



Entering a Requisition ****Check your budget before entering****

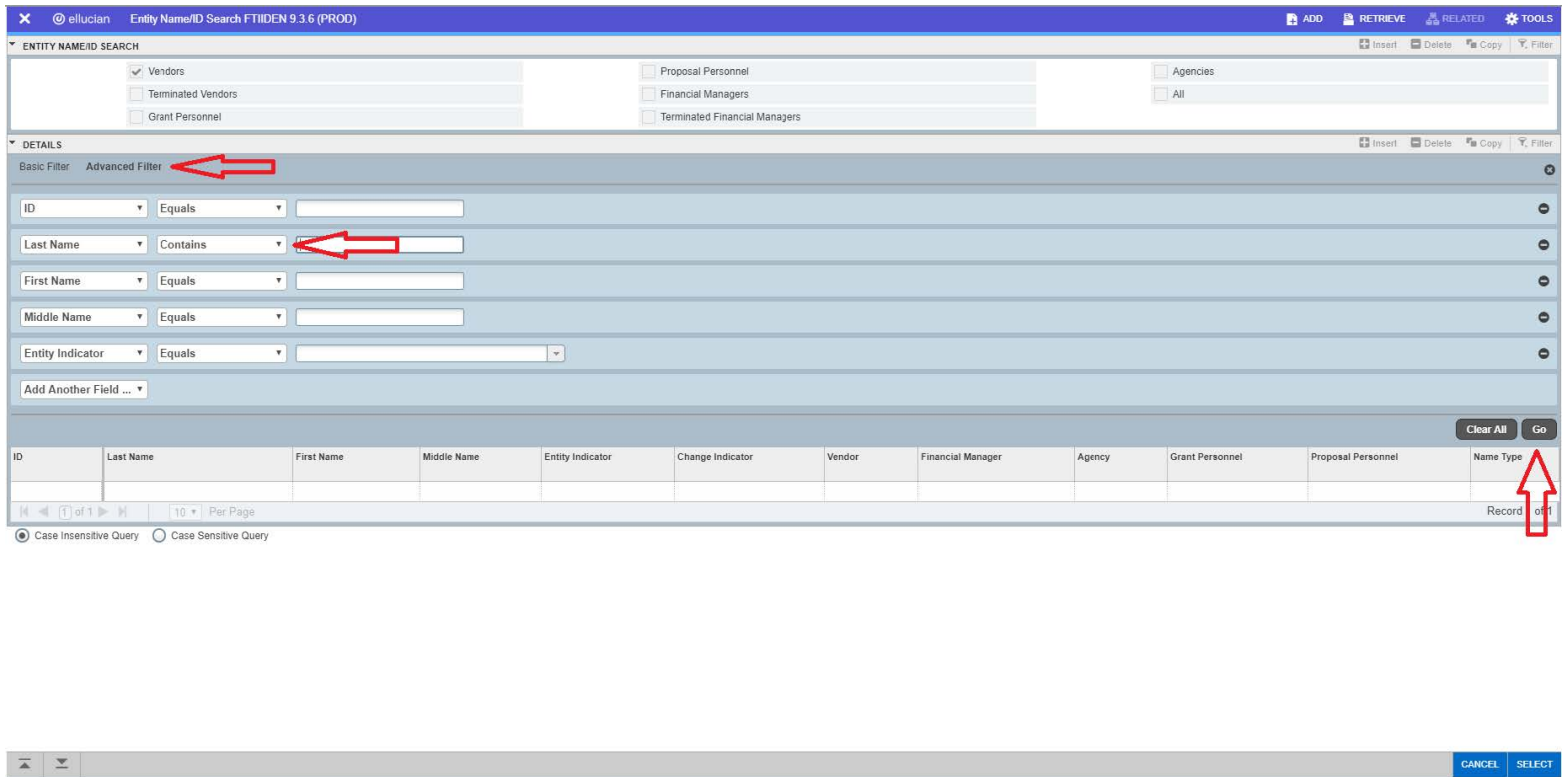
1. Enter FPAREQN or Requisition in the Search box, press enter.
2. Click **Go** or **Alt+PgDn** to create a new requisition

3. Tab to **Delivery Date** and enter the date you want the merchandise delivered.
4. Tab to **Organization** and enter your four-digit org number.
5. Tab to **Email** and enter Requestor's email address.
6. Tab to **Extension** and enter Requestor's phone extension.
7. Tab to **Ship to** and enter your four-digit organization number (where goods are to be delivered).
8. If delivery address is different than Ship To, please enter delivery information in the **Attention To** line.

