



**Office of Procurement &
Strategic Sourcing**

REQ TO CHECK USER GUIDE



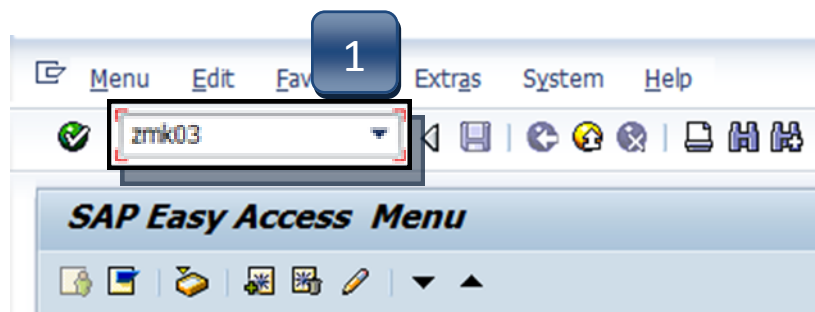
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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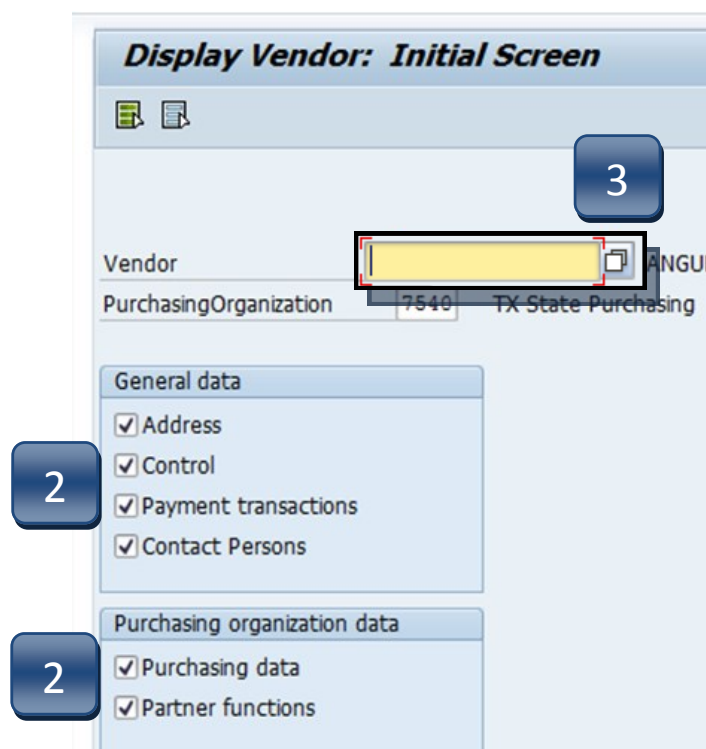
Search for Existing Vendor

STEP 1: Enter transaction code **ZMK03** in main menu search field.
Hit **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 hit ENTER.

Vendor Account Number (1)

Vendors by Class Vendors: Purchasing Vendors by Material

Search term

Postal Code

City

Name

Vendor

Purch. Organization

Subseq. settlement

Maximum No. of Hits

5

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 other number” or “use BOBCATalog/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 **BOBCATalog/TSUS** vendor, please enter the requisition through **BOBCATalog/TSUS MarketPlace!**

Vendor Account Number (1) 14 Entries found

Vendors by Class Vendors: Purchasing Vendors by Material

SearchTe...	PostalCode	City	Name 1	Vendor	P0rg	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"/>

6

Search for Existing Vendor

STEP 7: Once you have double-clicked a vendor it will be added to the search field. Click the green check button in the top left corner to view vendor information screen:

Display Vendor: Initial Screen

Vendor: 602166

PurchasingOrganization: 7540 TX State Purchasing

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions
- ☒ Contact Persons

Purchasing organization data

- ☒ Purchasing data
- ☒ Partner functions

Display Vendor: Address

Vendor: 602166

Name

Title: [dropdown]
Name: JEN-TEX DELIS INC
DBA JASON'S DELI

Search Terms

Search term 1/2: JASON'S DELI REMIT TO

Street Address

House no./street: 901 TEXAS HWY 80
City/State/ZIP Code: SAN MARCOS TX 78666
Country: US USA Texas

PO Box Address

PO Box: [text]
Postal Code: [text]
Company Postal Code: [text]

Communication

Telephone: [text] Extension: [text]
Mobile Phone: [text]
Fax: [text] Extension: [text]
E-Mail: [text]
Standard Comm.Method: [dropdown]

Other Communication... [button]

Comments: 04-19-12 ONE TIME ONLY LINKED V/6067

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

Display Vendor: Address

If vendor is not found using the ZMK03 search, proceed to Request Vendor Setup sections.

