



Purchasing Department

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Self-Serve Banner (SSB) Helpful Hints & Quick Steps

Has a Requisition Been Fully Approved?

1. Log in to Self-Serve Banner (SSB): https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage
2. Select the 'Finance; tab
3. Select 'View Document'
4. Enter the R# in the 'Document Number' box
5. Click 'Approval History': this shows who has and/or needs to approve the requisition

How do I Find Requisition Information? How do I see if a PO (or a Receiver 'Y' Number) Has Been Issued?

1. Log in to Self-Serve Banner (SSB): https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage
2. Select the 'Finance' tab
3. Select 'View Document'
4. Enter the R# in the 'Document Number' box
5. Click 'View Document': this shows the requisition information, and if there is a PO assigned, it will be displayed at the bottom of the screen under 'Related Documents', as well as any Receiver 'Y' numbers

How do I See What Requisitions I Need to Approve?

1. Log in to Self-Serve Banner (SSB): https://ssb-prod.ec.ulm.edu/PROD/twbkwbis.P_GenMenu?name=homepage
2. Select the 'Finance' tab
3. Select 'Approve Documents'
4. Enter your Banner User ID in the 'User ID' box
5. Click 'Submit Query'
6. You will see any Requisitions pending your approval and you can click on the R# to open it and Approve or Deny it