



**Office of Procurement &
Strategic Sourcing**

REQ TO CHECK USER GUIDE



Table of Contents

1. Search for Existing Vendor.....	1.01
2. Vendor Self Service (PaymentWorks)	2.01
3. Create a Local Requisition	3.01
Line Items...	3.03
Item Tab Detail...	3.06
Check, Save, and Submit...	3.15
4. Create a Limit Framework Requisition.....	4.01
Line Items...	4.03
Item Tab Detail...	4.06
Check, Save, and Submit...	4.14
5. Attach Documents to a Requisition	5.01
SAP GUI	5.01
SAP Web Portal	5.04
6. Check Requisition Status	6.01
7. Approve or Reject a Requisition	7.01
8. Correct a Rejected Requisition	8.01
9. Review and Print Purchase Orders	9.01
10. Copy a Requisition.....	10.01
11. Requisition to Check Flowchart	11.01

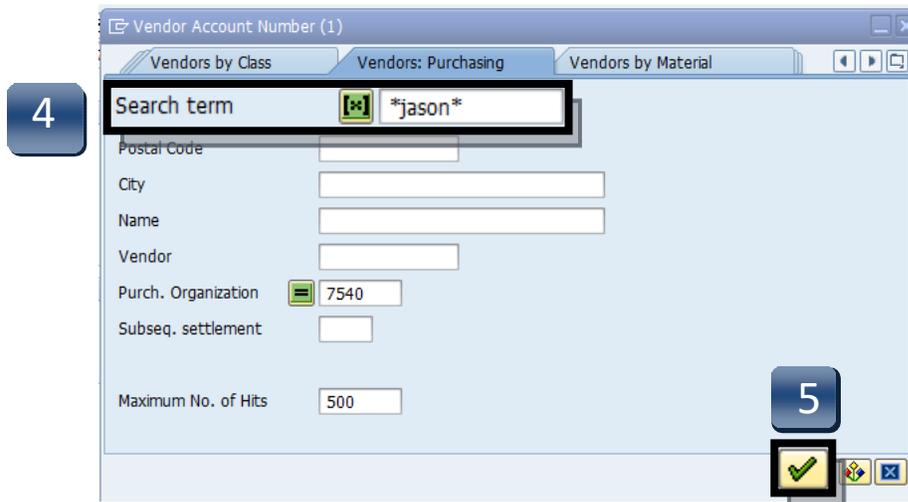
Search for Existing Vendor

- STEP 1:** Enter transaction code **ZMK03** in main menu search field.
Press **Enter** on your keyboard.
- STEP 2:** Check all boxes in **General data** and **Purchasing organization data** sections.
- STEP 3:** Place cursor in **Vendor** field, then click the box icon that appears at the end of the field:



Search for Existing Vendor

- STEP 4:** Enter your search terms in any of the fields.
****Use *Asterisks* to include more results in your search. Words can be truncated.**
Search term is a commonly-used search field.
- STEP 5:** Click the green check button or press ENTER.
- STEP 6:** A listing of all the vendors with the term *jason* in their profile for the field you searched will appear. **Vendor number is located in the Vendor column; this number is required for requisition entry.** To view more information about a particular vendor, double-click vendor number and proceed to **STEPS 7 & 8.**



- NOTE -

Any **“USE #####”** or **“USE TSUS Marketplace”** tags in the vendor search:

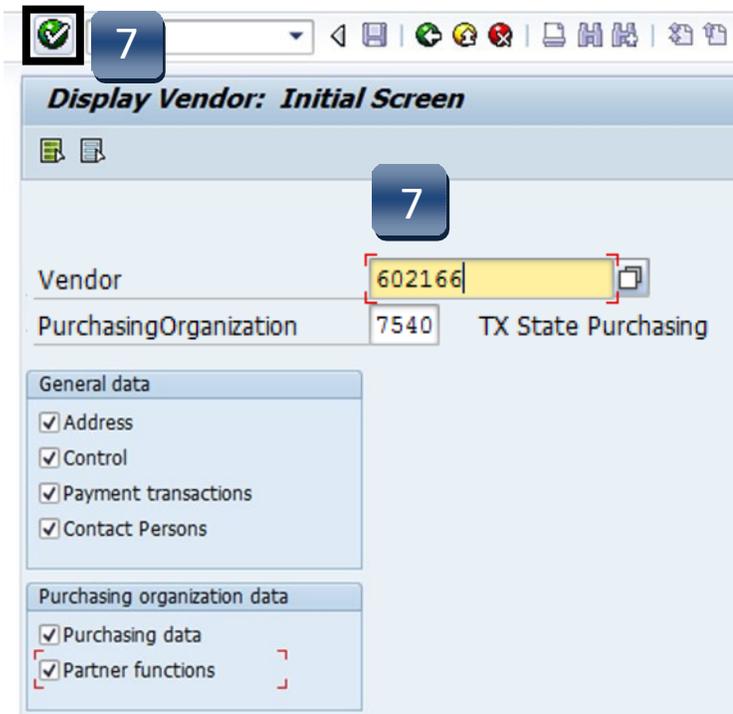
- If the record references another vendor number, use the referenced number.
- If the record notifies you that this is a **TSUS Market Place** vendor, please enter the requisition through **TSUS Marketplace!**

SearchTe...	PostalCode	City	Name 1	Vendor	POrg	SuSet
FRY, JASON	78640	KYLE	FRY, JASON C	516382	7540	<input type="checkbox"/>
JASON'S DE	70154-4436	NEW ORLEANS	DELWEST INC USE 12074	9592	7540	<input type="checkbox"/>
JASON'S DE	77210-4869	HOUSTON	DELI MANAGEMENT INC	600239	7540	<input type="checkbox"/>
JASON'S DE	77702	BEAUMONT	DELI MANAGEMENT INC	12074	7540	<input type="checkbox"/>
JASON'S DE	77702	BEAUMONT	JEN-TEX DELIS INC	6067		<input type="checkbox"/>
JASON'S DE	78230	SAN ANTONIO	JDSA I LTD	512747		<input type="checkbox"/>
JASON'S DE	78412	CORPUS CHRISTI	COASTAL DELI USE 17053	12539		<input type="checkbox"/>
JASON'S DE	78413	CORPUS CHRISTI	COASTAL DELI USE 17053	10123	7540	<input type="checkbox"/>
JASON'S DE	78666	SAN MARCOS	JASON'S DELI USE BOBCATAL	17588	7540	<input type="checkbox"/>
JASON'S DE	78666	SAN MARCOS	JEN-TEX DELIS INC	602166	7540	<input type="checkbox"/>
JASON'S DE	78746	AUSTIN	DELI MGMT INC USE 12074	12261	7540	<input type="checkbox"/>
JASON'S DE	78759	AUSTIN	DELI MGMT INC USE 12074	772	7540	<input type="checkbox"/>
JASONS DEL	78413	CORPUS CHRISTI	COASTAL DELI INC	17053	7540	<input type="checkbox"/>
LEE, JASON	77807	BRYAN	LEE, JASON T	508932	7540	<input type="checkbox"/>

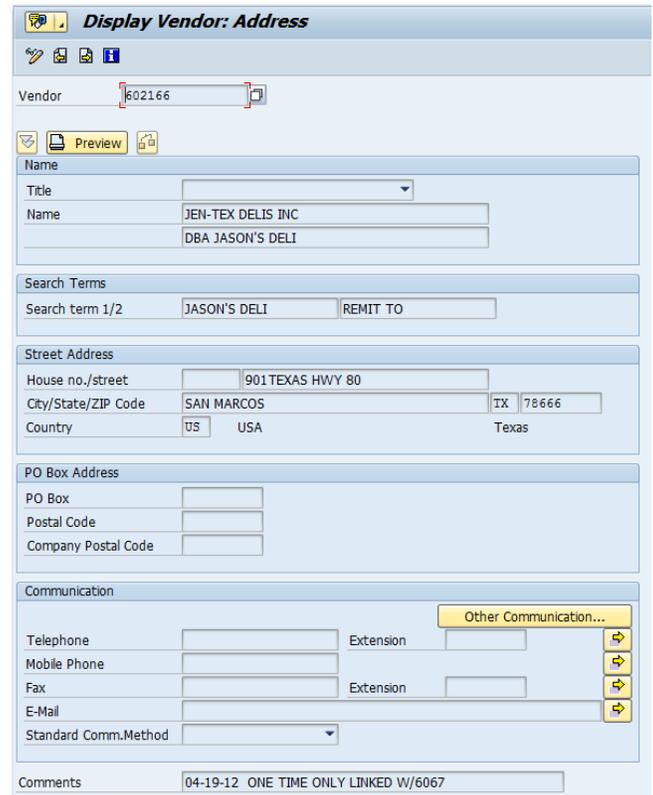
Search for Existing Vendor

STEP 7: Once you have double-clicked a vendor it will be added to the search field. Press **Enter** on your keyboard or click the green check button in the top left corner to view vendor information screen:

STEP 8: To return to the main menu, select the **Back** button twice.



The screenshot shows the 'Display Vendor: Initial Screen' interface. At the top left, there is a green checkmark button and a blue box with the number '7'. Below this is a search field containing the text '602166'. To the right of the search field is a small icon of a document with a checkmark. Below the search field, the text 'Vendor' is displayed. Underneath, 'PurchasingOrganization' is listed as '7540' and 'TX State Purchasing'. On the left side, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'. A blue box with the number '7' is overlaid on the search field.



The screenshot shows the 'Display Vendor: Address' screen. At the top left, there is a green checkmark button and a blue box with the number '8'. Below this is a search field containing the text '602166'. To the right of the search field is a small icon of a document with a checkmark. Below the search field, the text 'Vendor' is displayed. Underneath, 'PurchasingOrganization' is listed as '7540' and 'TX State Purchasing'. On the left side, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'. A blue box with the number '8' is overlaid on the search field.



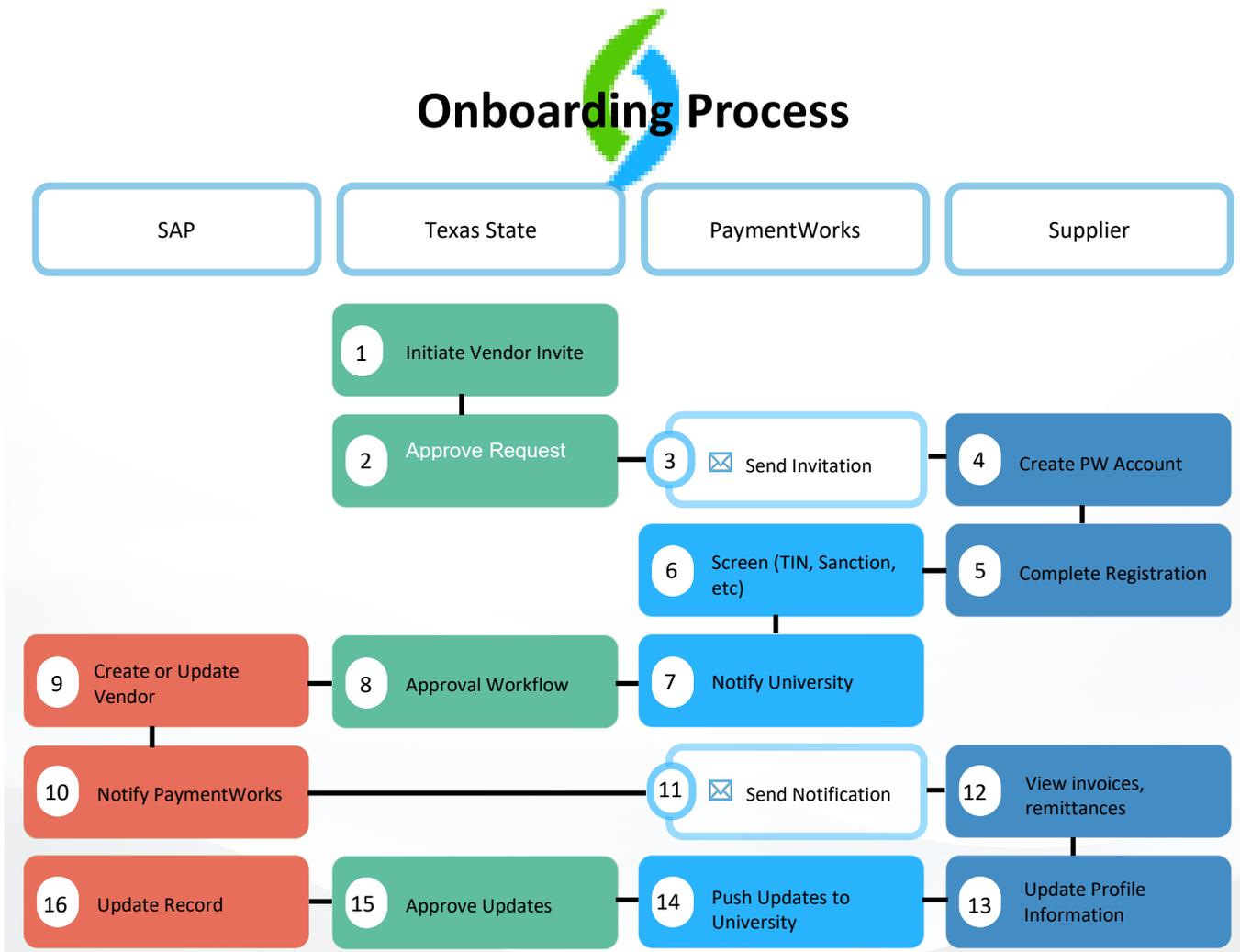
The screenshot shows the 'Display Vendor: Address' screen. At the top left, there is a green checkmark button and a blue box with the number '8'. Below this is a search field containing the text '602166'. To the right of the search field is a small icon of a document with a checkmark. Below the search field, the text 'Vendor' is displayed. Underneath, 'PurchasingOrganization' is listed as '7540' and 'TX State Purchasing'. On the left side, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'. A blue box with the number '8' is overlaid on the search field.