Request Vendor Setup: Non-TX State Employee/Student

STEP 1: Vendors that are not Texas State employees or students should complete the [FS01 Vendor Maintenance form](#) and submit to Purchasing Office:

Mail: 601 University Drive
JC Kellam Building, Suite 527
San Marcos, TX 78666

E-mail: vendorrequests@txstate.edu

TEXAS STATE UNIVERSITY
SAN MARCOS
A member of the Texas State University System

Submit to: FI Master Data Center FORM#FS-01
JCR 524
Fax: (512) 245-8990
Phone: (512) 245-8284 / (512) 245-8817

Vendor Maintenance Form / Substitute W-9

SAP Vendor Number (optional)

Instructions: Vendor must complete the form, print, sign Section C or D and E, and fax to the number above. Vendor named herein agrees to indemnify and hold Texas State harmless for delays in payment due to disasters or other emergencies. Current Texas State employees, including student workers, please fill out form FG-02 instead.

SECTION A – VENDOR GENERAL INFORMATION (Required):

Type of Purchase: ☐ Materials ☐ Services ☐ Both

Type of Vendor: ☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate

☐ Limited liability company. Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership)

☐ Other (see IRS W-9 instructions)

☐ Federal Agency ☐ State of Texas Agency, number

☐ Medical/Legal ☐ Exempt payee

Foreign Vendors Only: ☐ Non-Resident Alien Home Country ITIN

Please attach the appropriate IRS Form W-9 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities)

SECTION B – VENDOR DETAILS (Required):

Vendor Name (legal name)

Business Name (if different)

Mailing Address: (For Purchase Orders or correspondence)

City State Country Zip

Remit to Address: (if different)

City State Country Zip

Vendor Phone: Vendor Fax: Toll Free Phone:

SECTION C – PAYMENT ACCOUNT INFORMATION (for U.S. banks only):

Bank Name

Account Type: ☐ Checking ☐ Savings

ACH Routing Number

Bank Account Number

Email

Will these payments be forwarded to a financial institution outside the United States (required)? ☐ Yes ☐ No

I authorize Texas State University-San Marcos to deposit my payments to my financial institution electronically.

I understand that Texas State University-San Marcos will reverse any payments made to my account in error.

I further understand that Texas State University-San Marcos will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

X

Authorized Signature Printed name Date

Tip

Form Completion

- Vendor must complete form and *sign*:
Sections C or D, and E.

SECTION D – ELECTRONIC PAYMENT EXEMPTION:

I claim exemption and request payment by state warrant (check) because:

X

Authorized Signature Printed name Date

SECTION E – SUBSTITUTE W-9 (Required by U.S. Persons only):

Under penalties of perjury I certify that (1) the number shown on this form is my correct taxpayer identification number or I am waiting for a number to be issued to me and (2) I am not subject to backup withholding due to failure to report interest and dividend income and (3) I am a U.S. person.

Taxpayer Identification Number Federal Employer Identification Number: or Social Security Number:

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

X

Authorized Signature Printed name Date

SECTION F – TEXAS STATE DEPARTMENT CONTACT INFORMATION:

Contact Name Phone (512)

Department Name Email @txstate.edu

Action: ☐ New Vendor Setup ☐ Change ☐ Delete If change or delete, SAP Vendor Number

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

Request Vendor Setup: TX State Student Worker

STEP 1: Complete the online [FS02 Vendor Maintenance form](#) to add a current Texas State student worker as a vendor.