9. Select **Vendor Information** tab
10. Enter the vendor number (if known) and tab to populate vendor information. To search for Vendor, click (next to Vendor) the three dots and then click Entity Name/ID Search.

Searching for vendor

- All businesses are listed under "Last Name" field.
- Click "Advanced Filter" and select drop down menu next to "Last Name" and change to "Contains".
- Type name in and hit GO.
- Once vendor is found, hit SELECT at bottom right hand of screen with vendor highlighted.



Entity Name/ID Search FTIDEN 9.3.6 (PROD)

ADD RETRIEVE RELATED TOOLS

ENTITY NAME/ID SEARCH

☒ Vendors ☐ Proposal Personnel ☐ Agencies

☐ Terminated Vendors ☐ Financial Managers ☐ All

☐ Grant Personnel ☐ Terminated Financial Managers

DETAILS

Basic Filter **Advanced Filter**

ID Equals

Last Name Contains

First Name Equals

Middle Name Equals

Entity Indicator Equals

Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type

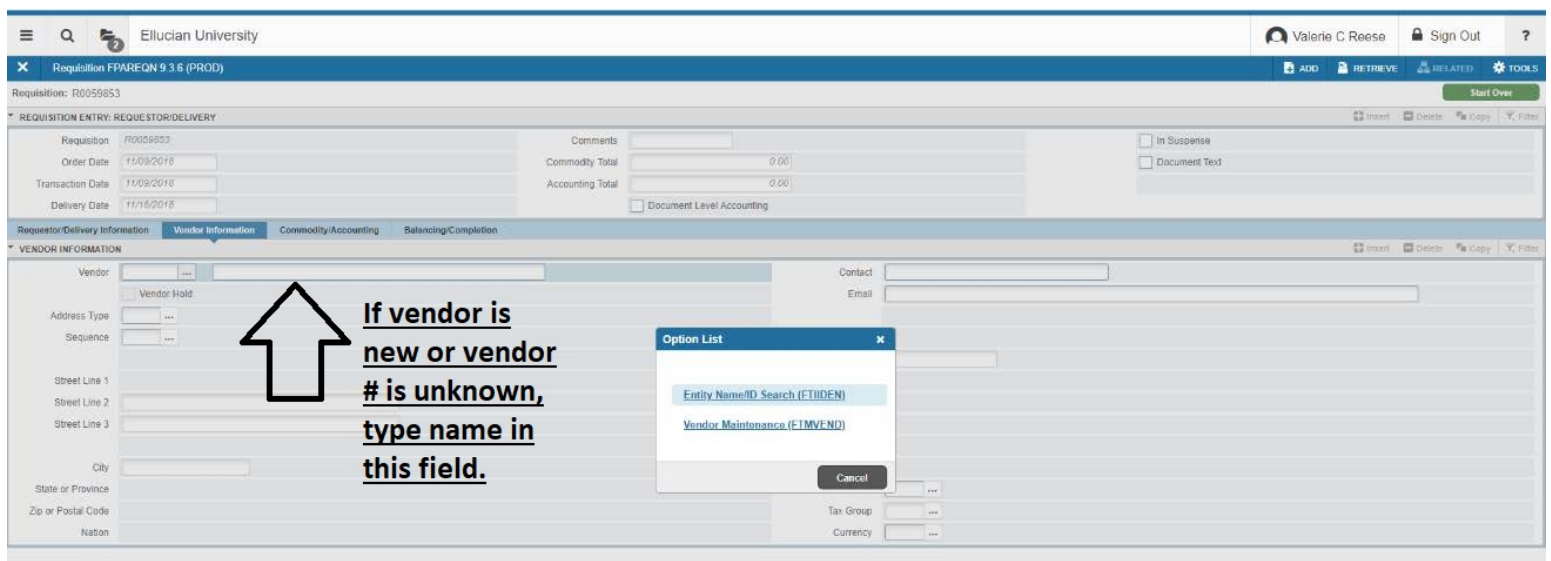
10 of 1 Per Page

☒ Case Insensitive Query ☐ Case Sensitive Query

Record of 1

CANCEL SELECT

- If Vendor is unknown, new, or cannot be located, type the vendors name into the name field manually. Procurement will take the next steps for you to complete the vendor setup.



Ellucian University

Valerie C Reese Sign Out ?

Requisition FPARQEN 9.3.6 (PROD)

ADD RETRIEVE RELATED TOOLS

Requisition: R0059853

Start Over

REQUESTION ENTRY: REQUESTOR/DELIVERY

Requestion: R0059853

Order Date: 11/09/2018

Transaction Date: 11/09/2018

Delivery Date: 11/16/2018

Comments

Commodity Total: 0.00

Accounting Total: 0.00

☐ In Suspense

☐ Document Text

☐ Document Level Accounting

Requestor/Delivery Information **Vendor Information** Commodity/Accounting Balancing/Completion

VENDOR INFORMATION

Vendor

Vendor Hold ☐

Address Type

Sequence

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Zip or Postal Code

Nation

Contact

Email

Tax Group

Currency

If vendor is new or vendor # is unknown, type name in this field.