If vendor is not found using the ZMK03 search, proceed to [Vendor Self Service Portal \(PaymentWorks\)](#) section.

Vendor Self-Service Portal (PaymentWorks)

PaymentWorks is the electronic replacement for the paper FS-01 Vendor Request form. If a vendor is not set up in SAP a representative of the University will send an invitation to the vendor via the PaymentWorks portal. The vendor will then create an account and enter their information. This is then electronically sent to the office of Procurement and Strategic Sourcing for approval and migration into SAP. If an existing vendor needs to make changes to their profile, they will log into PaymentWorks and make the changes. If they have not set up an account, an invitation will need to be sent by a representative of the University.

Onboarding Process



If you have questions, contact the Purchasing Office at (512) 245-2521.

Vendor Self-Service Portal (PaymentWorks)

Step 1: On the Purchasing Office website, click on the **FORMS** tab.

Step 2: Scroll down to the **Vendor Maintenance** section and click on the **Vendor Self Service** link.

Step 3: Click on PaymentWorks to access the portal.

<https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html>



Vendor Self-Service

University Supplier Links to:

[Supplier Reference Guide - New Vendor Registration](#)

[Supplier Reference Guide - Updating Your Company Profile](#)

PaymentWorks

Supplier Log In

University Employee Links to:

[Employee Reference Guide - How To Invite A Supplier](#)

[Employee Quick Reference Guide](#)

PaymentWorks

Employee Internal Log In

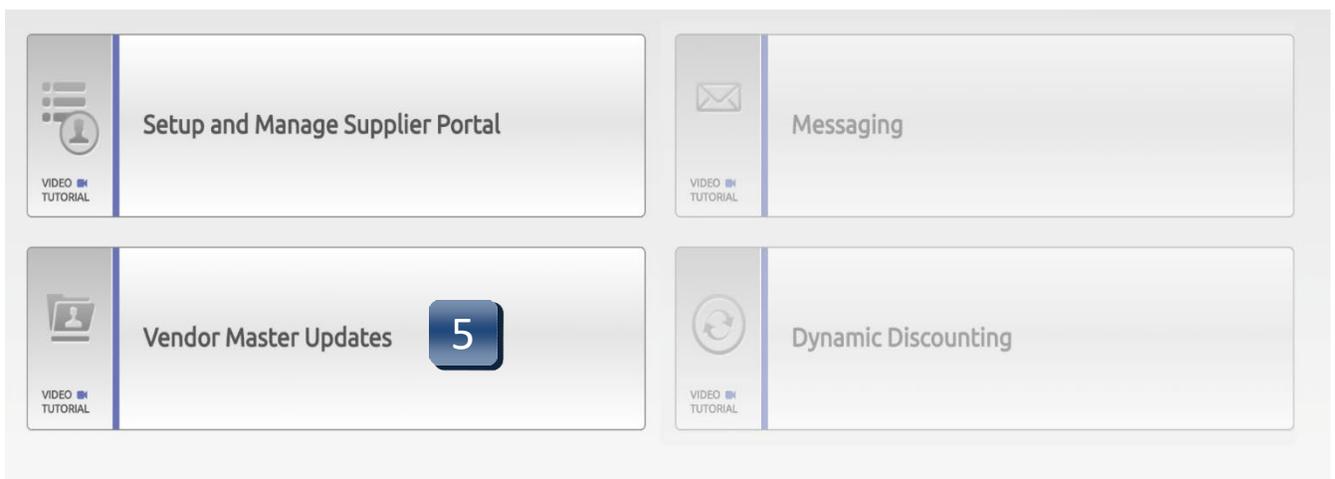
Vendor Self-Service Portal (PaymentWorks)

Step 4: Log into the system.

Step 5: Inviting a Vendor. Click on Vendor Master Updates to access the onboarding screen.



The image shows the Texas State University NetID login page. At the top is the Texas State logo. Below it are two input fields: "NetID" and "Password". To the right of the NetID field is a blue button with the number "4" and a link "Forgot your password?". Below the Password field is a link "Activate your NetID". A dark red "Login" button is positioned below the Password field. At the bottom of the page is a disclaimer: "Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University."



The image shows a navigation menu with four tiles. Each tile has a "VIDEO TUTORIAL" icon in the bottom left corner. The tiles are: "Setup and Manage Supplier Portal" (with a person icon), "Messaging" (with an envelope icon), "Vendor Master Updates" (with a person icon and a blue button with the number "5"), and "Dynamic Discounting" (with a circular refresh icon).

Vendor Self-Service Portal (PaymentWorks)

Step 6: Click **Send Invitation** to access the invitation request form

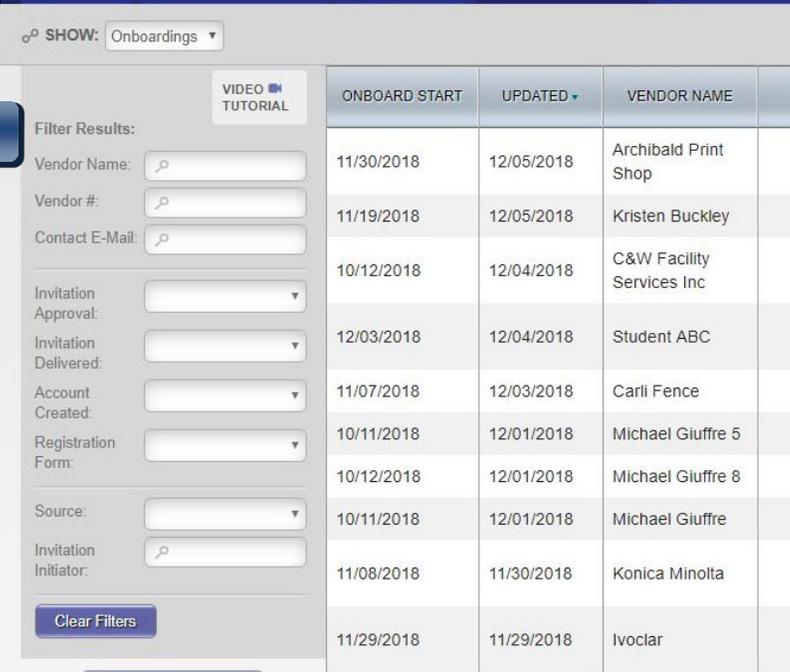
Step 7: Complete the vendor information. Click on the **Send** button.

The screenshot shows the 'New Vendors' section of the Vendor Self-Service Portal. The interface includes a navigation bar with 'Home' and 'New Vendors' links. Below the navigation bar, there is a 'SHOW: Onboardings' dropdown menu. The main content area is divided into a left sidebar with filter options and a main table area. The filter options include 'Vendor Name', 'Vendor #', 'Contact E-Mail', 'Invitation Approval', 'Invitation Delivered', 'Account Created', 'Registration Form', 'Source', and 'Invitation Initiator'. A 'Clear Filters' button is located at the bottom of the filter sidebar. The main table area has columns for 'ONBOARD START', 'UPDATED', 'VENDOR NAME', 'INVITATION', 'VENDOR ACCOUNT', 'NEW VENDOR REGISTRATION', and '% COMPLETE'. A blue box with the number 6 highlights the 'Send Invitation...' button located at the bottom of the filter sidebar.

The screenshot shows the 'Invite New Vendor' form. The form includes the following fields: 'Company/Individual Name:', 'Contact E-Mail:', 'Verify Contact E-Mail:', 'Is this invitation to an individual or entity?:' (a dropdown menu with '- Choose One -'), 'Description of Products/Services:', and 'Reason for Supplier Registration:' (a dropdown menu with '- Choose One -'). A legend at the bottom left indicates that an asterisk (*) denotes a 'Required Field'. At the bottom right, there are two buttons: 'Cancel' and 'Send'. The 'Send' button is highlighted with a red box and the number 7.

Vendor Self-Service Portal (PaymentWorks)

Step 8: Tracking Onboardings. Use the search on the Onboardings page and enter the payee's email address. This will bring up the request and you can provide the status of the request. If the request has been completed, you can provide the payee ID.



8

SHOW: Onboardings

VIDEO TUTORIAL

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Approval:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

ONBOARD START	UPDATED	VENDOR NAME
11/30/2018	12/05/2018	Archibald Print Shop
11/19/2018	12/05/2018	Kristen Buckley
10/12/2018	12/04/2018	C&W Facility Services Inc
12/03/2018	12/04/2018	Student ABC
11/07/2018	12/03/2018	Carli Fence
10/11/2018	12/01/2018	Michael Giuffre 5
10/12/2018	12/01/2018	Michael Giuffre 8
10/11/2018	12/01/2018	Michael Giuffre
11/08/2018	11/30/2018	Konica Minolta
11/29/2018	11/29/2018	Ivoclar

NOTE: The notification will not come from a Texas State University email account. If the vendor states they have not received the invitation, have them check their spam or junk mail.

Vendor Self-Service Portal (PaymentWorks)

Step 9: The initiator can view the progress for their sent invitations. This allows for follow up with the vendor to determine if they are having any issues accessing the system

Step 10: After a vendor account has been approved, the initiator can verify the assigned vendor number using the onboardings screen

9

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
04/22/2018	04/22/2018	Ashley Watson Laundry	Clicked	Email Validated	In Progress	<div style="width: 50%;"></div>

Invitation column:

- Sent
- Delivered
- Not Deliverable
- Opened
- Clicked
- Self-Registered

Account Column:

- Email Validated
- Created
- Confirmed
- No Account

New Vendor Registration column:

- Submitted
- Approved
- Processed
- Complete
- Rejected
- Invitation/Reminders Cancelled

10

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
12/03/2018	12/04/2018	Student ABC	Clicked	Email Validated	Complete Vendor #: 0000148469	<div style="width: 100%;"></div>

Vendor Self-Service Portal (PaymentWorks)

Question: Why can I not send an invite, it states that; “An invitation was previously sent to this email address” and I did not send one?

Answer: PaymentWorks does not allow multiple invitations to be sent to the same email. Someone else may have previously sent the invite.

Invite New Vendor

Company/Individual Name:
Robert

Contact E-Mail:
ryan.skousen@aexp.com
An invitation was previously sent to this email address

Verify Contact E-Mail:
ryan.skousen@aexp.com

Is this invitation to an individual or entity?:
- Choose One -

Description of Products/Services:

*Required Field

Cancel Send

Question: My payee did not receive the invite, what do I do?

Answer:

- Verify that the payee has checked their spam folder. The invitation email will come from PaymentWorks and not Texas State.
- Initiators have the ability to re-send an invitation

PaymentWorks Vendor Master Updates

Michael Giuffre, Tufts University Help Account Logout

Home Vendor Profiles Updates New Vendors Reimbursements

SHOW: Onboardings

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
12/05/2018	12/05/2018	Test Vendor 1	Pending Approval	No Account	Not Started	
11/05/2018	11/08/2018	Michael Giuffre Student US	Clicked	Email Validated	In Progress	

Invitation Details:

Initiator: Dick Doolin (tufts13@pwwexternal.com) Vendor Name: John Smith Contact E-mail: tufts15@pwwexternal.com Initiated: 12/07/2018 Email Sent: 12/07/2018

Personalized Message: Thank you for speaking with our chemistry class.

Custom Fields: Vendor Type : Honorarium

Cancel Reminders Resend Invitation

Vendor Self-Service Portal (PaymentWorks) - FAQ

Question: I entered the wrong email address, now what?

Answer:

- Departments can correct and re-send invitations with the following invitation statuses: Sent, Delivered, Not Deliverable
- By clicking on the invitation status, you will be given action options: Cancel Reminders, Resend Invitations

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
---------------	-----------	-------------	------------	----------------	-------------------------	------------

Invitation Details: close ▾

Initiator: Dick Doolin (tufts13@pwexternal.com) Vendor Name: John Smith Contact E-mail: tufts15@pwexternal.com Initiated: 12/07/2018 Email Sent: 12/07/2018

Personalized Message: Thank you for speaking with

Custom Fields: Vendor Type : Honorarium

 **Resend New Vendor Invitation**

Company/Individual Name:*

Contact E-Mail:*

Verify Contact E-Mail:*

Is this invitation to an individual or entity?:*
- Choose One - ▾

Description of Products/Services:

*Required Field

Vendor Self-Service Portal (PaymentWorks) - FAQ

Question: My payee has not completed the forms can I send them another invitation?.

