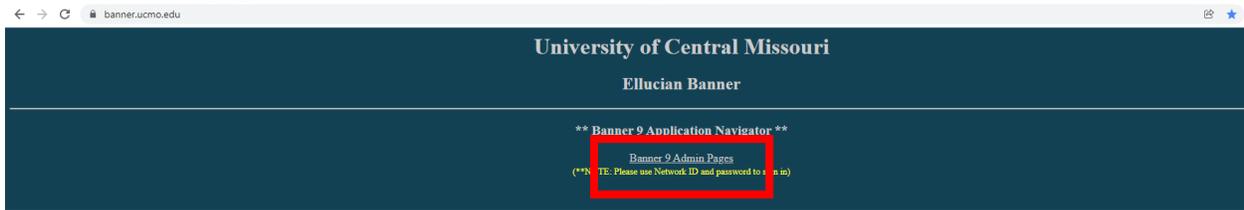
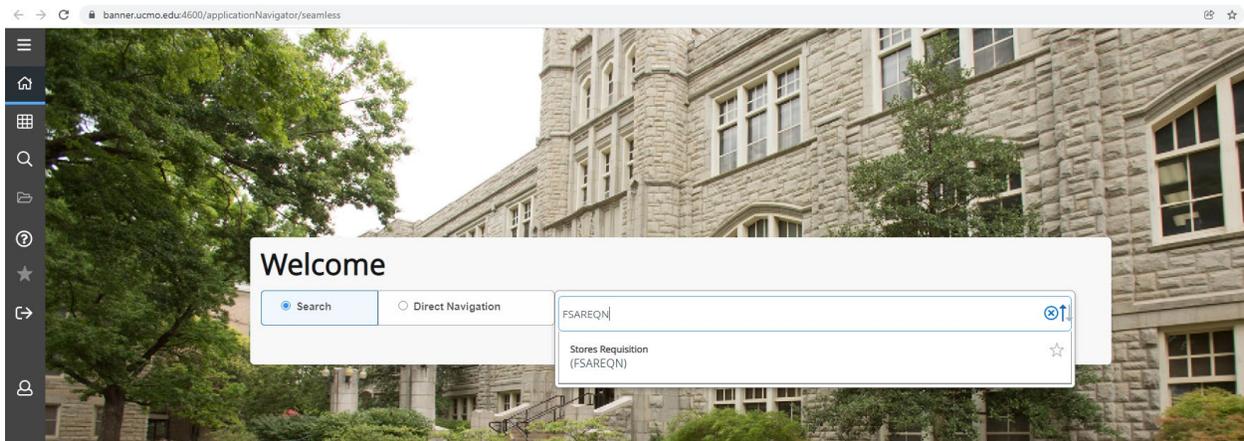


REQUESTING STOCK ITEMS FROM UCM WAREHOUSE

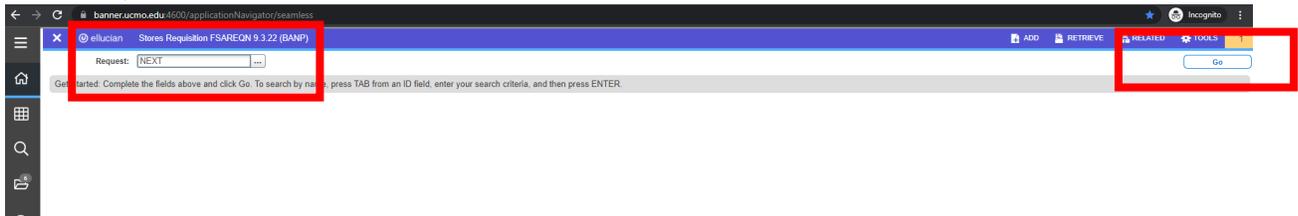
1. Login in to Ellucian Banner by going to banner.ucmo.edu in Google Chrome.
2. Once on the webpage. Click on the Banner 9 Admin Pages link.



3. Login using your network ID and password.
4. You will be directed to the Welcome page. In the Search bar, type in the Stores Requisition Form code "FSAREQN". Press Enter on your keyboard.



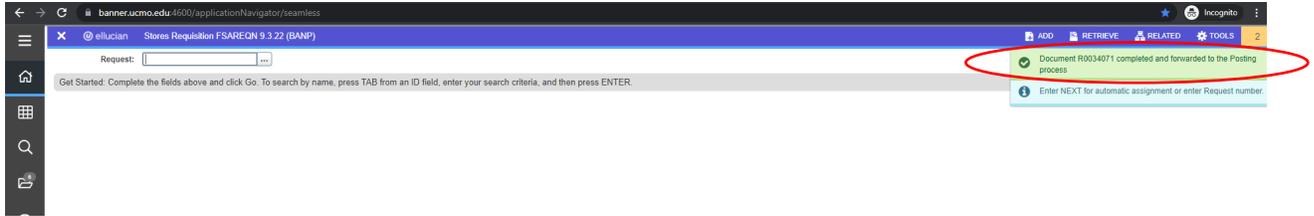
5. Once the next screen has loaded, enter "NEXT" into the Request blank. Click on the "Go" box in the top right corner of your screen.



6. The transaction date defaults to the current date.
 - a. You must enter the requested delivery date in the field below (allow a minimum of 2-3 business days from the date you are placing the request).
 - b. Enter your name.
 - c. Enter your campus phone number.
 - d. Enter the location you are requesting the product to be delivered to.
 - e. Click "Next Block".

7. Commodity and Accounting Data:
 - a. Enter the commodity you wish to purchase. Press tab to jump over to the Quantity column.
 - b. Enter the quantity you wish to purchase. Press tab to populate the Extended Cost column. If no additional items are needed proceed to step 7.c., if additional items are needed press the down arrow on your keyboard.
 - c. Click "Next Block"
 - d. Once in the Account Data section, enter your Fund, Organization, and Program. The Account shall be 730115.
 - e. Click "Next Block".
 - f. Click "Complete".

8. You will receive notification that your requisition is complete when a Document number is sent to the posting process (see right).



If you do not see the Document number, your requisition may not have been finalized and you will need to go back and Click "Complete".