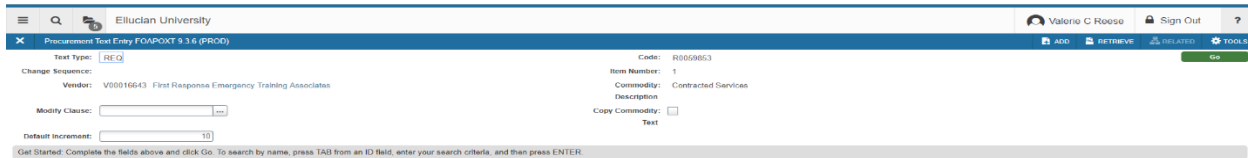
Option List

Entity Name/ID Search (CTIIDEN)

Vendor Maintenance (FIMVEND)

Cancel

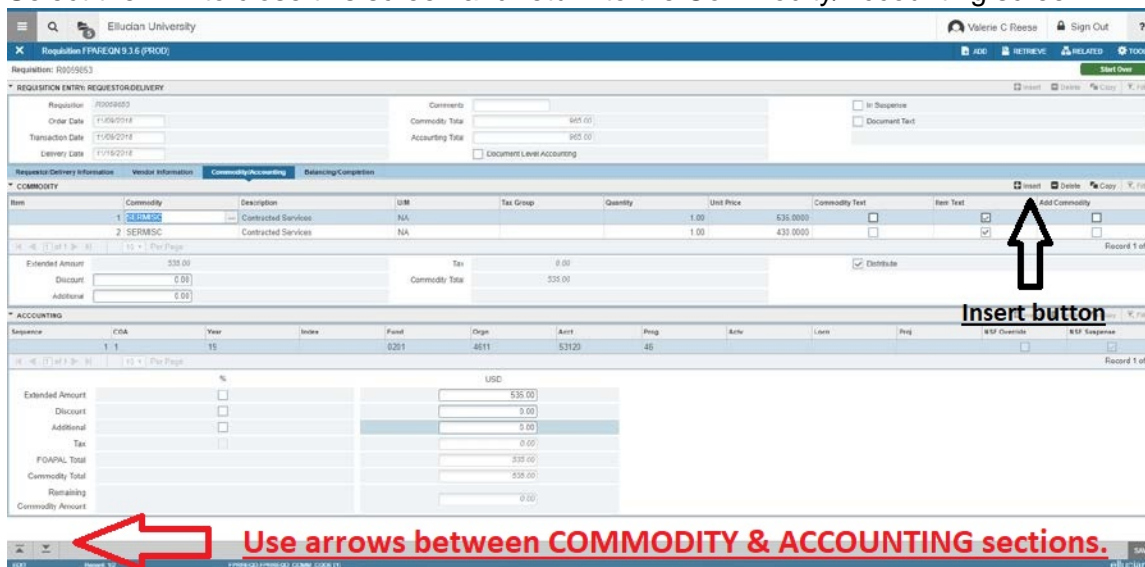
11. Select **Commodity/Accounting** tab
12. Enter the alpha commodity code under **Commodity**. Hit the Tab key and the description information will populate. *Use only alpha commodity codes and not numeric codes in the search. Look at commodity code sheet for alpha codes for quick query.
13. Tab to **Quantity** and enter quantity of item.
14. Tab to **Unit Price** and enter price. Tab through **Extended** until total price populates.
15. Select **Related** on the tool bar. From the drop-down box, select **Item Text**.



17. Select **Go**. Type in description of item to be purchased. Arrow down to enter information on additional lines. The text does not wrap. **Select SAVE (F10).**



18. Select the **"X"** to close this screen and return to the Commodity/Accounting screen.



19. Use arrows at the bottom of the screen to go between "Commodity" and "Accounting" sections. Once in "Accounting" section, Tab to **Fund** and enter your four digit **Fund** number, Tab to **Orgn** number and enter if different than what the default is, then tab to enter **Acct** number and enter if different than what defaults is, and finally tab to enter **Prog** number.
*If funding needs to be split between accounts, please call/email Austin at ext. 3555/ amaxwel2@jccd.edu
20. **IF** you are entering additional line items follow the directions below. **IF NOT**, proceed to number 21.
 - a. Select previous section using the arrows in the bottom left hand corner of the screen.
 - b. Click "INSERT" in the commodity section to add additional line.
 - c. Repeat directions 11 thru 19.