Answer: The payee will receive emails until the registration is completed or the reminders are cancelled

Note: Reminder email notifications are automatically generated, do not re-send invitations unless the payee notifies you that they did not receive the initial email

- 1st reminder – three days
- 2nd reminder – seven days
- 3rd reminder – 14 days

If you have further questions, contact the
Purchasing Office at (512) 245-2521
Or email vendorrequests@txstate.edu

Create a Local Requisition

Used for requests for goods only

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases \$15,000 and above. The sites are:

<https://mycpa.cpa.state.tx.us/coa/> – Franchise Tax

<https://sam.gov/SAM/> - SAM – Federal Debarment

<https://fmcpa.cpa.state.tx.us/tpis/> – Vendor Warrant/Payment Hold

<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php> – State of Texas Debarment

<https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx> – The is OFAC

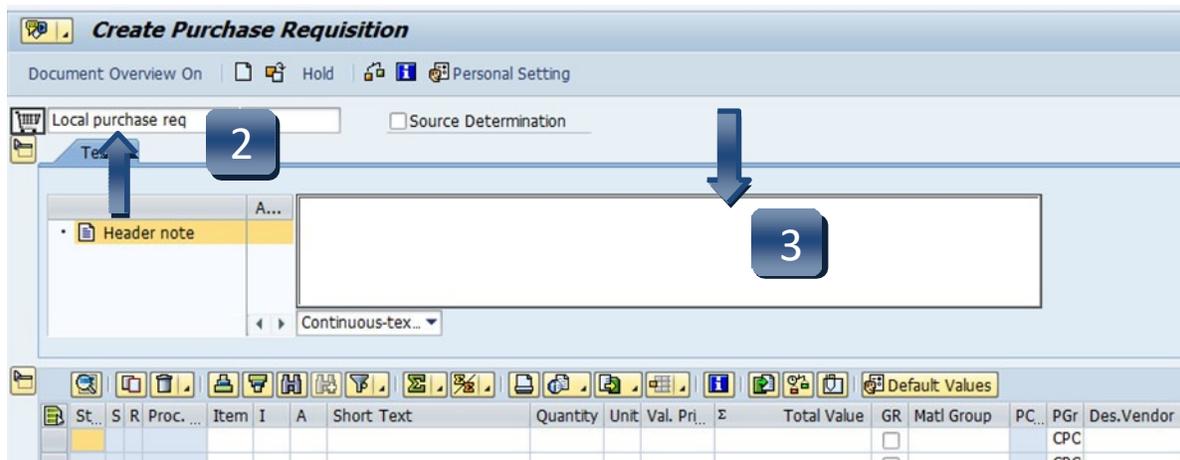
<https://comptroller.texas.gov/purchasing/publications/divestment.php> –This is the Comptroller site that has all the links except OFAC

All documentation from the sites verifying they have been checked must be attached to the requisition

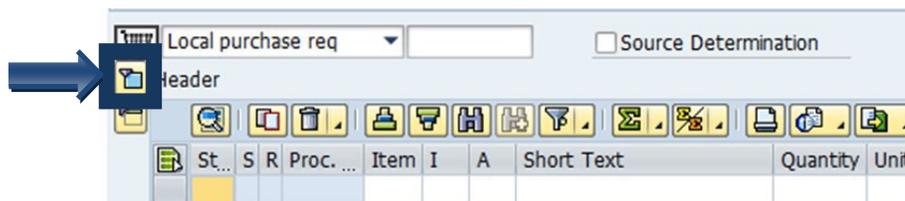
See Attaching a Document section.

Create a Local Requisition - Line Items

- STEP 1:** Enter transaction code **ME51N** in main menu search field.
Press **Enter** on your keyboard.
- STEP 2:** Verify that **Local purchase req** is selected as document type.
- STEP 3:** In **Header note** section add:
-Note giving clear explanation of the purchase. What are you purchasing?
Example: Furniture for Boko Room
-**Part Numbers**
-**CONTRACTS/CONSORTIUMS** you are buying off of. (TXMAS, E&I, etc.)
-Other instructions, e.g. needing a check cut or vendor requests deposit.
- Requisitioner or Department contact information



If header section is not visible, click **Expand Header button to display.



Create a Local Requisition - Line Items

- STEP 1: A (Account Assignment Category) column:** Enter K (Cost Center), F (Internal Order), or S (Statistical Order) for each line item.
(Use down arrow on keyboard to move between lines.)
- STEP 2: Short Text column:** Enter item short text (What you are purchasing).
- STEP 3: Quantity column:** Enter quantity. (1 if using AU as Unit of Measure.)
- STEP 4: Unit of Measure column:** Enter unit of measure code. If unknown, use the database search for available options.
(Click the button in the lower right corner of the field.)

St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit
						A	Death Star Plans	2	EA
						K	Zombie Survival Guidebook	15	EA
						F	Doomsday Device	7	EA
						S	Shipping	1	AU

A	Short Text	Quantity	Unit
F	Doomsday Device	7	EA
S	Shipping	1	A

MU	Commercial	Measurement unit text
"	"	Inch
"2	"2	Square inch
"3	"3	Cubic inch
%	%	Percentage
%O	%O	Per mille
000	000	Meter/Minute
A/V	A/V	Siemens per meter
ACR	ACR	Acre
AS	AS	Assortment
AU	AU	Activity unit
BA	BA	Bale



Tip

Unit of Measure

- EA will be used most often.
- If line item is for a *Service* such as shipping or an extra fee, use AU.
- If all lines are *Services*, stop building requisition as Local and create as a Limit Framework.

Create a Local Requisition - Line Items

STEP 5: Valuation Price column: Enter the price per item.
****Total Value column** will populate when all line items have been entered.

If Total Value is \$15,000 or greater, you must attach justification documentation to the requisition. (See Attaching a Document section.)

STEP 6: GR column: Place a checkmark in the Goods Receipt column if you will be receiving a *tangible* item. Do not check this box if the line is for a *Service* such as shipping or a fee associated with the goods purchase.

STEP 7: Material Group column: Enter **G1** for Goods, Supplies, & Equipment or **S1** for Services. Use the drop-down menu for additional options.

STEP 8: Desired Vendor column: If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. (See **Search for Existing Vendor** section for instructions.)

****Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.**



STEP 9: Delivery Date column: Enter date goods will be delivered (mm/dd/yyyy).

STEP 10: POrg column: Leave blank.
****7540** should populate once all STEPS are complete.

Valn Price	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi..	Deliv. Date	POrg
30000.00		<input checked="" type="checkbox"/>	G1		CPO	12644		12/31/2013	
10.00		<input checked="" type="checkbox"/>	G1		CPO	12644		12/31/2013	
10000.00		<input checked="" type="checkbox"/>	G1		CPO	12644		12/31/2013	
7.50		<input type="checkbox"/>	S1		CPO	12644		12/31/2013	
					CPO				
					CPO				

5

6

7

8

9

10

Create a Local Requisition - Line Items

- STEP 11: Storage Location column:** Use the database search menu to select the storage location if you do not know the code for the location.
- STEP 12: Tracking Number column:** Enter your NetID.
- STEP 13: Requisitioner column:** Enter the NetID of the person for whom you are creating the requisition.
- STEP 14:** Press **ENTER** on your keyboard to generate the **Item Tabs** section.

Default Values							
Stor. Loc.	Plant	D...	Auto...	TBPC ...	TBPC ...	Tracking...	Requisnr.
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
	Texas State U	NB					
11	Texas State U	NB				12	13
	Texas State U	NB					

****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-13 as many times as necessary.**

Create a Local Requisition - Item Tab Detail



- After pressing ENTER to complete the line item additions in the previous section, you will be taken into the Items Tab area where funding information is entered.
- The error message *'No commitment item entered in item...'* means that your account information is required in the Account Assignment tab.

The screenshot shows the SAP Account Assignment tab for item [10] Death Star Plans. The 'Account Assignment' tab is highlighted with a black box. The 'Fund' field is highlighted with a yellow box. An error message at the bottom, also highlighted with a black box, reads: "No commitment item entered in item 00010 754 7*".

Field	Value
Item	[10] Death Star Plans
Material Data	
Quantities/Dates	
Valuation	
Account Assignment	
Source of Supply	
Status	
Contact Person	
AccAssCat	Cost center
Distribution	Single account assignme...
CoCode	Texas State ...
Unloading Point	
Recipient	
G/L Account	7*
CO Area	
Cost Center	
Fund	
Functional Area	
Funds Center	
Earmarked Funds	
Grant	
Commitment Item	

! No commitment item entered in item 00010 754 7*

SAP

Create a Local Requisition - Item Tab Detail

Navigation between line items in the Tabs section can be executed by clicking the up or down arrows or selecting the item field drop-down menu.

The screenshot displays a software interface for managing requisitions. The top section shows a table of line items with columns for status, item ID, short text, quantity, unit, value, price, and total. The bottom section shows a detailed view of the selected item, including a list of items, a table of item details, and various assignment and account fields.

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Valn Price	Σ	Tota	GR	Matl Group	PC...	PGr	Des.Vendor	
						A	Death Star Plans	2	EA	30000.00			<input checked="" type="checkbox"/>	G1		CPO	3005	
						K	Zombie Survival Guidebook	15	EA	10.00			<input checked="" type="checkbox"/>	G1		CPO	3005	
						F	Doomsday Device	7	EA	10000.00			<input checked="" type="checkbox"/>	G1		CPO	3005	
						S	Shipping	1	AU	7.50			<input type="checkbox"/>	S1		CPO	3005	
													<input type="checkbox"/>			CPO		
													<input type="checkbox"/>			CPO		
													<input type="checkbox"/>			CPO		
													<input type="checkbox"/>			CPO		
												0.00						

S..	S..	Quantity	Perce	Cost Ctr	G/L Acct	Order	Asset	SNo.	WBS Element	Commitment
1		2.000								

Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Asset (A)

STEP 1: Enter **GL** number.

***Correct GL must be used to generate Asset Review workflow.*

STEP 2: Contact **Materials Management** at **245-2294** to obtain a 6-digit Asset number. Enter number into **Asset** field.

***Fund, Cost Center, and/or Internal Order will auto-populate when Asset number is entered.*

The screenshot shows the 'Account Assignment' tab in a software interface. The 'AccAssCat' dropdown is set to 'Asset'. The 'G/L Acct' field is highlighted with a blue box and labeled '1'. The 'Asset' field is highlighted with a blue box and labeled '2'. The table below shows a single row with a quantity of 2.000.

S..	S..	Quantity	Perce	Cost Ctr	G/L Acct	Order	Asset	SNo.	WBS Element	Commitment	Funds Ctr	Fund	Functional Are
1		2.000											

Asset GL Codes

*Valued at \$500 -
\$4,999.99

737800	Computers
737800	iPads/Tablets, Smartphones
737400	TVs
737400	Cameras, Camcorders

Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Cost Center (K)

STEP 1: Enter **GL** number.

***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Cost Center** and **Fund**.

***Earmarked Funds will be left blank.*

The screenshot shows the 'Account Assignment' tab in a requisition system. The 'G/L Account' field is highlighted with a red box and a blue arrow pointing to it, with a '1' in a blue circle next to it. The 'Cost Center' and 'Fund' fields are highlighted with a blue box and a blue arrow pointing to them, with a '2' in a blue circle next to them. The 'AccAssCat' dropdown is set to 'Cost center'. The 'CoCode' is 'Texas State ...'. The 'Distribution' is 'Single account assignme...'. The 'Commitment Item' field is empty.

Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Internal Order (F)

STEP 1: Enter **GL** number.

***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Order** and **Fund**.

***Earmarked Funds will be left blank.*

The screenshot shows the 'Account Assignment' tab of a software interface. The 'Item' dropdown is set to '[30] Doomsday Device'. The 'Account Assignment' tab is selected, and the 'AccAssCat' is set to 'Internal Order'. The 'Distribution' is set to 'Single account assignme...' and the 'CoCode' is 'Texas State ...'. The 'G/L Account' field contains '7*' and is highlighted with a red box and a blue arrow. A blue box with the number '1' is next to it. The 'Order' and 'Fund' fields are also highlighted with blue boxes and the number '2'.

Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Statistical Internal Order (S)

STEP 1: Enter **GL number**.

***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Cost Center, Order, and Fund**.

***Earmarked Funds will be left blank.*

The screenshot shows the 'Account Assignment' tab in a requisition system. The 'Item' dropdown is set to '[40] Shipping'. The 'AccAssCat' dropdown is set to 'Stat. Internal ...'. The 'G/L Account' field contains '7*' and is highlighted with a red box and a blue arrow, with a '1' in a blue circle next to it. The 'Cost Center', 'Order', and 'Fund' fields are grouped with a bracket and a '2' in a blue circle next to it. The 'Earmarked Funds' field is empty. The 'Grant' and 'Commitment Item' fields are also empty.

Create a Local Requisition - Item Tab Detail

Valuation Tab

- STEP 1:** On the **Valuation** tab, navigate to any *Service* lines (S1 – shipping, fees, etc.). If applicable, **uncheck both Goods Receipt and GR Non-Val boxes**. These boxes should be **checked** only if the line is for Goods (G1).

Item [40] Shipping

Material Data Quantities/Dates **Valuation** Account Assignment Source of Supply Status Contact Person

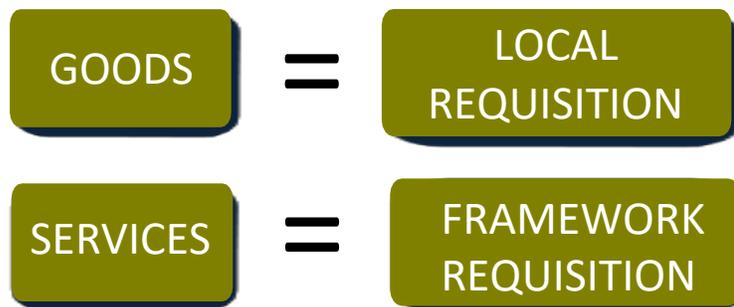
Valuation Price 7.50 USD / 1 AU Total Value 7.50 USD

Promotion

Goods Receipt

Inv. Receipt

GR Non-Val.



