If you have questions, please contact purchasing@fsw.edu.
Purchase Requisition

Purchase Requisition Dashboard

1. Log-in to the FSW Portal (http://my.fsw.edu).

   **WARNING:** You must use Mozilla Firefox or Google Chrome web browsers to submit and view purchase requisitions. Internet Explorer is NOT supported. If you do not have the correct browser installed on your computer, please contact helpdesk@fsw.edu.

2. Click the College Resources tab on the navigation bar.

![FSW Portal](image)

3. Navigate to the Office of Financial Services box and click Purchase Requisition.
4. The **Purchase Requisition Dashboard** page will open in a new tab or window.

You can return to the **Purchase Requisition Dashboard** page at any time by clicking **Purchase Requisition** in the top left corner of the screen. You can accomplish several tasks from the **Purchase Requisition Dashboard** page, including:

- Create a requisition.
- Continue working on a draft in process requisition.
- Copy a requisition.
- View the information icon for a summary window of information for the requisition.
- View the status of a requisition.
  
  a. **Draft** – Requisition previously saved as a draft and awaiting final submission. You can edit and submit.
  
  b. **Pending** – Requisition is pending approval in one of Banner Finance approval queues.
  
  c. **Disapproved** – Requisition submitted but disapproved by a Banner Finance approver. The approver can provide Disapproval Text explaining why the requisition was disapproved. You can edit disapproved requisitions and resubmit them. Disapproved requisitions will be shown on the dashboard only if there are any.
  
  d. **Completed**
     
     i. Completed – Requisition approved and posted.
     
     ii. Converted to PO – Requisition items have been converted to Purchase Orders.
     
     iii. Assigned to Buyer – Requisition assigned a buyer code, making the buyer responsible for it.
5. The Purchase Requisition Dashboard page serves as the home page and is separated into three sections: Draft, Pending, and Completed. Requisitions will appear in each section depending on the status assigned to them. By default, only two requisitions are listed in each section. You can click View More to see additional requisitions not showing.

6. After you click View More, the entire list of requisitions in that status will appear. If the list is too long, you can use the Search box to type in a keyword to locate a requisition.
7. You can also sort requisitions on this page using the column headers. You will see two small up/down arrows next to a column header. Click the arrows next to the column header you wish to sort by and the requisitions will automatically reorder in the list. For example, you can sort by requisition number, from oldest to newest, highest to lowest cost, vendor name, or current status.

![Requisition Sort Example](image1)

8. Click on a requisition to view a submitted requisition. You will see the View Requisition Page. You can navigate using Back and Next buttons to review the Requestor Information, Vendor Information, or Add Item & Accounting information.

![View Requisition Page Example](image2)
9. You cannot edit a requisition after it has been submitted unless you recall it before it is approved. To do so, click Recall My Requisition.

10. You will be asked to confirm your recall by clicking Yes or No.

11. After a requisition has been recalled, it will be returned to the Draft Requisitions list on the Purchase Requisition Dashboard. You can now click on the requisition to edit any information and submit again.
12. A small information icon will appear next to a requisition's status. Clicking on the icon provides a summary window of information for the requisition.

<table>
<thead>
<tr>
<th>Pending Requisitions</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0026833</td>
<td>05/09/2016</td>
</tr>
<tr>
<td>R0026832</td>
<td>06/09/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed Requisitions</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0026834</td>
<td>06/09/2016</td>
</tr>
<tr>
<td>R0026827</td>
<td>06/09/2016</td>
</tr>
</tbody>
</table>

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