21. Select **Balancing/Completion**.

Requestion: R0009853

Requestion Entry: REQUESTOR/DELIVERY

Order Date: 11/06/2018
Transaction Date: 11/06/2018
Delivery Date: 11/16/2018

Commodity Total: 965.00
Accounting Total: 965.00

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

BALANCING/COMPLETION

Vendor: V00016543 First Response Emergency Training Associates
Vendor Hold
CQA: Johnson County Community College
Requestor: Valerie Reese
Organization: 6611 Staff Development

Input Commodity Accounting Status

Amount	Input	Commodity	Accounting	Status
Approved Amount	965.00	965.00	965.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

Complete In Process

22. Click **"TOOLS"** in the top right hand of the screen and click **Print** this screen for your copy of the Requisition if you would like for your own records.

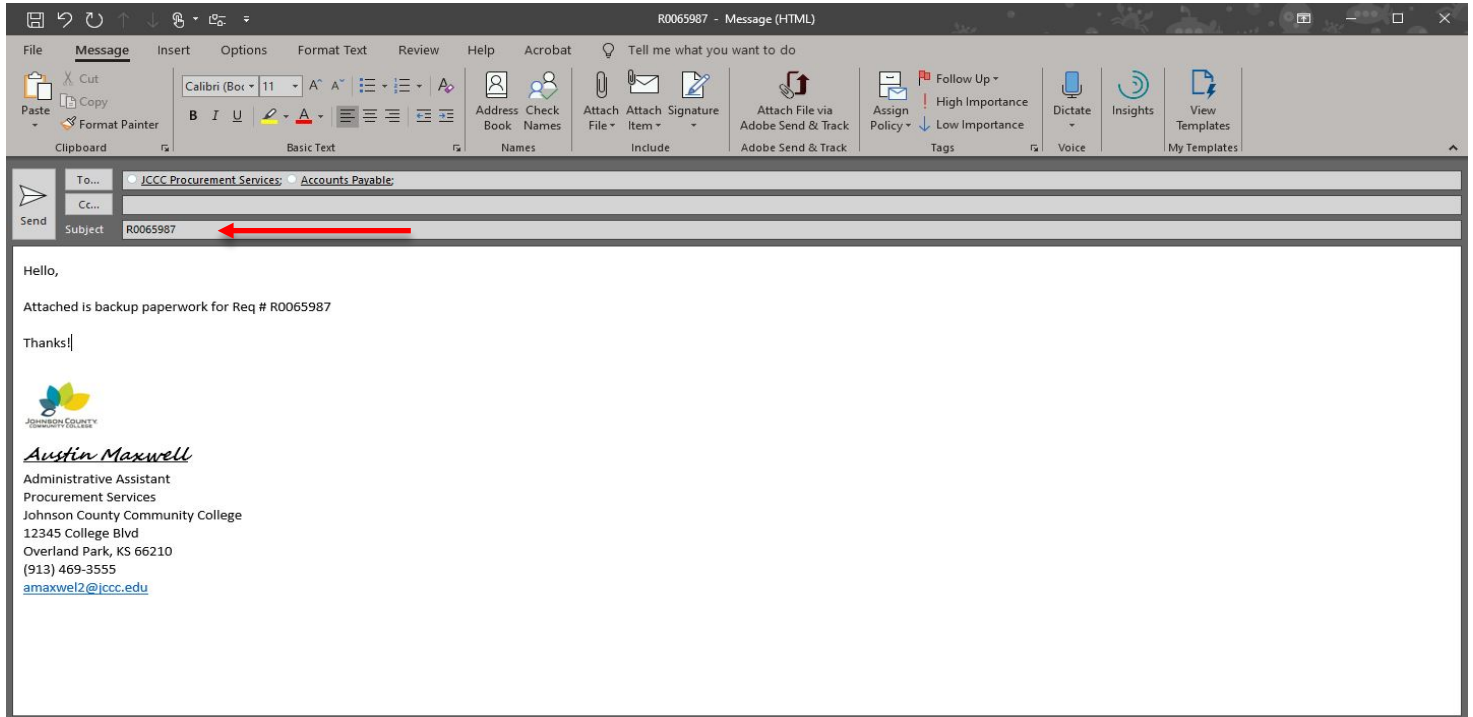
23. Select **Complete**.

24. The requisition is now in the approval queue assigned to that organization number.

Flip to next page for last step!!

Last Step!

- Send all backup paperwork to Procurement (procurement@jccc.edu) and Accounts Payable (accountspayable@jccc.edu) with Req # in the subject line when Req is complete!