Item [30] Doomsday Device

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Co

Valuation Price 10,000.00 USD / 1 EA Total Value 70,000.00 USD

Promotion

Goods Receipt

Inv. Receipt

GR Non-Val.

Create a Local Requisition - Item Tab Detail

Source of Supply Tab

Verify vendor listed is correct.

The screenshot shows the 'Source of Supply' tab selected. The 'Item' dropdown is set to '[40] Shipping'. The 'Desired Vendor' field contains '12257' and 'BEST BUY GOV LLC'. A blue arrow points to this vendor name. The 'Purch.Org.' field contains '7540'. Other fields include 'Agreement', 'Fixed Vendor', 'Info Record', 'Order Unit', and 'Suppl. Plant'. A yellow button labeled 'Assign Source of Supply' is at the bottom left.

Contact Person Tab

The person creating the requisition will be listed in the **Created by** field. Requisitioner will be listed in the **Requisitioner** field. Other contact information will be listed. Purchasing will contact this person if there are any questions/issues with therequisition.

The screenshot shows the 'Contact Person' tab selected. The 'Item' dropdown is set to '[40] Shipping'. The 'Created by' field contains 'Brittany N Baker' with a blue arrow pointing to it. The 'Changed on' field contains '10/29/2013'. The 'Crea. Ind.' dropdown is set to 'Realtime (manual)'. The 'Requisitioner' field contains 'ja14' with a blue arrow pointing to it. The 'Tracking Number' field contains 'BNB57'. Other fields include 'Purch. Group' (CPO), 'Cen. Purch. Office', 'Telephone' (5-2521), and 'Fax Number' (512-245-2393). The 'MRP Controller' field is empty.

Create a Local Requisition - Item Tab Detail

Texts Tab

In the **Item Text** field, insert any notes that you would like *printed* on the purchase order:

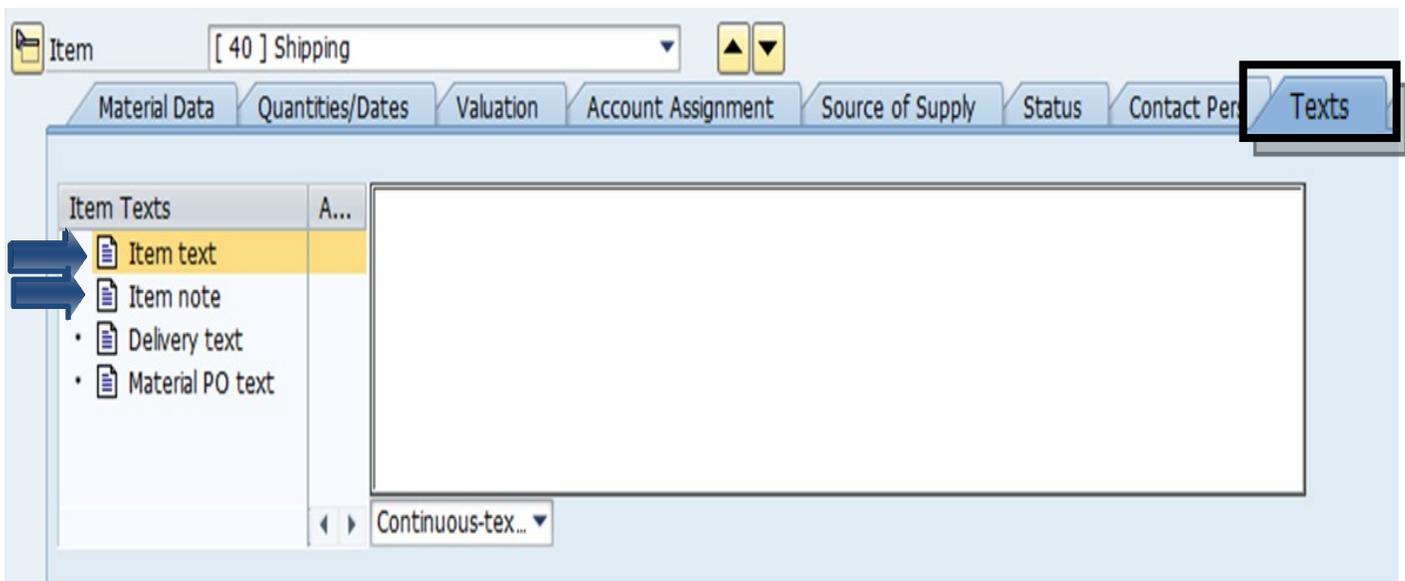
Part Numbers

If the item you are purchasing has a part or catalog number, please include here or in the Header Note.

Special instructions to the Vendor

Any special instruction to the vendor such as delivery, place, etc.

In the **Item Note** field, insert any notes for the purchasing department. This must include the contract number for all purchases \$15, 000 and greater, either the Total Contract Manager contract number, the consortium contract number, etc. This is where you would state if it is a sole source or proprietary purchase. In addition, list the contact persons name, phone number and email address for any questions on the order or invoice.



Create a Local Requisition – Check, Save and Submit

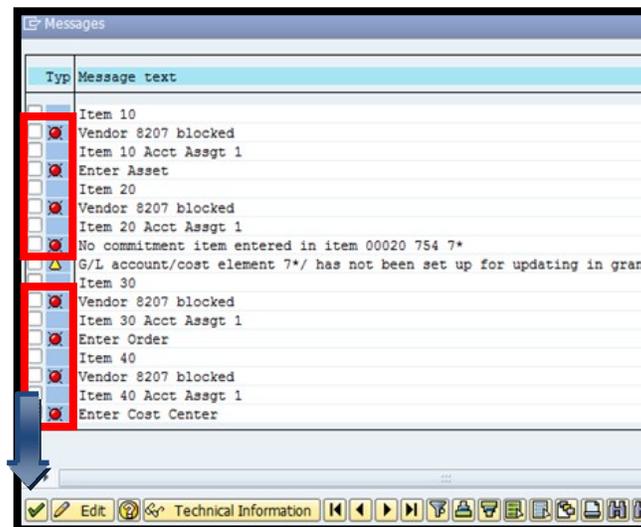
STEP 1: Click the **Check** icon to ensure there are no errors.



SAP will check your requisition and generate a window that displays errors.

-If any errors are found, click the green check to close the message window. Double-check your requisition to verify you have not omitted any information.

-If you have checked everything and still receive **red hard stop** errors, please contact Purchasing at 245-2521.



STEP 2: If there are no errors, click **Save**.



STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with **10** and follow with six additional numbers, example: 10057615.

Create a Limit Framework Requisition

Used for the creation of services requisitions and/or multiple payments

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases \$15,000 and above. The sites are:

<https://mycpa.cpa.state.tx.us/coa/> – Franchise Tax

<https://sam.gov/SAM/> - SAM – Federal Debarment

<https://fmcpa.cpa.state.tx.us/tpis/> – Vendor Warrant/Payment Hold

<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php> – Texas Debarment

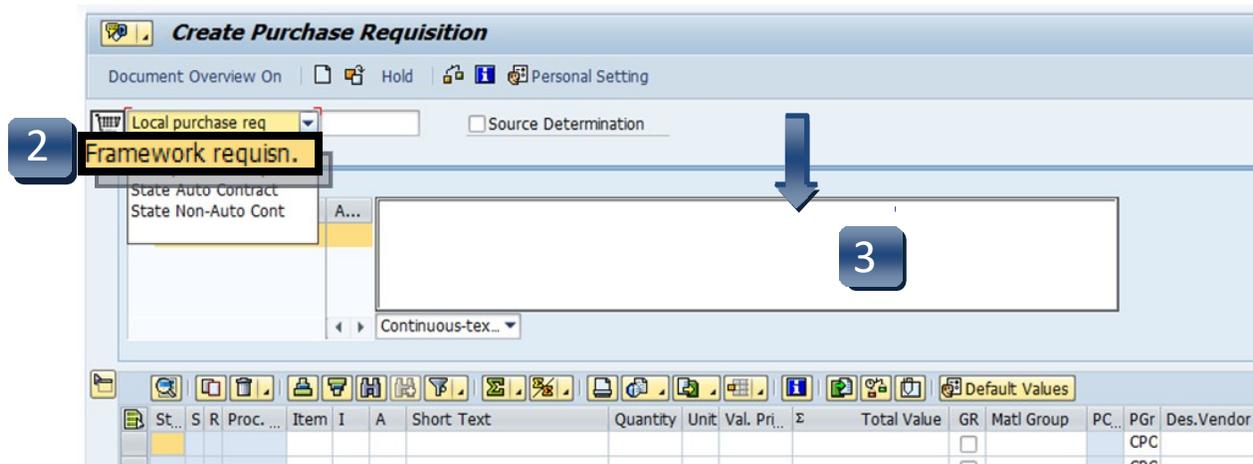
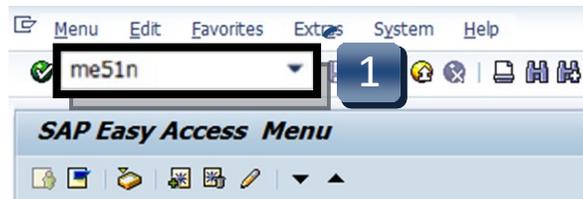
<https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx> – The is OFAC

<https://comptroller.texas.gov/purchasing/publications/divestment.php> – This is the Comptroller site that has all the links except OFAC

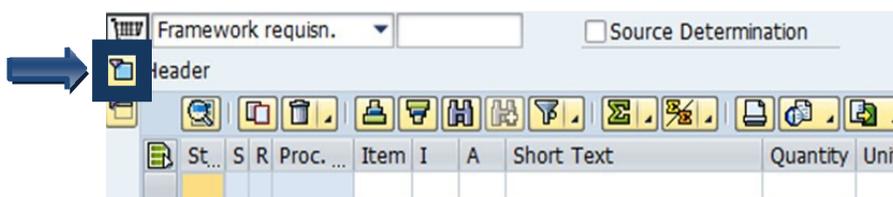
See Attaching a Document section.

Create a Limit Framework Requisition

- STEP 1:** Enter transaction code **ME51N** in main menu search field.
Press **Enter** on your keyboard.
- STEP 2:** Select **Framework requisn.** as document type from the drop-down menu.
- STEP 3:** In **Header note** section add:
-Notes giving a clear explanation of the purchase. What are you purchasing?
-**DATES** of service or stay (lodging). **Dates are required to ensure there are no delays in creating the PO.**
-**CONTRACTS/CONSORTIUMS** you are purchasing off of. (TXMAS, E&I, etc.)
-Specific instructions, e.g. needing a check cut or vendor requests a deposit.
-Name of lodger(s),confirmation/registration #
-Name of event, date, time, location, # of attendees



If header section is not visible, click **Expand Header button to display.



Create a Limit Framework Requisition - Line Items



It is *imperative* that the following 14 steps are completed exactly in the order that they are listed. If information is entered out of sequence, the system *will not* generate the **LIMITS** tab correctly!

- STEP 1:** **I (Item Category) column:** Enter a **B** for each line (use down arrow on keyboard to move between lines) that will be processed as a **LIMIT**.
****This step is what makes the Framework requisition a LIMIT Framework.**
- STEP 2:** **A (Account Assignment Category) column:** Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item (Use down arrow on keyboard to move between lines.)
****A column cannot be changed once STEP 15 is completed.**
- STEP 3:** **Short Text column:** Enter item short text. (What you are purchasing.)
- STEP 4:** **Quantity column:** Enter quantity. (1 if using AU as Unit of Measure.)
- STEP 5:** **Unit of Measure column:** Should default to **AU**. If another code is needed, either type it in or use the database search for available options. (Click the button in the lower right corner of the field.)
****Never use UNT.**

St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit
					B	K	Event Catering	1	AU
					B	F	Lodging	1	AU
					B	F	Lodging Tax	1	AU
					B	S	Building Repairs	1	AU

MU	Commercial	Measurement unit text
"	"	Inch
"2	"2	Square inch
"3	"3	Cubic inch
%	%	Percentage
%O	%O	Per mille
000	000	Meter/Minute
A/V	A/V	Siemens per meter
ACR	ACR	Acre
AS	AS	Assortment
AU	AU	Activity unit
BA	BA	Bale

Create a Limit Framework Requisition - Line Items

STEP 6: Valuation Price & Total Value columns: Leave blank. They will be entered in the LIMITS tab once all line entry STEPS are complete.

If Total Value is \$15,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)

STEP 7: GR column: All boxes should be *unchecked* since this is a FRAMEWORK requisition and should be used for *Services* only.

STEP 8: Material Group column: Enter **S1** for Non-Professional Services or **S2** for Professional Services. (Refer to [UPPS 03.04.01](#) for definition of Professional Services)

****G1 should not be used for Framework requisitions.**

STEP 9: Desired Vendor column: If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. (Refer to **Search for Existing Vendor** section for instructions)

****Vendor number should be the same on ALL lines. A requisition cannot have more than one vendor number.**



STEP 10: Delivery Date column: Enter date services will be completed. (mm/dd/yyyy)

STEP 11: POrg column: Leave blank.

****7540 should populate once all STEPS are complete.**

Val. Pri..	Σ	Total Value	GR	Matl Group	PC..	PGr	Des.Vendor	Mi..	Deliv. Date	POrg
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>			CPC				
			<input type="checkbox"/>			CPC				
			<input type="checkbox"/>			CPC				

Create a Limit Framework Requisition - Line Items

STEP 12: Storage Location column: Use the database search to select the storage location if you do not know the code for the location.

