RHIT/BANNER INSTRUCTIONS
HOW TO COMPLETE AN INCOMPLETE WEB-BASED PURCHASE ORDER (1-2013)

**Note:** An Incomplete Purchase Order should be completed within 48 hours of the PO issue date.

To complete An Incomplete Web-based Purchase Order, click on the Faculty/Staff link on the RHIT home page.

1. From this page, click on **“Banner Web”**.
2. Enter your **Username/ID** and **Password/PIN**, click **“Login”** button.
3. Click on the **“Employee”** tab in the top ribbon.
4. Click on the **“WebPO”** link in the list.
5. You are now at the first screen of the Web PO form as shown below. Click on the Incomplete button to locate to locate the PO to be completed and click on the **“Edit”** button. Alternatively, you may select the **“Review”** button and navigate to the section of the PO that needs to be completed.

6. Select the area that you need to add/change in your purchase order. Once you have input information in your requested area, the system will automatically prompt you through any required fields that are still incomplete.

7. You will be returned to the **“Purchase Order Review”** screen to review your changes. If all changes are correct, select the **“FINALIZE”** button.

8. You will be redirected to the My Existing Purchase Orders screen. You may now **“Print”** the PO. You can also **Email** the PO if the vendor has an email address in the Banner system. Click on the **“Email”** icon.