Section A - Vendor General Information

Student/Employee Id (i.e. A00XXXXXX) *

Name *

Section B - Requesting Department Information

Requestor Name *

Requestor Phone *

Email *



Form Completion

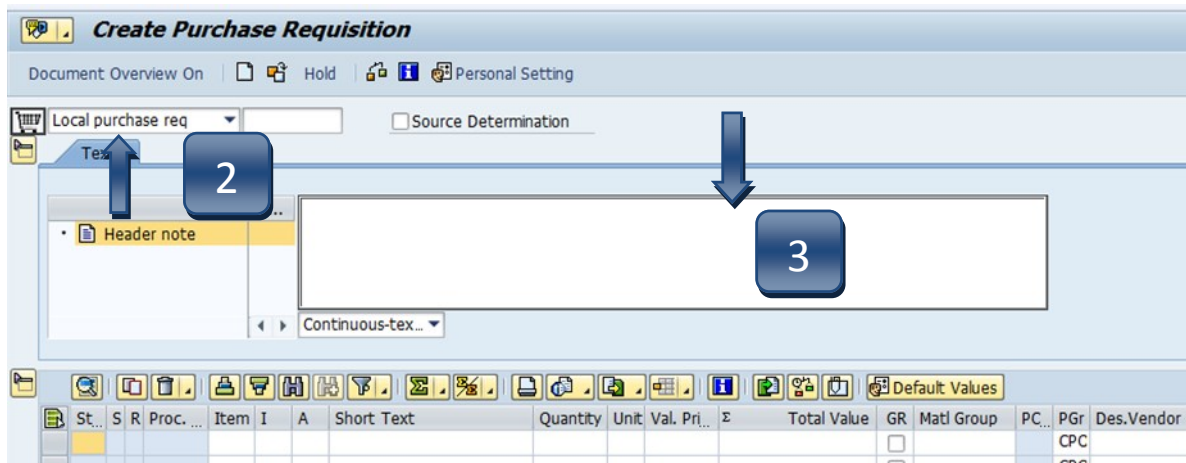
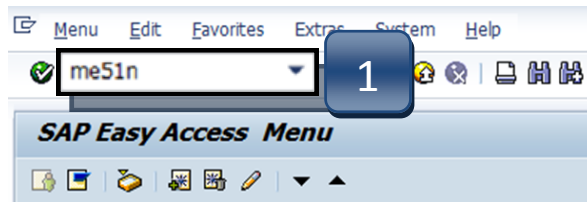
- As part of the [TRAVELTracks](#) implementation, **ALL** current faculty & staff are set up as vendors. Please allow time for a new employee record to be created in the system.

If you have questions, contact the
Purchasing Office at (512) 245-2541.

Create a Local Requisition

Used for requests for goods only

STEP 1: Enter transaction code **ME51N** in main menu search field.
Hit **Enter** on your keyboard.

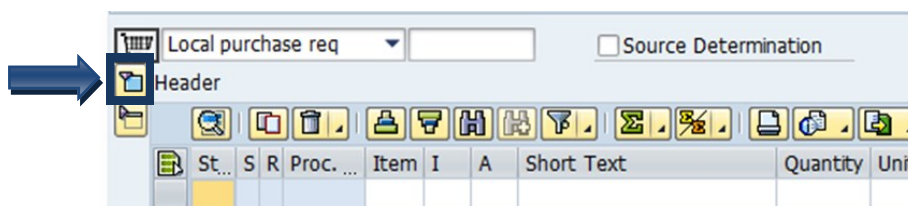


STEP 2: Verify that **Local purchase req** is selected as document type.

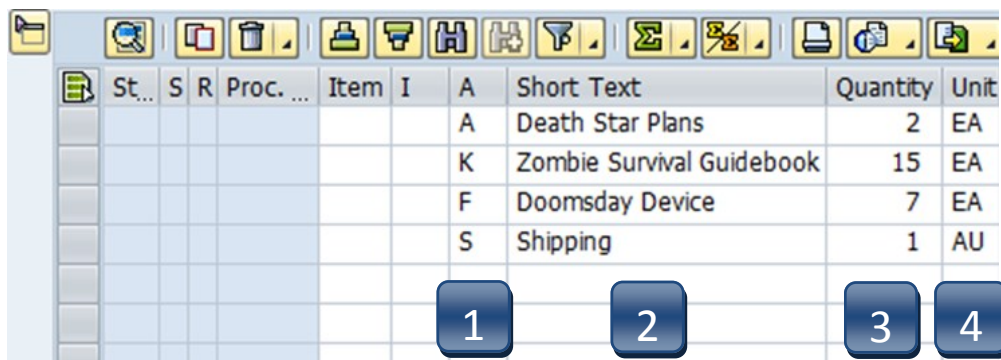
STEP 3: In **Header note** section add:

- 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



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

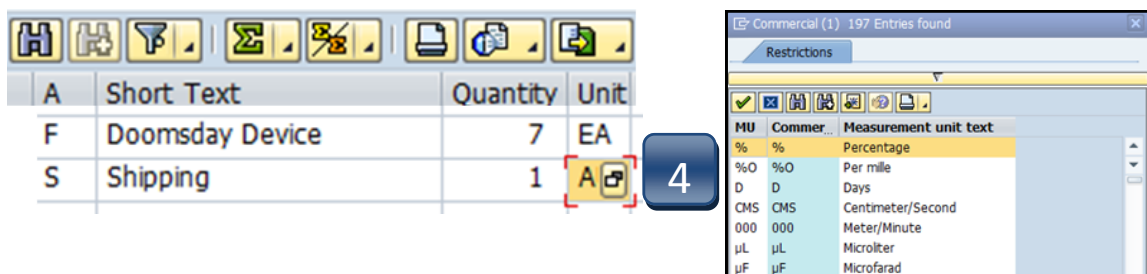
Callouts: 1 points to the 'A' column, 2 points to the 'Short Text' column, 3 points to the 'Quantity' column, and 4 points to the 'Unit' column.

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.)



The screenshot shows the requisition table with the 'Unit' column highlighted. A callout '4' points to the selection button. To the right, a dialog box titled 'Commercial (1) 197 Entries found' is open, showing a list of units with columns for MU, Commer, and Measurement unit text. The list includes units like %, %O, D, CMS, 000, μL, and μF with their corresponding measurement unit texts.



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 Framework or Limit Framework.

Create a Local Requisition - Line Items

Default Values									
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				

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 \$5,000 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.

Create a Local Requisition - Line Items

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					

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.

****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.**

STEP 14: Hit **ENTER** on your keyboard to generate the **Item Tabs** section.

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 Item Tabs 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 'Fund' field is highlighted with a red box and a yellow background. A bracket groups the 'G/L Account', 'CO Area', 'Cost Center', and 'Fund' fields. The 'Commitment Item' field is empty. An error message at the bottom states: 'No commitment item entered in item 00010 754 7*'. The SAP logo is in the bottom right corner.

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 the SAP Item Tab Detail interface. The top section shows a list of items with columns: St..., S, R, Proc..., Item, I, A, Short Text, Quantity, Unit, Valn Price, Σ, Total, GR, Matl Group, PC..., PGr, and Des.Vendor. The items listed are:

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Valn Price	Σ	Total	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	

A yellow bar at the bottom of the list shows a total of 0.00.

The bottom section shows the detailed view of the first item, [10] Death Star Plans. The tabs include Material Data, Assignment, Source of Supply, Status, Contact Person, and Texts. The Assignment tab is active, showing a list of items with columns: S., S., Quantity, Perce, Cost Ctr, G/L Acct, Order, Asset, SNo., WBS Element, and Commitment. The first item is highlighted with a red box:

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

Red arrows point to the up and down arrows and the item field drop-down menu in the Assignment tab.

Create a Local Requisition - Item Tab Detail

Item [10] Death Star Plans

Material Data | Quantities/Dates | Valuation | **Account Assignment** | Source of Supply | Status | Contact Person | Texts | Delivery Address | Customer Data

AccAssCat: Asset | Distribution: Single account assignme... | CoCode: Texas State ...

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

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.*

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

Item [20] Zombie Survival Guidebook

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

1 G/L Account 7* ←

CO Area

Cost Center 2

Fund

Functional Area

Funds Center

Earmarked Funds

Grant

Commitment Item

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.*

Create a Local Requisition - Item Tab Detail

Item [30] Doomsday Device

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

AccAssCat Internal Order Distribution Single account assignme... CoCode Texas State ...

Unloading Point Recipient

1 G/L Account 7* ←

CO Area

Order 2

Fund Grant

Functional Area

Funds Center

Earmarked Funds Commitment Item

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.*

Create a Local Requisition - Item Tab Detail

Item [40] Shipping

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

AccAssCat Stat. Internal ... Distribution Single account assignme ... CoCode Texas State ...

Unloading Point Recipient

1 G/L Account 7* ←

CO Area

Cost Center Order Fund 2

Functional Area

Funds Center

Earmarked Funds Grant

Commitment Item

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.*

Create a Local Requisition - Item Tab Detail

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.