STEP 13: Tracking Number column: Enter your NetID.

STEP 14: Requisitioner column: Enter the NetID of the person for whom you are creating the requisition.

****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-14 as many times as necessary.**

STEP 15: Press **ENTER** on your keyboard to generate the **Item Tabs** section.

Default Values							
Stor. Loc.	Plant	D...	Auto Req	TBPC ...	TBPC ...	Tracking...	Requisnr.
JCKP	Texas State U	FO				bnb57	ja14
JCKP	Texas State U	FO				bnb57	ja14
JCKP	Texas State U	FO				bnb57	ja14
	Texas State U	FO					
12	Texas State U	FO				13	14
	Texas State U	FO					

Create a Limit Framework Requisition - Item Tab Detail



- After pressing ENTER to complete the line item additions in the previous section, you will be taken into the LIMITS Tab area where funding information is entered.
- The error message *'Maintain services or limits for Item...'* means that your account information is required in the LIMITS tab.
- **Account Assignment tab will not be used.**

The screenshot shows the SAP Item Limits tab for item [10] Event Catering. The 'Limits' tab is selected and highlighted with a black box. The 'Overall Limit' field is empty, with 'USD' selected as the currency and the 'No limit' checkbox unchecked. The 'Expected value' field is also empty. A yellow error message icon is visible on the right side of the form. Below the form, a red error message box is displayed with the text: **! Maintain services or limits for Item 00010**.

Create a Limit Framework Requisition - Item Tab Detail

Navigation between line items in the Tabs section can be executed by clicking the up or down arrows or selecting the item field drop-down menu.

The screenshot displays the SAP Requisition Item Tab Detail interface. At the top, there is a toolbar with various icons for navigation and actions. Below the toolbar is a table with the following columns: St..., S, R, Proc..., Item, I, A, Short Text, Quantity, Unit, Val. Pri..., Σ, and Total Value. The table contains four rows of data:

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Val. Pri...	Σ	Total Value
•	N			10	B	K	Event Catering	1	AU	0.00		0.00
•	N			20	B	F	Lodging	1	AU	0.00		0.00
•	N			30	B	F	Lodging Tax	1	AU	0.00		0.00
•	N			40	B	S	Building Repairs	1	AU	0.00		0.00

Below the table, there is a navigation interface. The 'Item' field is highlighted, and a drop-down menu is open, showing the following items:

- [10] Event Catering
- [10] Event Catering
- [20] Lodging
- [30] Lodging Tax
- [40] Building Repairs

Arrows indicate the navigation controls: a blue arrow points down to the drop-down menu, and two blue arrows point up to the up and down arrow buttons. The interface also shows tabs for 'Limits', 'Assignment', and 'Source of Supply', and a 'Total Value' of 0.00 at the bottom right.

Create a Limit Framework Requisition - Item Tab Detail

Limits Tab

- STEP 1:** Enter **Overall Limit** (cushion amount Accounts Payable can pay up to) in Overall Limit field. **The Overall Limit does not encumber the funds.**
****No limit should never be checked.**
- STEP 2:** Enter **Expected value** (amount to be encumbered) in **Expected value** field. This amount is never larger than the Overall Limit field.
- STEP 3:** Click the **Account Assignment** (yellow arrow) button. The **Account Assignment of Limit** menu appears that allows you to enter the accounting and funding codes.

Item [10] Event Catering

Limits | Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply

1 Overall Limit 900.00 USD No limit 3

2 Expected value 750.00

Account Assignment of Limit

G/L Account 72* Company Code 754

CO Area

Cost Center

Fund

Functional Area

Funds Center

Earmarked Funds

Grant

Commitment Item

Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit - Cost Center (K)

STEP 1: Enter **GL** number.

***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Cost Center** and **Fund**.

***Earmarked Funds will be left blank.*

STEP 3: Click the green check.

Account Assignment of Limit

1 G/L Account 72* Company Code 754

CO Area

Cost Center

Fund 2

Grant

Functional Area

Funds Center

Earmarked Funds

Commitment Item

3

Multiple Account Assignment Codes CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit - Internal Order (F)

STEP 1: Enter **GL** number.

***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Order** and **Fund**.

***Earmarked Funds will be left blank.*

STEP 3: Click the green check

The screenshot shows a web-based form titled "Account Assignment of Limit". The form has several input fields and a "Company Code" field. A blue arrow points from the "G/L Account" field to the "Company Code" field. Three blue callout boxes with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the "G/L Account" field containing "72*". Callout 2 points to the "Fund" field which has a checked checkbox. Callout 3 points to the green checkmark and red X icons at the bottom right of the form.

1	G/L Account	72*	Company Code	754
	CO Area			
	Order			
	Fund	<input checked="" type="checkbox"/>	Grant	
	Functional Area			
	Funds Center			
	Earmarked Funds		Commitment Item	

Multiple Account Assignment Codes CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit - Statistical Internal Order (S)

- STEP 1:** Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*
- STEP 2:** Enter **Cost Center, Order, and Fund.**
***Earmarked Funds will be left blank.*
- STEP 3:** Click the green check.

The screenshot shows a dialog box titled "Account Assignment of Limit". It contains several input fields and checkboxes. A blue callout box with the number "1" points to the "G/L Account" field, which contains "72*" and has a red selection box around it. A blue callout box with the number "2" points to the "Order" field, which has a checked checkbox. A blue callout box with the number "3" points to a green checkmark icon in the bottom right corner of the dialog box. Other fields include "Company Code" (754), "CO Area", "Cost Center" (checked), "Fund" (checked), "Grant", "Functional Area", "Funds Center", "Earmarked Funds", and "Commitment Item".

Multiple Account Assignment Codes CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

Source of Supply Tab:

Verify vendor listed is correct.

The screenshot shows the 'Source of Supply' tab selected. The 'Item' dropdown is set to '[30] Building Repairs'. The 'Desired Vendor' field contains '12644' and 'COOL MINT INC'. A blue arrow points to this vendor name. The 'Purch.Org.' field contains '7540'. The 'Vendor Material No.' field is empty. A yellow button labeled 'Assign Source of Supply' is visible at the bottom left.

Contact Person Tab:

The person creating the requisition will be listed in the **Created by** field. The person who the purchase is for will be listed in the **Requisitioner** field. Purchasing will contact this person if there are any questions/issues with the requisition

The screenshot shows the 'Contact Person' tab selected. The 'Item' dropdown is set to '[30] Building Repairs'. The 'Created by' field contains 'Brittany N Baker' with a blue arrow pointing to it. The 'Crea. Ind.' dropdown is set to 'Realtime (manual)'. The 'Requisitioner' field contains 'ja14' with a blue arrow pointing to it. The 'Working Number' field contains 'BNB57'. The 'Purch. Group' is 'CPO', 'Cen. Purch. Office' is checked, 'Telephone' is '5-2521', and 'Fax Number' is '512-245-2393'. The 'MRP Controller' field is empty.

Create a Limit Framework Requisition - Item Tab Detail

Texts Tab

Item Text:

Insert any notes that you would like *printed* on the purchase order:

Lodging requisitions

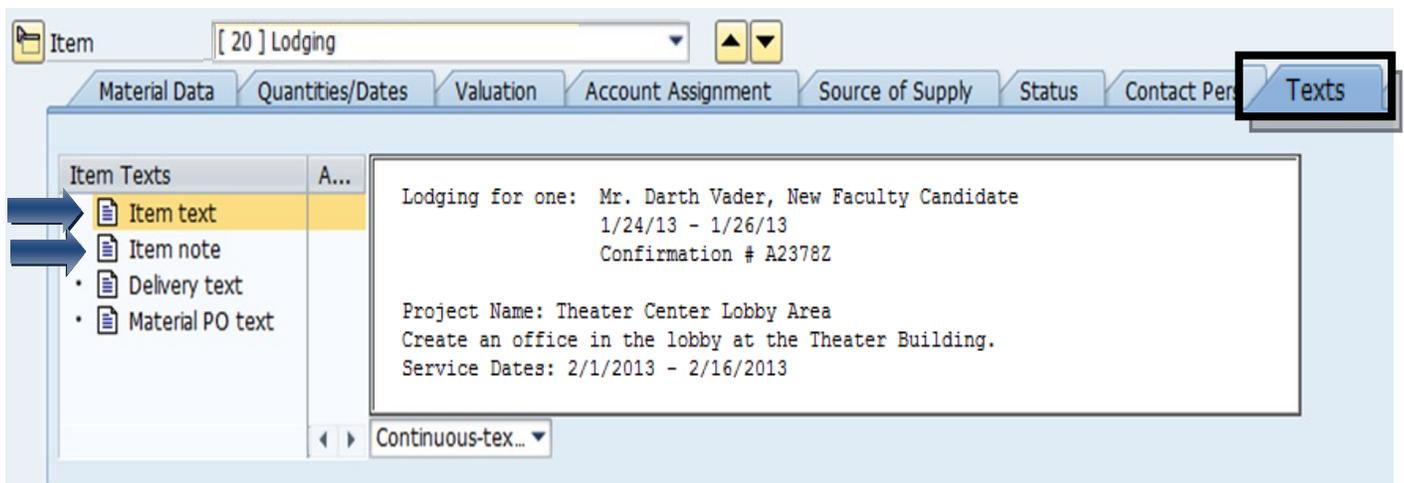
- **WHO** will be staying.
- **DATES** of their stay.
- **CONFIRMATION** or **RESERVATION** number.

Contract requisitions

- **PAYMENT SCHEDULE** or **TERMS** with **DATES**.
- **DATES** of **ENTIRE CONTRACT** or **SERVICE**.
- Brief **STATEMENT** of **WORK**.

Item Note:

In the **Item Note** field, insert any notes for the purchasing department. This must include the contract number for all purchases \$15, 000 and greater, either the Total Contract Manager contract number, the consortium contract number, etc. This is where you would state if it is a sole source or proprietary purchase. In addition, list the contact person's name, phone number and email address for any questions on the order or invoice.



The screenshot shows the SAP Item Texts tab for item [20] Lodging. The 'Texts' tab is selected and highlighted with a red box. The 'Item Texts' table on the left has 'Item text' selected, indicated by a red arrow. The main text area contains the following information:

Lodging for one: Mr. Darth Vader, New Faculty Candidate
1/24/13 - 1/26/13
Confirmation # A2378Z

Project Name: Theater Center Lobby Area
Create an office in the lobby at the Theater Building.
Service Dates: 2/1/2013 - 2/16/2013

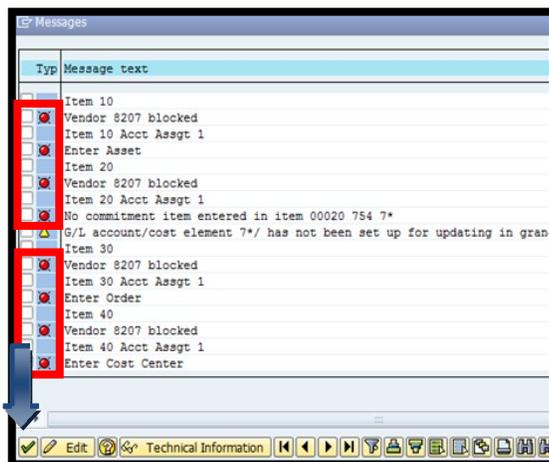
Create a Limit Framework Requisition - Check, Save, and Submit

STEP 1: Click the **Check** icon to check for errors.



SAP will check your requisition and generate a window that displays errors. If any errors are found, click the green check to close the message window. Double-check your requisition to verify you have not omitted any information.

If you have checked everything and still receive **red hard stop** errors, please contact Purchasing at 245-2521.



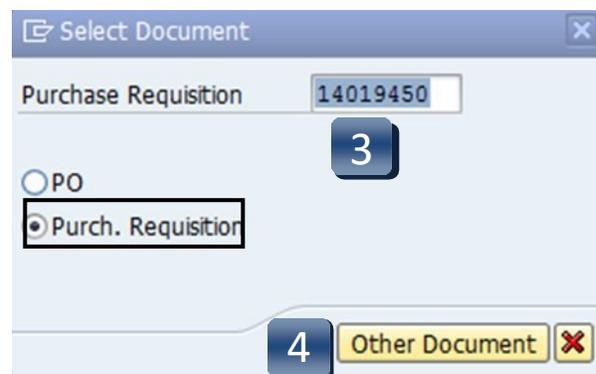
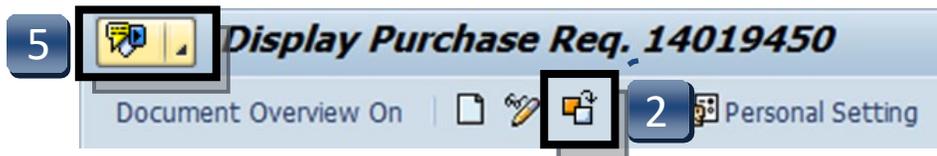
STEP 2: If there are no errors, click **Save**.



STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with **14** and follow with six additional numbers, example: 14057615

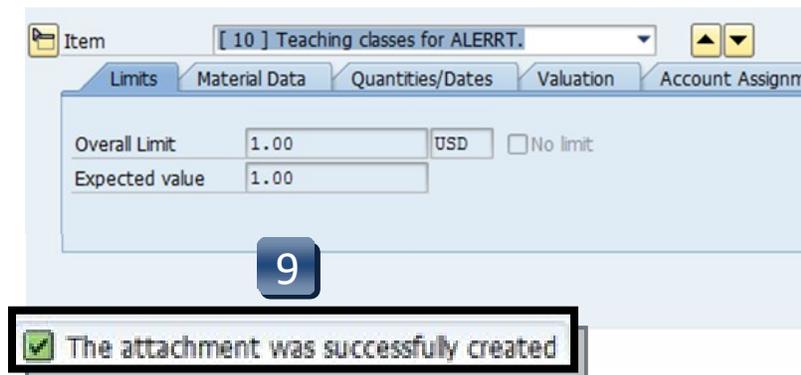
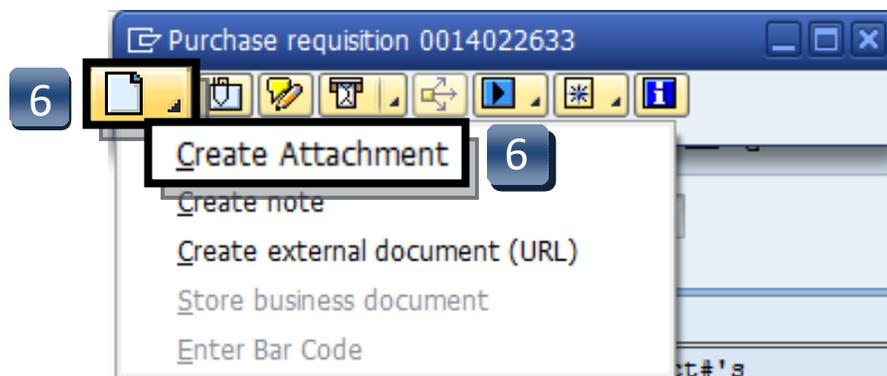
Attach Document to Requisition - GUI

- STEP 1:** Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.
- STEP 2:** Select **Other Purchase Requisition**.
- STEP 3:** Select Document box appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.
- STEP 4:** Click **Other Document** button. Requisition will appear.
- STEP 5:** In upper left corner, next to the words Display Purchase Req., select **Services for Object** button.



Attach Document to Requisition - GUI

- STEP 6:** Select **Create**, then **Create Attachment** from drop-down menu.
- STEP 7:** **Import File** box will appear. Select file from wherever you have it saved.
- STEP 8:** Click **Open**.
- STEP 9:** Attachment has been saved to the requisition. SAP will generate a system message at the bottom left corner of the screen:



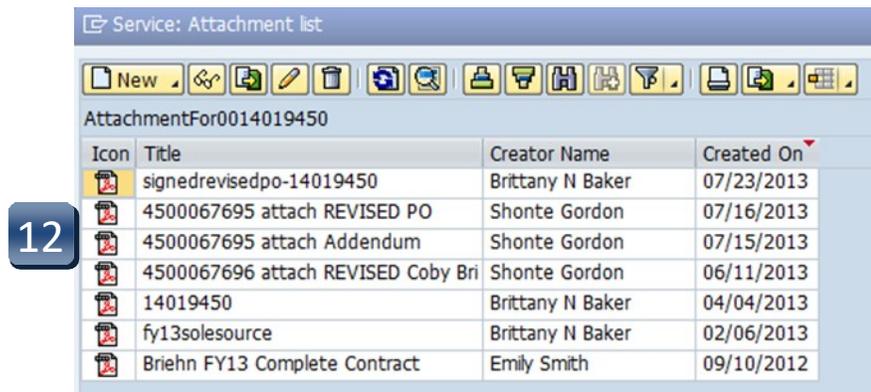
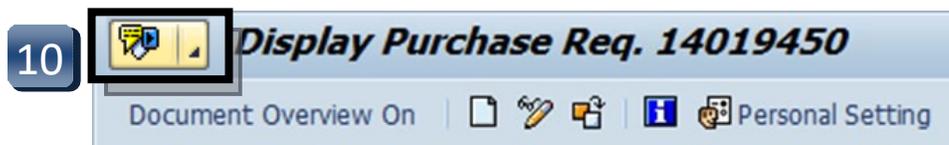
Attach Document to Requisition - GUI

STEP 10: To view list of attachments for the requisition, repeat **STEP 5**.
(Select **Services for Object** button.)

STEP 11: Select **Attachment list** button.

STEP 12: Attachment list will appear with your new attachment.

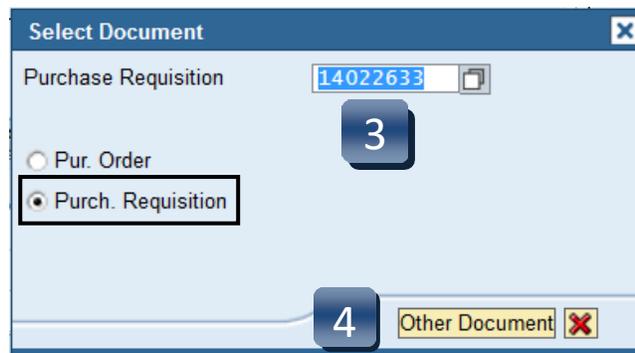
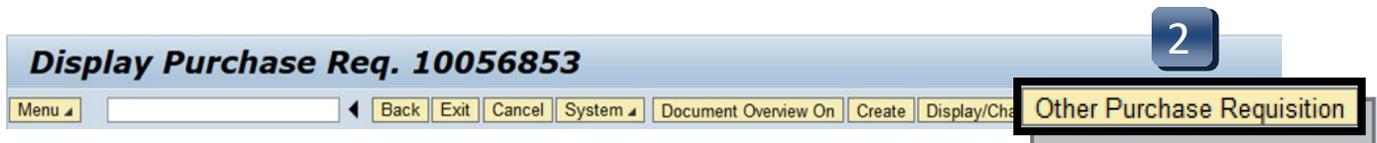
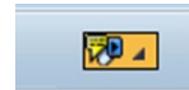
STEP 13: Click **green check** or **red x** button to close window.



Icon	Title	Creator Name	Created On
	signedrevisedpo-14019450	Brittany N Baker	07/23/2013
	4500067695 attach REVISED PO	Shonte Gordon	07/16/2013
	4500067695 attach Addendum	Shonte Gordon	07/15/2013
	4500067696 attach REVISED Coby Bri	Shonte Gordon	06/11/2013
	14019450	Brittany N Baker	04/04/2013
	fy13solesource	Brittany N Baker	02/06/2013
	Briehn FY13 Complete Contract	Emily Smith	09/10/2012

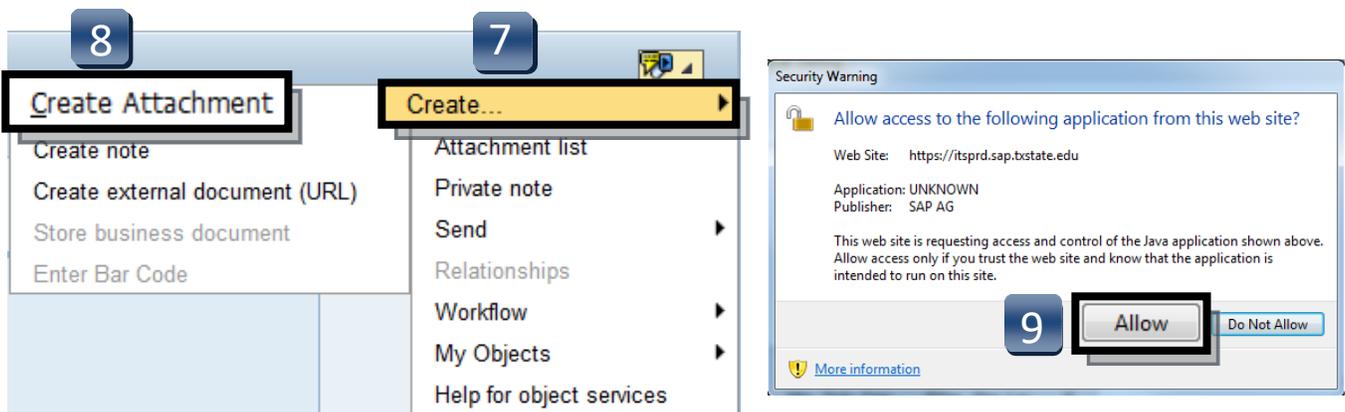
Attach Document to Requisition - Portal

- STEP 1:** Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.
- STEP 2:** **Select** Other Purchase Requisition.
- STEP 3:** Select Document menu appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.
- STEP 4:** Click **Other Document** button. Requisition will appear.
- STEP 5:** In upper right corner, select **Services for Object** button.



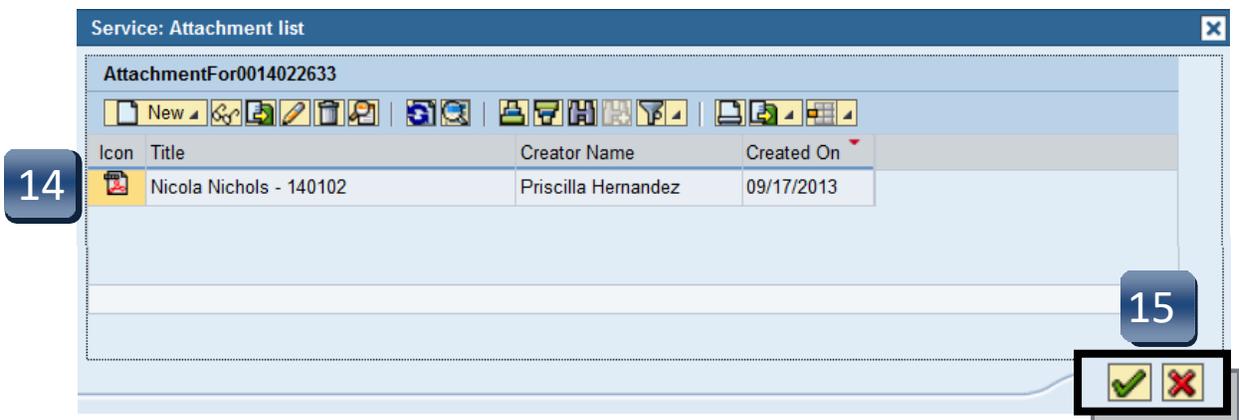
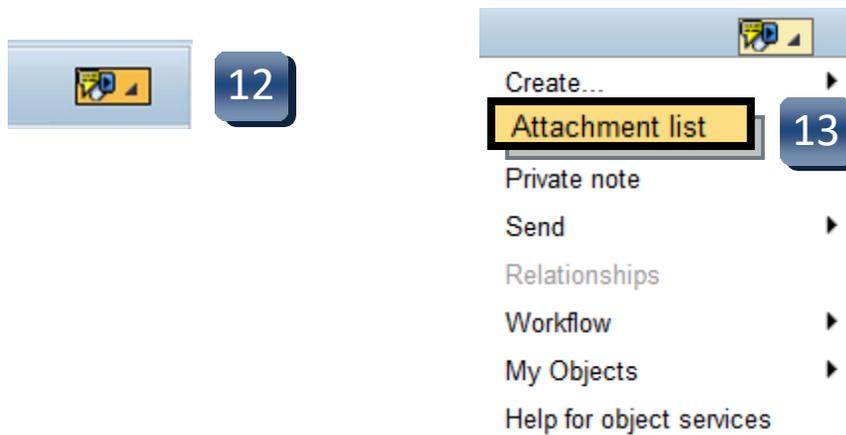
Attach Document to Requisition - Portal

- STEP 6:** Select **Run, Don't Block, 'not only for this session, but always.'**, and **Yes** in the Java Applet windows if they appear.
- STEP 7:** Select **Create...**
- STEP 8:** Select **Create Attachment**.
- STEP 9:** Select **Allow** if Security Warning pops up.
- STEP 10:** **Import File** box will appear. Select file from wherever you have it saved.
- STEP 11:** Click **Open**. Attachment has been saved to the requisition.



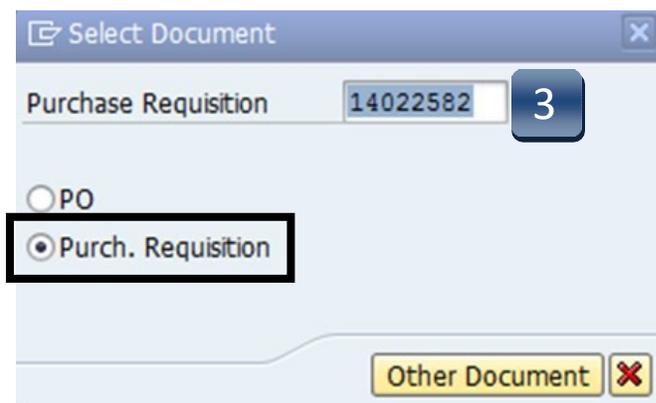
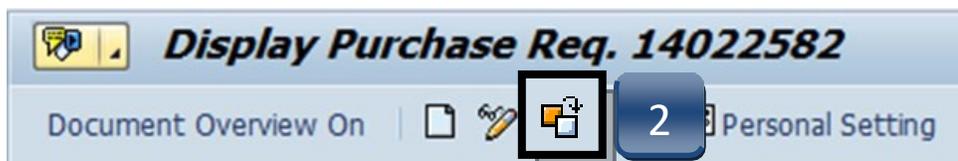
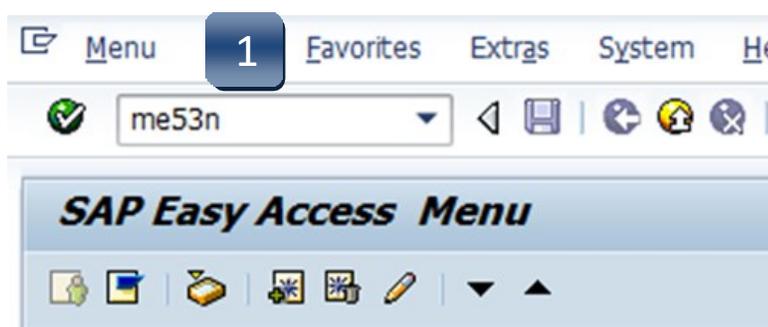
Attach Document to Requisition - Portal

- STEP 12:** To view list of attachments for the requisition, repeat **STEP 5**. (Select **Services for Object** button.)
- STEP 13:** Select **Attachment list** button.
- STEP 14:** Attachment list will appear with your new attachment.
- STEP 15:** Click **green check** or **red x** button to close window.