COMMODITY CODE LIST

Comm Code	Comm Desc	Buyer Name
REPMISC	Repairs	Becky Ricklefs
SERTRAV	Travel Services	Becky Ricklefs
STAFFDEVEL	Staff Development	Becky Ricklefs
STAFFFACGR	Faculty Continuing Education Grants	Becky Ricklefs
TRALOB	Lobbyist Travel & Other	Becky Ricklefs
TRALOCAL	Local Travel	Becky Ricklefs
TRALOCLE	Local Travel Registrations	Becky Ricklefs
TRAOUT	Out-of-District Travel	Becky Ricklefs
TRAOUTREG	Out-of-District Registrations	Becky Ricklefs
TRARECRUIT	Recruiting Travel	Becky Ricklefs
TRATECH	Technical Training Travel	Becky Ricklefs
SERFINA	Financial Services	Jim Feikert
SERLEGA	Legal Services	Jim Feikert
SERLEGI	Legislative Services	Jim Feikert
AUVAUDIEQ	Audio Equipment <\$5,000	Julie Lombard
AUVAUDIEQ2	Audio Equipment >\$5,000	Julie Lombard
AUVAUDISU	Audio Supplies & Materials	Julie Lombard
AUVVIDEEQ	Television/Video Equipment <\$5,000	Julie Lombard
AUVVIDEEQ2	Television/Video Equipment >\$5,000	Julie Lombard
AUVVIDESU	Television/Video Supplies & Materials	Julie Lombard
COMCOMPEQ	Computers <\$5,000	Julie Lombard
COMCOMPEQ2	Computers >\$5,000	Julie Lombard
COMLAPTEQ	Computers, Laptops <\$5,000	Julie Lombard
COMLAPTEQ2	Computers, Laptops >\$5,000	Julie Lombard
COMMISCEQ	Computer Hardware, Misc <\$5,000	Julie Lombard
COMMISCEQ2	Computer Hardware, Misc >\$5,000	Julie Lombard
COMMISCSU	Computer Supplies & Materials	Julie Lombard
COMMONEQ	Computer Monitors <\$5,000	Julie Lombard
COMMONEQ2	Computer Monitors >\$5,000	Julie Lombard
COMSOFTLIC	Computer Software License	Julie Lombard
COMSOFTWA	Computer Software	Julie Lombard
PHOMISCEQ	Photographic Equipment <\$5,000	Julie Lombard
PHOMISCEQ2	Photographic Equipment >\$5,000	Julie Lombard
PHOMISCSU	Photographic Supplies	Julie Lombard
RENLEAS	Rental Services	Julie Lombard
RENLEASE	Rentals & Leases	Julie Lombard
SERAUDI	Auditing Services	Julie Lombard
SERBACKGR	Background Check Services	Julie Lombard
SERCOLL	Collection Services	Julie Lombard
SERDATA	Data Processing Services	Julie Lombard
SERDEMO	Demographic Services	Julie Lombard
SEREDUC	Educational Services	Julie Lombard
SEREMPL	Employment Services	Julie Lombard
SEREQUIMAI	Equipment Maintenance & Repair Services	Julie Lombard
SERFTLEAVN	Ft Leavenworth Tuition Charges	Julie Lombard
SERINTE	Interpreter Services	Julie Lombard