Valuation Tab

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

GOODS

=

LOCAL REQUEST

SERVICES

=

FRAMEWORK
REQUEST

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

The screenshot shows the 'Source of Supply' tab selected. The 'Item' dropdown is set to '[40] Shipping'. The 'Purch.Org.' field contains '7540'. The 'Desired Vendor' field contains '12257' and 'BEST BUY GOV LLC'. A blue arrow points to the 'Desired Vendor' field. The 'Vendor Material No.' field is empty. The 'Assign Source of Supply' button is visible at the bottom left.

Agreement		Purch.Org.	7540	Order Unit	
Fixed Vendor				Suppl. Plant	
Info Record					
Desired Vendor	12257	BEST BUY GOV LLC			
		Vendor Material No.			

Source of Supply Tab: Verify vendor listed is correct.

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

Created by	Brittany N Baker	Changed on	10/29/2013
Crea. Ind.	Realtime (manual)		
Requisitioner	ja14	Tracking Number	BNB57
Purch. Group	CPO	Cen. Purch. Office	Telephone 5-2521 Fax Number 512-245-2393
MRP Controller			

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 the requisition.

Create a Local Requisition - Item Tab Detail

The screenshot shows a software interface for creating a local requisition. At the top, there is a tabbed menu with the following tabs: Material Data, Quantities/Dates, Valuation, Account Assignment, Source of Supply, Status, Contact Pers, and Texts. The 'Texts' tab is currently selected and highlighted with a black border. Above the tabs, there is a label 'Item' with a folder icon, a dropdown menu showing '[40] Shipping', and two small yellow buttons with up and down arrows. Below the tabs, on the left side, there is a list titled 'Item Texts' with a sub-header 'A...'. The list contains four items: 'Item text' (highlighted in yellow), 'Item note', 'Delivery text', and 'Material PO text'. A blue arrow points to the 'Item text' item. To the right of the list is a large, empty rectangular text area. At the bottom of the text area, there is a small dropdown menu labeled 'Continuous-tex...'.

Texts Tab: 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

Create a Local Requisition - Check, Save, and Submit

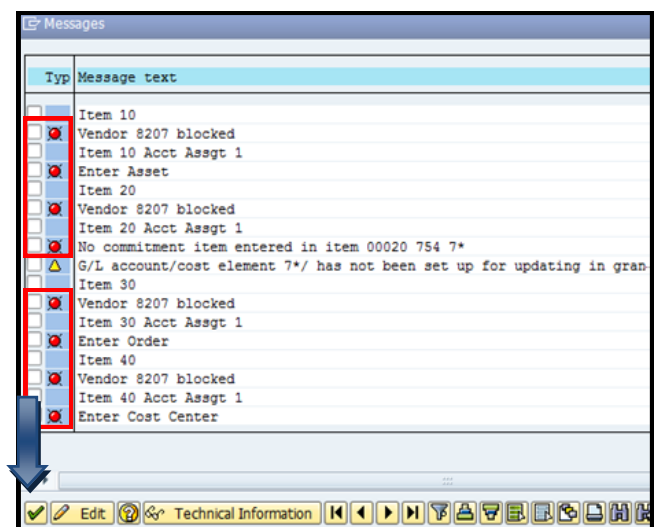
STEP 1: Click the **Check** icon to ensure there are no errors.