Check Requisition Status

- STEP 1:** Enter transaction code **ME53N** in main menu search field.
Press **Enter** on your keyboard.
- STEP 2:** Select **Other Purchase Requisition**.
- STEP 3:** Type number into **Purchase Requisition** field and select **Other Document**.
Make sure **Purch. Requisition** is selected.



Check Requisition Status

STEP 4: Navigate down to the **Release Strategy** tab.

STEP 5: Use the navigation arrows to move between lines and check their status. All lines must complete the workflow and have green checks in their Status column before a Purchase Order will be issued.

Code	Description	Sta...
AM	Account Manager	✓
SP	Sponsored Programs	✓
HM	Hazardous Material	✓
PO	Purchasing Dept	✓



Tip

- **Completed** stages of the workflow will show a **green check** in the Status column.
- **Pending** stages will show a **yellow triangle**.
- Depending on the GL used, a requisition can travel through other workflows beside the Account Manager and Purchasing. In the example above, Line 10 has been approved by the Account Manager, Sponsored Programs, Hazardous Material, and Purchasing.

Check Requisition Status

If a Purchase Order has been issued for a requisition, it can be found in the STATUS tab under the Purchasing. Doc. column

The screenshot shows a software interface with several tabs: Material Data, Quantities/Dates, Valuation, Account Assignment, Source of Supply, Status, and Contact Person. The 'Status' tab is selected and highlighted. Below the tabs, there are several fields: Proc.Status (PO created), Ord.Qty (1), AU, Release Completed, and Block ID (Not Blocked). Below these fields is a toolbar with various icons. At the bottom, there is a table with columns: Doc.cat..., Purch.Doc., Ite..., Short Descript., Quantity, and O... The table contains one row: Purchase, 4500079313, 10, Sch. Line, 1, AU. The 'Purch.Doc.' column is highlighted with a red box.

Doc.cat...	Purch.Doc.	Ite...	Short Descript.	Quantity	O...
Purchase	4500079313	10	Sch. Line	1	AU



Tip

LOCAL Requisitions

- If your requisition is a LOCAL and has been approved by the Purchasing Dept. but no PO exists, please call the Office of Procurement & Strategic Sourcing at 245-2521 or email purchasing@txstate.edu.
- If emailing, be sure to provide a requisition number so we can investigate.

Approve or Reject Requisition

- STEP 1:** Go into **SAP Web portal** and select the **Worklist** tab.
- STEP 2:** Select **AM Release** task to process. You will see the requisition number and line in the Subject line.
- STEP 3:** Follow **Approve** or **Reject** steps (pages 8.02 - 8.03).
- STEP 4:** Following task completion, click **Refresh** to see the task removed from your worklist

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist' (highlighted with a blue box and the number '1'), 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are sub-tabs: 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. On the right, there are links for 'History', 'Back', and 'Forward'. A search bar shows 'Show: New and In Progress Tasks (20 / 20)' and 'All'. A 'Refresh' button is highlighted with a red box and the number '4'. Below the search bar is a table with columns: Subject, From, Sent, Status, and Substituted For. The table contains three rows of 'AM Release' tasks. A blue box with the number '2' is next to the first row. Below the table, there are navigation icons and 'Row: 11 of 20'. At the bottom, there is a section for 'PO Release - req. 10058370 / 00110' with details like 'Sent: Yesterday by Salinas, Crystal' and 'Status: New'. To the right, under 'You can also:', there are links for 'Add Memo', 'Manage Attachments', and 'View History'. An 'Attachments' section shows a file icon and the text 'Requisition item: 001005837000110'.

Subject	From	Sent	Status	Substituted For
AM Release eq. 14013056 / 00020	Allbright, Jacque	Oct 28, 2013	1 New	
AM Release eq. 14012756 / 00040	Allbright, Jacque	Oct 28, 2013	1 New	
AM Release eq. 14012756 / 00030	Allbright, Jacque	Oct 28, 2013	1 New	

Approve or Reject Requisition

APPROVE

- STEP 1:** Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.
- STEP 2:** Click **Account Assignment** or **Limits** (if Limit Framework requisition) tab to review accuracy of account information.
- STEP 3:** Select **Release Strategy** tab to continue with the release.
- STEP 4:** Click **green check with pencil** to release. Repeat **STEPS 1-4** for each line.
- STEP 5:** Click **Save**.

The screenshot shows the SAP Release Purchase Req. 14024402 interface. A header note is visible: "Line 2 not approved by AM 12/9 -ms To pay for food and alcohol served at the Deans, Chairs, Faculty Senate Open House at the President's House on December 11, 2013." Below this is a table of items:

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Val. Pri...	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
N	X			10	B	K	Catering - FOOD - Deans, C	1	AU	2,482.7	2,482.71		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S
N	X			20	B	K	Catering - ALCOHOL - Dear	1	AU	500.00	500.00		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S

At the bottom, the 'Limits' and 'Account Assignment' tabs are highlighted with callout 2. The 'Release strategy' tab is highlighted with callout 3. A 'Rel...' button with a green check and pencil icon is highlighted with callout 4. A 'Save' button (floppy disk icon) is highlighted with callout 5.

Approve or Reject Requisition

REJECT

- STEP 1:** Select **Release Strategy** tab.
- STEP 2:** Click **Reject** button.
- STEP 3:** Enter appropriate comments to requisitioner in the **Header note** section. The requisitioner will use these comments when correcting the requisition.
- STEP 4:** Click **Save**.

The screenshot shows the SAP Requisition Release Strategy interface. The document title is "Release Purchase Req. 14024402". The "Texts" section is active, showing a "Header note" field with a callout "3" indicating where to enter comments. The "Release strategy" tab is selected, showing a table with columns: Code, Description, Sta., and Rel. The "Release Strategy" row is highlighted with a callout "2". The "Release indicator" is set to "Blocked". A callout "4" points to the "Save" button in the top toolbar. A callout "1" points to the "Release strategy" tab.

St.	S	R	Proc.	Item	I	A	Short Text	Quantity	Unit	Val. Pri.	Total Value	GR	Matl Group	PC...	PGR	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
N	X			10	B	K	Catering - FOOD - Deans, C	1	AU	2,482.71	2,482.71		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S
N	X			20	B	K	Catering - ALCOHOL - Dear	1	AU	500.00	500.00		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S

Code	Description	Sta..	Rel..
AM	Account Manager		
PO	Purchasing Dept		

Tip

Upon rejection, the requisitioner will receive an email notification as well as an immediate **Requisition Rejected** task in their worklist to resolve the rejection

Correct a Rejected Requisition

- STEP 1:** Go into **SAP Web portal** and select the **Worklist** tab.
- STEP 2:** Select **Requisition Rejected** task to process. You will see the requisition number and line in the task description.
- STEP 3:** Follow **Correction** steps on next page.
- STEP 4:** Following task completion, click **Refresh** to see the task removed from your worklist.

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist', 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. A 'Refresh' button is highlighted with a red box and a '4' callout. Below the navigation is a search bar with 'Show: New and In Progress Tasks (20 / 20)' and 'All' filters. A table lists three 'Requisition Rejected' tasks, all from 'Allbright, Jacque' and dated 'Oct 28, 2013'. A '2' callout points to the first row. Below the table is a 'PO Release - req. 10058370 / 00110' section with details like 'Sent: Yesterday by Salinas, Crystal' and 'Status: New'. To the right, a 'You can also:' section contains links for 'Add Memo', 'Manage Attachments', and 'View History'. A '1' callout points to the 'Worklist' tab.

Subject	From	Sent		Status	Substituted For
Requisition Rejected#013056 / 00020	Allbright, Jacque	Oct 28, 2013	1	New	
Requisition Rejected#012756 / 00040	Allbright, Jacque	Oct 28, 2013	1	New	
Requisition Rejected#012756 / 00030	Allbright, Jacque	Oct 28, 2013	1	New	

Correct a Rejected Requisition

STEP 3 CORRECTION STEPS:

To fix all items that caused requisition rejection:

- A. Click button to cancel the rejection.
- B. Follow message instructions in the **Header Notes**.
- C. Make changes as directed or delete line to cancel.
- D. Click **Save**. (Requisition will re-route to the Account Manager responsible for approval.)
- E. Click **Complete Work Item** in the pop-up window to complete this task and close. **Cancel** will retain the task.

STEP 4: Following task completion, click **Refresh** to see the task removed from your worklist. (See previous page.)

The screenshot illustrates the SAP interface for correcting a rejected requisition. The main window shows a requisition for '57 Pax Motor Coach' with a value of 7,400.00. A 'Texts' pop-up window (B) displays the rejection reason: 'Framework dates/sufficient documentation not attached. Please correct, attaching appropriate documentation & providing dates of service.' A 'Save' button (D) is highlighted in the top toolbar. A 'Cancel' button (A) is also visible in the top toolbar. A 'Complete Work Item' button (E) is shown in a pop-up window titled 'Requisition REJECTED - 10017631 / 00010'. This pop-up window includes a description: 'Press "Complete Work Item" when you are finished with this item.' and 'Press "Cancel" to keep the work item in your worklist.' The 'Objects and attachments' section lists 'Requisition Item: 001001763100010'. The 'Complete Work Item' button (E) is highlighted with a green checkmark, and the 'Cancel' button is highlighted with a red X.

Stati	S	Re	Proc. St.	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PCC	PGr	Des. Vendor	Min.	Deliv. Date	POr
N	X		STOP	10	B	K	57	AU	7,400.00	7,400.00		Services, Non-I	99	CPO	15873		04/13/2014	754

Review and Print Purchase Orders

When a Purchase Order is created, a *Purchase Order Created* workflow task will route to the SAP Portal Worklist of the requisition creator. Requisition creators will be sent hourly emails to notify them that a New Workflow has been delivered to their worklist.

STEP 1: Go into **SAP Web portal** and select the **Worklist** tab.

STEP 2: Select **Purchase Order Created** task to process.

The screenshot displays the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist' (highlighted with a '1' in a blue circle), 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. A search bar shows 'Show: New and In Progress Tasks (20 / 20)' and 'All'. A table lists tasks with columns for Subject, From, Sent, Status, and Substituted For. Two rows are visible, both for 'Purchase Order Created - 4500077990' and 'Purchase Order Created - 4500077991', both from 'Allbright, Jacque' and dated 'Oct 28, 2013', with a status of 'New'. A '2' in a blue circle highlights the first row. Below the table, the details for the selected task are shown: 'PO Release - req. 10058370 / 00110', sent 'Yesterday by Salinas, Crystal', status 'New', and priority 'Normal'. An 'Attachments' section shows a link for 'Requisition item: 001005837000110'. On the right, a 'You can also:' section includes links for 'Add Memo', 'Manage Attachments', and 'View History'.