SERMGT	Management Services	Julie Lombard
SERMISCLIC	Miscellaneous License Fees	Julie Lombard
SERREMO	Remote Access Services	Julie Lombard
SERSPECEVN	Special Events & Activites	Julie Lombard
SERSPEECH	Speech & Hearing Services	Julie Lombard
SERTELE	Telecommunications Services	Julie Lombard
TELMISCEQ	Radio & Telecommunications Equipment <\$5,000	Julie Lombard
TELMISCEQ2	Radio & Telecommunications Equipment >\$5,000	Julie Lombard
TELMISCSU	Radio & Telecommunications Supplies	Julie Lombard
UTITELE	Telephone	Julie Lombard
CUSMISCEQ	Janitorial/Custodial Equipment <\$5,000	Larry Allen
CUSMISCEQ2	Janitorial/Custodial Equipment >\$5,000	Larry Allen
CUSMISCSU	Janitorial/Custodial Supplies & Materials	Larry Allen
DINFOOD	Foods	Larry Allen
DINMISCEQ	Cafeteria/Kitchen Equipment <\$5,000	Larry Allen
DINMISCEQ2	Cafeteria/Kitchen Equipment >\$5,000	Larry Allen
DINMISCSU	Cafeteria/Kitchen Supplies	Larry Allen
DINREFREQ	Refrigeration Equipment <\$5,000	Larry Allen
DINREFREQ2	Refrigeration Equipment >\$5,000	Larry Allen
HORMISCEQ	Horticultural Equipment <\$5,000	Larry Allen
HORMISCEQ2	Horticultural Equipment >\$5,000	Larry Allen
HORMISCSU	Horticultural Supplies	Larry Allen
INDMACHEQ	Machinery & Heavy Equipment <\$5,000	Larry Allen
INDMACHEQ2	Machinery & Heavy Equipment >\$5,000	Larry Allen
INDMACHSU	Machinery Supplies	Larry Allen
INDMATLEQ	Material Handling Equipment <\$5,000	Larry Allen
INDMATLEQ2	Material Handling Equipment >\$5,000	Larry Allen
INDMATLSU	Material Handling Supplies & Materials	Larry Allen
LANMISC	Land & Land Improvements	Larry Allen
MAIABRA	Abrasives	Larry Allen
MAIBUILSU	Builders Supplies & Materials	Larry Allen
MAICONT	Containers (Barrels, Drums, Kegs, etc.)	Larry Allen
MAIELECEQ	Electrical Equipment <\$5,000	Larry Allen
MAIELECEQ2	Electrical Equipment >\$5,000	Larry Allen
MAIELECSU	Electrical Supplies	Larry Allen
MAIFAST	Fasteners & Fastening Devices	Larry Allen
MAIGLAS	Glass & Glaszing Supplies	Larry Allen
MAIHARD	Hardware (Maintenance)	Larry Allen
MAIHVACEQ	Heat, Vent, Air Conditioning Equipment <\$5,000	Larry Allen
MAIHVACEQ2	Heat, Vent, Air Conditioning Equipment >\$5,000	Larry Allen
MAIHVACSU	Heat, Vent, Air Conditioning Supplies	Larry Allen
MAILIGH	Lights Bulbs & Lamps	Larry Allen
MAIMRO	Maintenance, Repair & Operating Supplies	Larry Allen
MAIPAINEQ	Painting Equipment <\$5,000	Larry Allen
MAIPAINEQ2	Painting Equipment >\$5,000	Larry Allen
MAIPAINSU	Painting Supplies	Larry Allen
MAIPLUMSU	Plumbing Supplies	Larry Allen

MAIPOWREQ	Power Plant Equipment <\$5,000	Larry Allen
MAIPOWREQ2	Power Plant Equipment >\$5,000	Larry Allen
MAITILE	Tile, Acoustical & Insulation	Larry Allen
MAITOOL	Hand Tools	Larry Allen
MAITOOLEQ	Power Tools <\$5,000	Larry Allen
MAITOOLEQ2	Power Tools >\$5,000	Larry Allen
MAIWATREQ	Water Treatment Equipment <\$5,000	Larry Allen
MAIWATREQ2	Water Treatment Equipment >\$5,000	Larry Allen
MAIWATRSU	Water Treatment Supplies	Larry Allen
MAIWELDEQ	Welding Equipment <\$5,000	Larry Allen
MAIWELDEQ2	Welding Equipment >\$5,000	Larry Allen
MAIWELDSU	Welding Supplies	Larry Allen
MUSMISCEQ	Musical Instruments <\$5,000	Larry Allen
MUSMISCEQ2	Musical Instruments >\$5,000	Larry Allen
MUSMISCLIC	Musical License Fees	Larry Allen
MUSMISCSU	Musical Supplies	Larry Allen
REMRENO	Remodeling & Renovations	Larry Allen
SAFFIREEQ	Fire Protection Equipment <\$5,000	Larry Allen
SAFFIREEQ2	Fire Protection Equipment >\$5,000	Larry Allen
SAFFIRESU	Fire Protection Supplies	Larry Allen
SAFPOLEQ	Police & Public Safety Equipment <\$5,000	Larry Allen
SAFPOLEQ2	Police & Public Safety Equipment >\$5,000	Larry Allen
SAFPOLISU	Police & Public Safety Supplies	Larry Allen
SCIDRUG	Drugs, Pharmaceuticals & Biologicals	Larry Allen
SCIMEDIEQ	Hospital/Dental/Nursing Equipment <\$5,000	Larry Allen
SCIMEDIEQ2	Hospital/Dental/Nursing Equipment >\$5,000	Larry Allen
SCIMEDISU	Hospital/Dental/Nursing Supplies	Larry Allen
SCIMISCEQ	Laboratory Equipment <\$5,000	Larry Allen
SCIMISCEQ2	Laboratory Equipment >\$5,000	Larry Allen
SCIMISCSU	Laboratory Supplies	Larry Allen
SERARCH	Architectural & Engineering Services	Larry Allen
SERBUIL	Building Improvements	Larry Allen
SERBUILMAI	Building Maintenance & Repair Services	Larry Allen
SERCUST	Janitorial/Custodial Services	Larry Allen
SERELEC	Electrical Services	Larry Allen
SERENGI	Engineering Services	Larry Allen
SERFOOD	Food & Beverage Services	Larry Allen
SERINDU	Industrial Engineering Services	Larry Allen
SERINSP	Inspection Services	Larry Allen
SERMEDI	Emergency Medical Services	Larry Allen
SERPAIN	Painting Services	Larry Allen
SERPLUM	Plumbing Services	Larry Allen
SERREFR	Refrigeration Services	Larry Allen
SERROOF	Roofing Services	Larry Allen
SERSAFE	Safety and Fire Protection Services	Larry Allen
SERSURV	Survey Services	Larry Allen
UTIELEC	Electricity	Larry Allen

