How to Create & Approve Purchase Orders

ExpressLane 9 (Banner Self-Service)

1. Go to ExpressLane 9
2. Login to Lane CAS
3. Enter your L Number and network password, Select Login
4. Click Purchase Orders

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1. Select Transaction , Purchase , Delivery Date

2. Buyer Code is always LCC

3. Select Vendor ID and Click Validate , confirm Vendor information

4. Check Requestor Detail
5. If printing or emailing in Fpapord, add the requestor email you would like it to be emailed to
6. The fields Attention to and comments will also print on the PO in Fpapord

5. Check Account and Organization Details

How to create PO in ExpressLane 9 – Banner Help Services-3

1. Select Purchase Order Commodities
2. Enter U/M , Quantity, Unit Price
3. Validate the Commodity
4. Add additional lines as needed.

Purchase Order Commodities

Item	Commodity Code	Commodity Description	U/M *	Quantity *	Unit Price *	Discount Amount	Additional Amount	Add Text
1	Select		Select					💬

(+) Add Commodity

Commodity Validate

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1. Enter Purchase Order Accounting
2. Choose either Dollar or Percent
3. Chart for Lane Community College is always L
3. Enter Fund , Organization, Account , Program (FOAP)
4. Enter Accounting (% or Dollar Value applicable to FOAP)
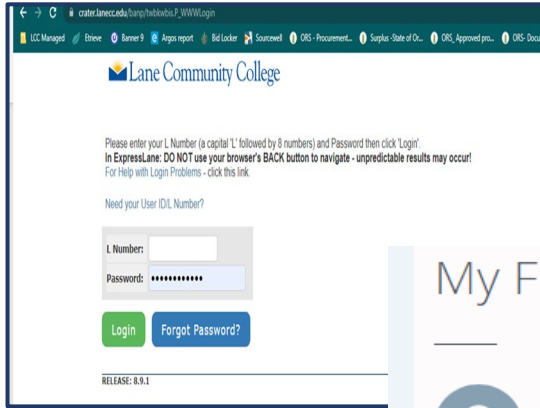5. Validate and Complete

4.c. Purchase Order Approval

1. Purchase Orders will be reviewed and approved through "ExpressLane (Banner Self-Service) " by the Workflow Approvers.

2.The following information will be verified:
- Order type (regular vs standing)
- Vendor name
- Contract agreement if any
- Purchase description and cost
- Applied FOAP (fund, organization, account, & program)

2. After the PO is approved, the requestor needs to submit the documentation to the vendor. Always attach contracts/quotes.

3. Always confirm vendor acknowledgement and delivery date .

Check points for Approver

PURCHASE ORDER

Requestor	[redacted]	Purchase Order Number	P0084997
Phone	Ext	Transaction Date	09/28/2023
Email		Delivery Date	10/05/2023
Organization	Finance and Administration (201001)	Status	Pending
Accounting Type	Document Level	Currency	USD
Type	Regular	Matching	Not Required

Ship To	LCC	Vendor	[redacted] lt Specialties Inc. ([redacted])
Address	Lane Community College	Address	128 [redacted] rn Ave.
	4000 E 30th Ave		
	Eugene OR 97405-0640		San Antonio TX 78249-2230
Attention To	L00[redacted]		

Purchase Order Comments	

Commodities

Item	Description		U/M	Quantity	Unit Price	Other	Net Total
1	Services(S1)		EA	1.00	1,110.91	0.00	1,110.91
		Total Commodities					1,110.91

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	L- - 822961- 510205- 617600- 510000- -	Yes	No	No	100.00	1,110.91
	Total Accounting Distributions					1,110.91

DISCLAIMER - This Purchase Order PDF is restricted to internal use only.

Notes :
- There is no email notification for the approver
- As an approver, you are responsible for checking ExpressLane perpetually

The Role of the Approver

Budget Managers and higher-level personnel are among those who may serve as Approvers. Approvers are:

- Responsible for reviewing and endorsing purchase requests regularly and confirming adherence to budgetary requirements

- Guaranteeing the best possible value for the purchase

- Approving purchase orders

- Overseeing delivery, and resolving any problems or conflicts that may arise

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