Subject	From	Sent	Status	Substituted For
Purchase Order Created - 4500077990	Allbright, Jacque	Oct 28, 2013	New	
Purchase Order Created - 4500077991	Allbright, Jacque	Oct 28, 2013	New	

PO Release - req. 10058370 / 00110
Sent: Yesterday by Salinas, Crystal Status: New
Priority: Normal

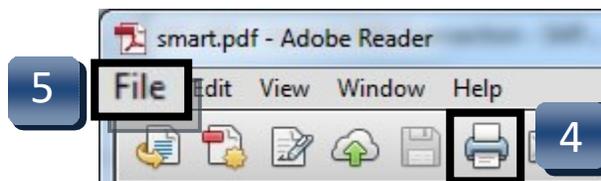
Attachments

Type	Title
	Requisition item: 001005837000110

You can also:
[Add Memo](#)
[Manage Attachments](#)
[View History](#)

Review and Print Purchase Orders

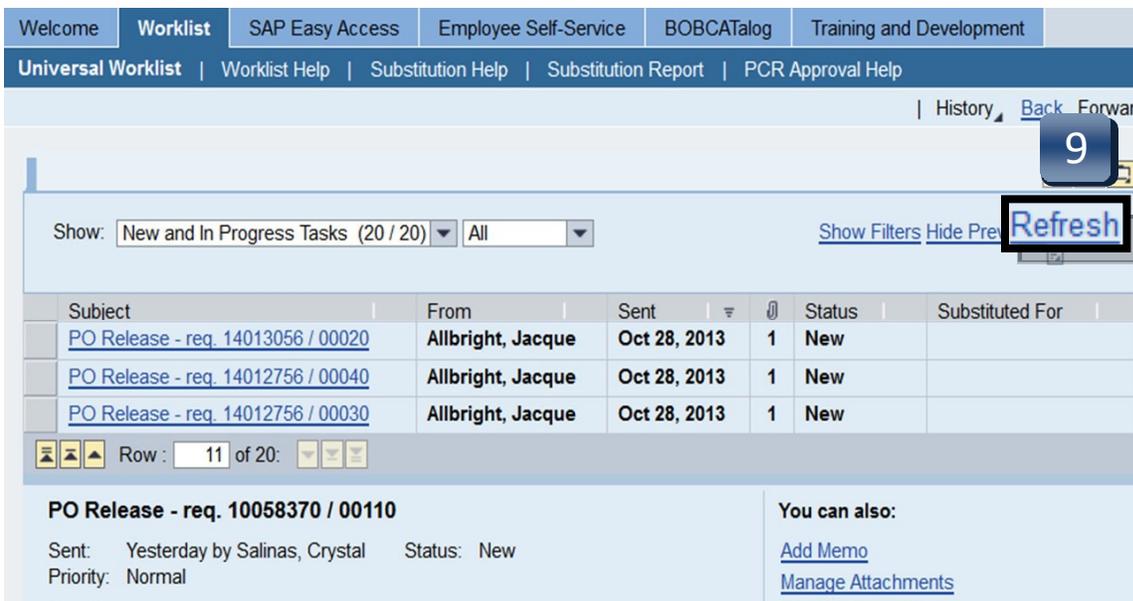
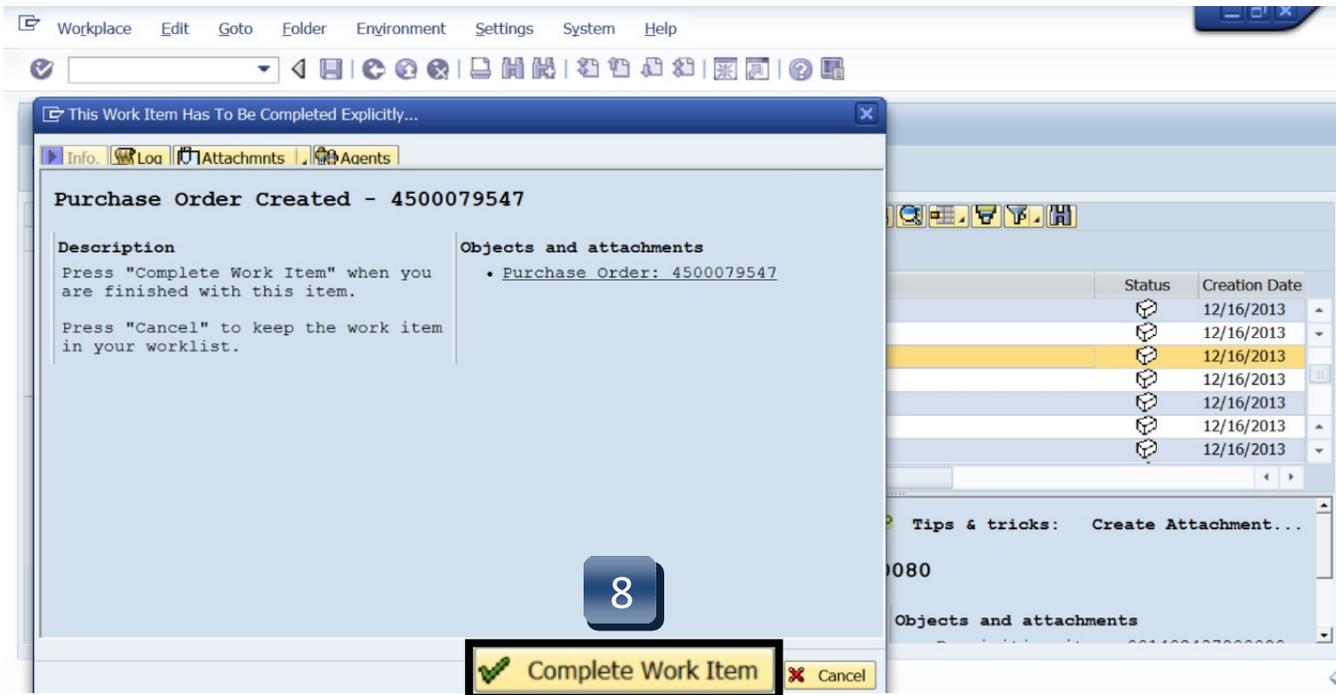
- STEP 3:** Select **Print Preview**. Purchase Order will open in Adobe as PDF.
- STEP 4:** Review the purchase order and select **Print**. If any information is incorrect, please contact the Purchasing Office at **245-2521** or purchasing@txstate.edu.
- STEP 5:** Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.
- STEP 6:** Select **Back** when finished to return to the prior screen.
- STEP 7:** Select **Back** again to return to the worklist.



Review and Print Purchase Orders

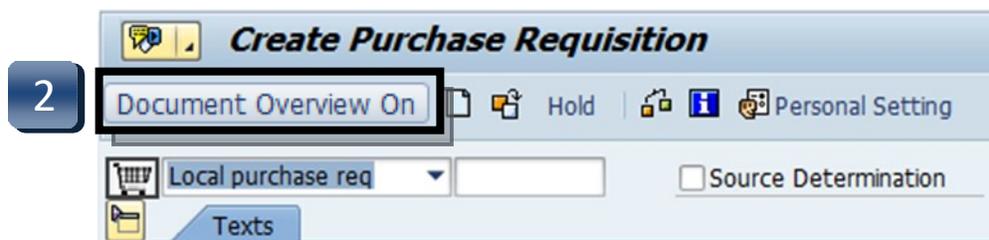
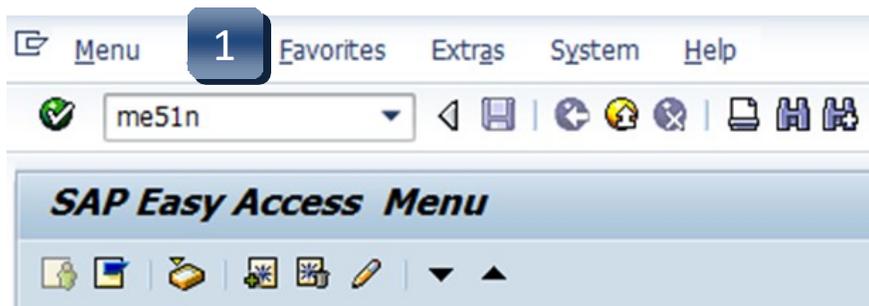
STEP 8: Select **Complete Work Item** to complete this task, then **Close**.

STEP 9: Following task completion, click **Refresh** to see the task removed from your worklist.



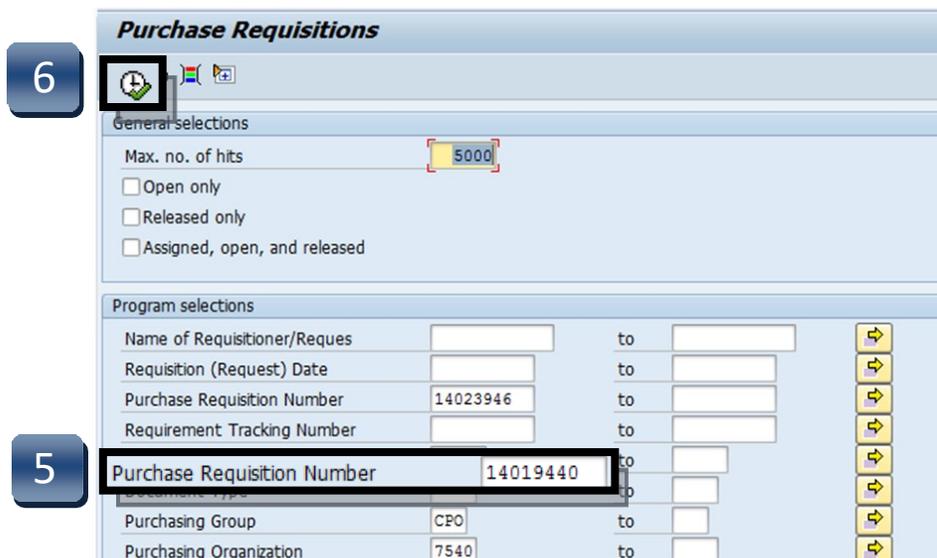
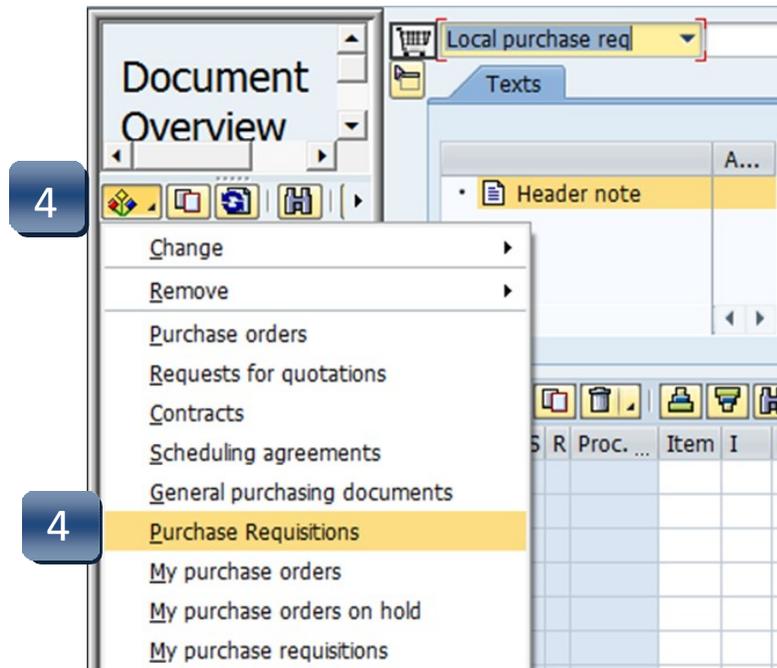
Copy a Requisition

- STEP 1:** Enter transaction code **ME51N** in main menu search field. Press **Enter** on your keyboard.
- STEP 2:** Select **Document Overview On**.
- STEP 3:** Click green check button.



Copy a Requisition

- STEP 4:** Click **Selection Variant** (blue/yellow/red flower), then **Purchase Requisitions**.
- STEP 5:** Enter requisition number to be copied in the **Purchase Requisition Number** field.
- STEP 6:** Click **Execute**.



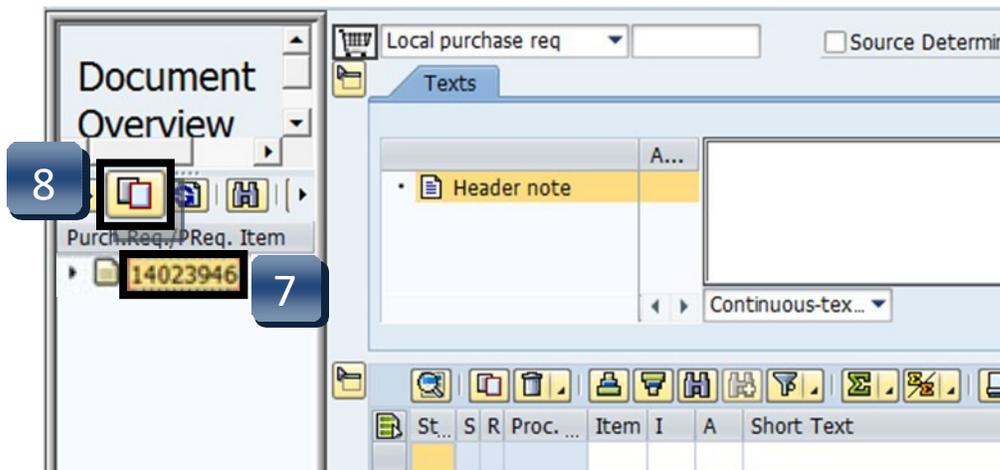
Copy a Requisition

STEP 7: Select requisition number in the Document Overview pane.

STEP 8: Click **Adopt**.

The copied requisition should now appear in the Create Purchase Requisition screen. Double-check entries to make sure everything is correct, and make any necessary changes. Review the account information, especially the fiscal year. **Header notes are not copied into the new requisition.**

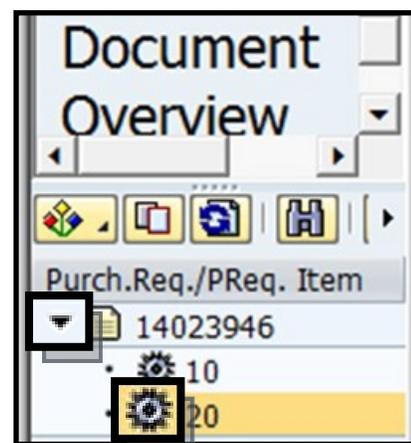
STEP 9: Click **Save**. New requisition number will be generated in the lower left corner.



Tip

If the requisition to be copied contains **deleted** items, **DO NOT** copy them to the new requisition.

Select the active lines by clicking the black arrow pointing to the requisition number, then the black sun next to the line number, and proceed to **STEP 8**.



Requisition to Check Flowchart

Consult the flowchart below to view the full Requisition to Check process:



***Some vendors will send the invoice directly the department. If you receive an invoice from a vendor, you are responsible for getting this invoice to Accounts Payable so the bill can be paid timely.**