UTINATGAS	Natural Gas	Larry Allen
UTIWASTWTR	Wastewater	Larry Allen
UTIWATR	Water	Larry Allen
INSCOSMEQ	Cosmetology Equipment <\$5,000	Mahogany Frazier
INSCOSMSU	Cosmetology Products	Mahogany Frazier
SERACCR	Accreditation Services & Fees	Mahogany Frazier
SERCONS	Consultants	Mahogany Frazier
SERMEMBER	Memberships	Mahogany Frazier
SERMISC	Contracted Services	Mahogany Frazier
TRAAPLCNT	Applicant Travel	Mahogany Frazier
ADVMISC	Advertisements	Tracey Nichols
ADVPROMSU	Advertising/Promo/Awards and Supplies	Tracey Nichols
ADVTICKETS	Tickets	Tracey Nichols
ARTMISC	Art Acquisitions	Tracey Nichols
ATHMISCEQ	Athletic & Sporting Equipment <\$5,000	Tracey Nichols
ATHMISCEQ2	Athletic & Sporting Equipment >\$5,000	Tracey Nichols
ATHMISCSU	Athletic & Sporting Goods Supplies	Tracey Nichols
ATHPLAYEQ	Park & Playground Equipment <\$5,000	Tracey Nichols
ATHPLAYEQ2	Park & Playground Equipment >\$5,000	Tracey Nichols
ATHPLAYSU	Park & Playground Supplies	Tracey Nichols
AUTCAREQ2	Auto/Vehicles, Cars >\$5,000	Tracey Nichols
AUTMISCEQ	Auto/Vehicles Misc Equipment <\$5,000	Tracey Nichols
AUTMISCEQ2	Auto/Vehicles Misc Equipment >\$5,000	Tracey Nichols
AUTMISCSU	Auto/Vehicles Supplies & Accessories	Tracey Nichols
AUTTRUCEQ2	Auto/Vehicles, Trucks >\$5,000	Tracey Nichols
CLOMISC	Clothing, Apparel & Uniforms	Tracey Nichols
FREIGHT	Freight/Shipping	Tracey Nichols
FURCURT	Curtains, Draperies, Windowcoverings & Upholstery	Tracey Nichols
FURFLOO	Floor Covering	Tracey Nichols
FURFURNEQ	Furniture <\$5,000	Tracey Nichols
FURFURNEQ2	Furniture >\$5,000	Tracey Nichols
FURSYST	Systems Furniture	Tracey Nichols
INSCOSMEQ2	Cosmetology Equipment >\$5,000	Tracey Nichols
INDRAFEQ	Drafting Equipment <\$5,000	Tracey Nichols
INDRAFEQ2	Drafting Equipment >\$5,000	Tracey Nichols
INDRAFSU	Drafting Supplies	Tracey Nichols
INSMISCEQ	Classroom Equipment <\$5,000	Tracey Nichols
INSMISCEQ2	Classroom Equipment >\$5,000	Tracey Nichols
INSMISCSU	Instructional Supplies & Materials	Tracey Nichols
LAUMISCEQ	Laundry Equipment <\$5,000	Tracey Nichols
LAUMISCEQ2	Laundry Equipment >\$5,000	Tracey Nichols
LAUMISCSU	Laundry Supplies	Tracey Nichols
LIBAVHOLD	Audio Visual Library Holdings	Tracey Nichols
LIBBOOK	Library Book Acquisitions - New	Tracey Nichols
LIBBOOKCON	Library Book Acquisitions - Continuing	Tracey Nichols
LIBMISCEQ	Library Equipment <\$5,000	Tracey Nichols
LIBMISCEQ2	Library Equipment >\$5,000	Tracey Nichols

