



Date Revised: 4/2014

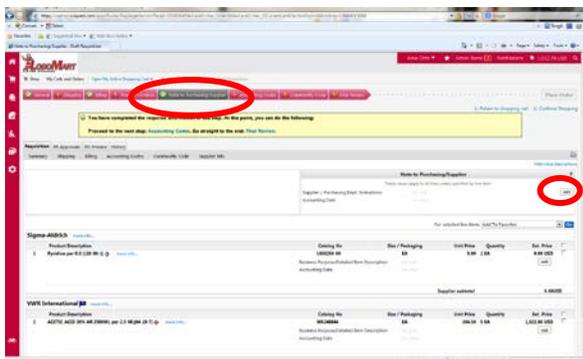
**Completing a LoboMart
Requisition for FY15
FSJA-010**

NOTE: Beginning 06/01/2014 you will be able to create requisitions in LoboMart for either FY14 or FY15. After 06/30/2014, all requisitions will be completed In FY15.

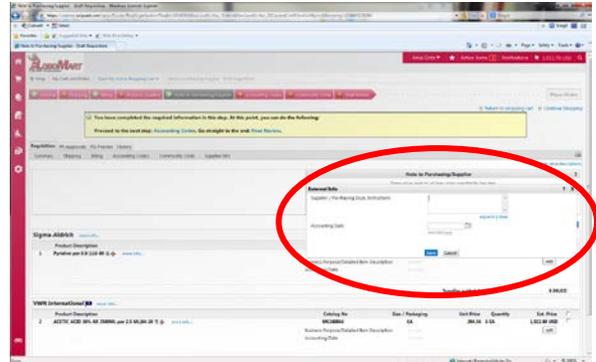
The following steps are only required for requisitions for FY15 resulting in a Banner PR. Requisitions that will result in a PCard order and requisitions that will result in a Banner PR for FY14 do not require special processing.

1. You will add items to your cart as usual, either by completing a Non-Catalog form or selecting items from a Hosted or Punchout Catalog supplier.

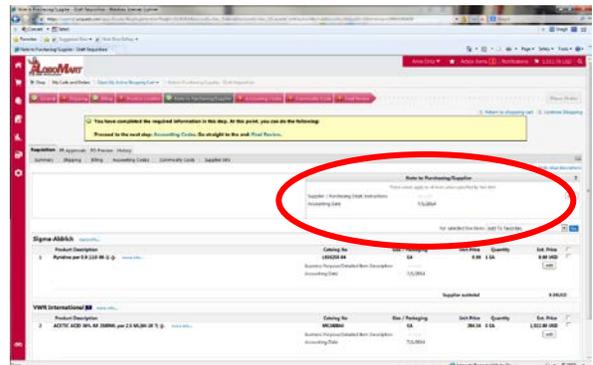
2. After all items have been entered, make sure you are in the **Note to Purchasing/Supplier** step of the LoboMart checkout process. Click on the **edit** button next to the **Accounting Date**.



3. Enter **07/01/2014** in the date field that will appear in the popup if the requisition is for FY15.



4. Click on the **Save** button.



5. Continue processing the requisition as normal.

END