THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference and helpful hints.

The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number Block (Key Information Block)	There are three Options: • Click on the **Next Block** button for a new requisition. Banner will assign a new requisition number after the vendor is chosen. A number automatically is assigned even if you don't see it. • Enter a Requisition number or use the search feature to locate an existing requisition to modify and complete it. • Use the **COPY** feature to create a new requisition from an existing one. • Never enter your own requisition number.
2. Requestor/Delivery Block	Enter these things: • Requested delivery date • Org number (if different from default) • Contact person for delivery (if different from default). • Always enter your phone and fax numbers. Omit using the dash between prefix and number.
3. Vendor Block	Enter the correct vendor code, if known, or search **FTIIDEN** to locate. If the vendor that you need is not in the system, follow directions given by Purchasing.
4. Commodity Block	Enter the following information: • Commodity code : Leave blank • Description of each item, remember that one line is one item and you must use the Option, Item Text to complete the line. • Quantity for each item • Price for each item • Never leave a blank line or item description with a zero amount.

5. Accounting Block	Most of the data will populate these fields based on the user's security profile. The **Account Code** will always have to be entered. Use the search function for correct code if not known. Change other data as necessary.
6. Balancing/Completion Block	There are two choices to consider: • **Completion** – this will send the Requisition to the designated buyer • **In Process** – select this option when you need to make changes before sending the requisition to a buyer.