LIBMISCSU	Library Supplies	Tracey Nichols
LIBREF	Reference Materials (Directories, Listings, etc.)	Tracey Nichols
MAIEMBO	Embossing & Engraving Materials	Tracey Nichols
MAILAWNEQ	Lawn/Ground Equipment <\$5,000	Tracey Nichols
MAILAWNEQ2	Lawn/Ground Equipment >\$5,000	Tracey Nichols
MAILAWNSU	Lawn/Ground Supplies	Tracey Nichols
MAISIGNEQ	Sign Equipment <\$5,000	Tracey Nichols
MAISIGNEQ2	Sign Equipment >\$5,000	Tracey Nichols
MAISIGNSU	Sign Supplies	Tracey Nichols
MAIWASTEQ	Waste & Refuse Equipment <\$5,000	Tracey Nichols
MAIWASTEQ2	Waste & Refuse Equipment >\$5,000	Tracey Nichols
OFFBADG	Badges, Decals, Other ID Materials and Supplies	Tracey Nichols
OFFCOPYEQ2	Copiers >\$5,000	Tracey Nichols
OFFCOPYSU	Copying & Duplicating Supplies	Tracey Nichols
OFFENVE	Envelopes, Plain or Printed	Tracey Nichols
OFFFORM	Forms	Tracey Nichols
OFFMICREQ	Microfiche & Microfilm Equipment <\$5,000	Tracey Nichols
OFFMICREQ2	Microfiche & Microfilm Equipment >\$5,000	Tracey Nichols
OFFMICRSU	Microfiche & Microfilm Supplies	Tracey Nichols
OFFMISCEQ	Office Equipment <\$5,000	Tracey Nichols
OFFMISCEQ2	Office Equipment >\$5,000	Tracey Nichols
OFFMISCSU	Office Supplies	Tracey Nichols
OFFPAPE	Paper (New)	Tracey Nichols
OFFPAPEX	Paper (Recycled)	Tracey Nichols
OFFPRINEQ	Printers <\$5,000	Tracey Nichols
OFFPRINEQ2	Printers >\$5,000	Tracey Nichols
OFFPRINSU	Printer Supplies (Toner, Drums, etc.)	Tracey Nichols
PETFUEL	Fuel	Tracey Nichols
PETGASO	Gasoline	Tracey Nichols
POSTAGE	Postage	Tracey Nichols
PRIBINDEQ	Bookbinding Equipment <\$5,000	Tracey Nichols
PRIBINDEQ2	Bookbinding Equipment >\$5,000	Tracey Nichols
PRIBINDSU	Bookbinding Supplies	Tracey Nichols
PRIMAILEQ	Mailing Equipment <\$5,000	Tracey Nichols
PRIMAILEQ2	Mailing Equipment >\$5,000	Tracey Nichols
PRIMISCEQ	Printing Plant Equipment <\$5,000	Tracey Nichols
PRIMISCEQ2	Printing Plant Equipment >\$5,000	Tracey Nichols
PRIMISCSU	Printing & Graphic Arts Supplies	Tracey Nichols
SAFFIRS	First Aid & Safety	Tracey Nichols
SERADVE	Advertising Services	Tracey Nichols
SERARTI	Artistic Services	Tracey Nichols
SERBOWL	Bowling Lane Charges	Tracey Nichols
SERFURN	Furniture Repair Services	Tracey Nichols
SERINSUEMP	Insurance Services (Employees)	Tracey Nichols
SERINSUPRO	Insurance (Property & Casualty)	Tracey Nichols
SERINSWCOM	Insurance (Workers Compensation)	Tracey Nichols
SERLAND	Landscaping	Tracey Nichols

SERLAUN	Laundry/Dry Cleaning Services	Tracey Nichols
SERMAIL	Mail Handling Services	Tracey Nichols
SEROFFI	Officials & Models	Tracey Nichols
SERPRIN	Printing/Binding/Publications Services	Tracey Nichols
SERSUBSCO	Subscriptions-Continuing	Tracey Nichols
SERSUBSNE	Subscriptions-New	Tracey Nichols
SERVEHI	Auto/Vehicle Repair Services	Tracey Nichols
SERWAST	Waste/Refuse/Recycling Services	Tracey Nichols
STAFFRETIR	Retirement Recognition	Tracey Nichols
THEMISCEQ	Theatrical Equipment <\$5,000	Tracey Nichols
THEMISCEQ2	Theatrical Equipment >\$5,000	Tracey Nichols
THEMISCSU	Theatrical Supplies	Tracey Nichols
TRATEAM	Team Travel	Tracey Nichols