To test in Banner Web PREP, click on the Faculty/Staff link on the RHIT
home page.

1. From this page, click on “Banner Portal.”

2. On the right side of the web page, scroll down and click on “Banner Web
PREP” listed under PREP Applications.

3. Enter your Username/ID and Password/PIN, click “Login” button.

4. Click on the “Employee” tab in the top ribbon.

5. Click on the “Web PO” link in the list.
6. You are now at the first screen of the Web PO form as shown below. You can begin testing.

### Purchase Orders

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Order Date</th>
<th>Vendor</th>
<th>PO Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0018788</td>
<td>11/16/2012</td>
<td>A B Dick Company</td>
<td>You may enter special information for the vendor, your department or other text in this area. (up to 2,000 characters)</td>
</tr>
</tbody>
</table>

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[ User Guide ]