – Complete the following fields in the Accounting Data Block:

A) In the INDEX field, type your INDEX code.

B) In the Account field, type 720076. This will always be the ACC code for stores purchases.

Step 8 – Next Block (Ctrl-Page Down) to the Completion block.

Step 9 – Make sure everything balances and click the Complete button .

NOTE: If you have received or ordered the wrong item, please call the warehouse at 8396 to make arrangements for the item to be picked up and the correct item to be delivered.