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

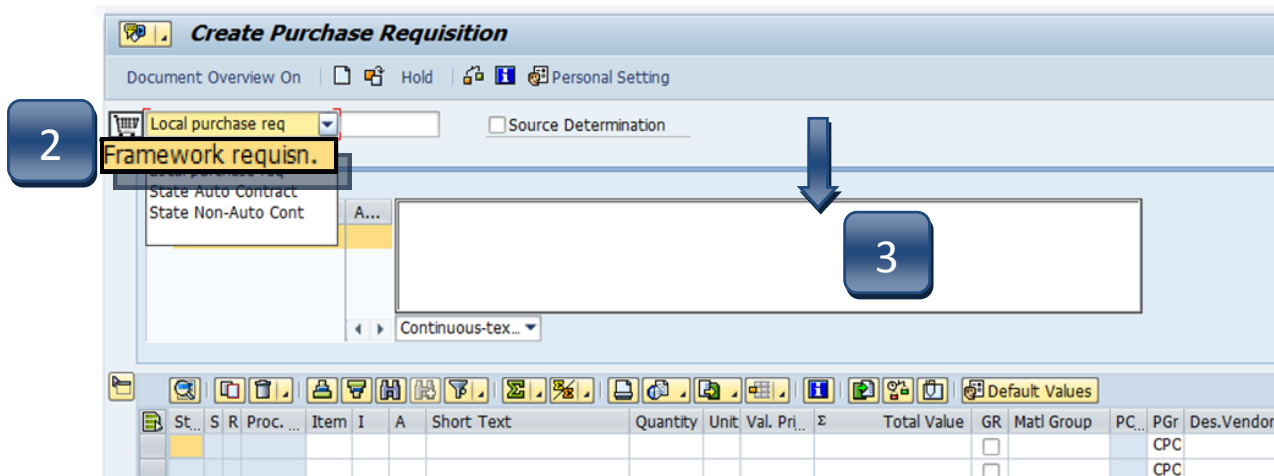
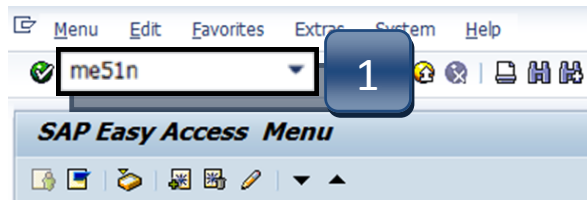


STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with **10** and follow with six additional numbers, example: 10057615.

Create a Framework Requisition

Used for the creation of Service request

STEP 1: Enter transaction code **ME51N** in main menu search field.
Hit **Enter** on your keyboard.

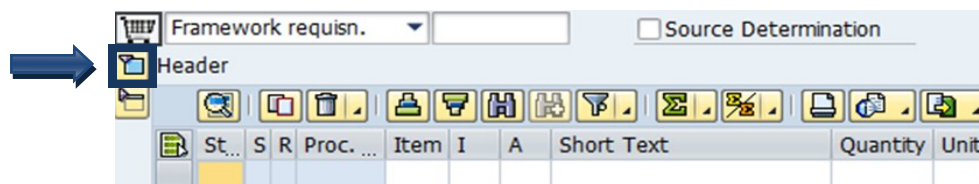


STEP 2: Select **Framework requish.** as document type from the drop-down menu.

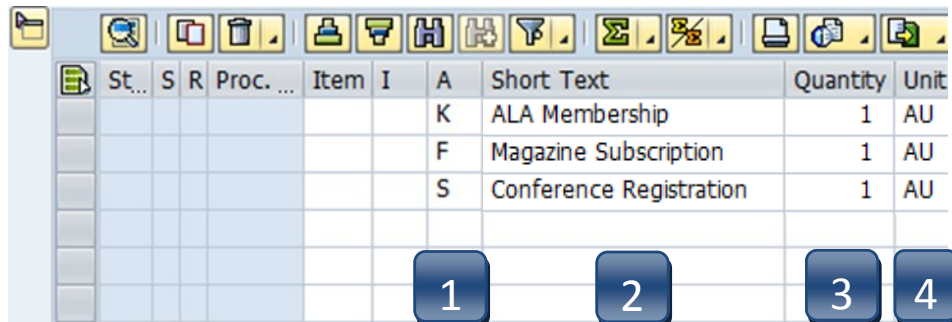
STEP 3: In **Header note** section add:

- Notes giving a clear explanation of the purchase. What are you purchasing?
- **DATES** of service. **Dates are required to ensure PO creation.**
- **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 event, date, time, location, # of attendees

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



Create a Framework Requisition - Line Items



St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit
						K	ALA Membership	1	AU
						F	Magazine Subscription	1	AU
						S	Conference Registration	1	AU

Numbered callouts: 1 points to the 'A' column, 2 points to the 'Short Text' column, 3 points to the 'Quantity' column, and 4 points to the 'Unit' column.

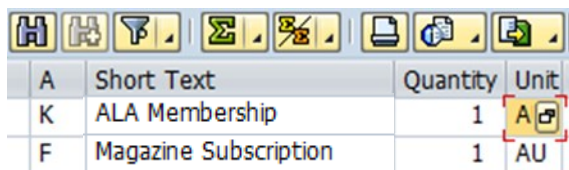
STEP 1: A (Account Assignment Category) column: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item.
(Use down arrow on keyboard to move between lines.)

STEP 2: Short Text column: Enter item short text. (What you are purchasing.)

STEP 3: Quantity column: Enter quantity.

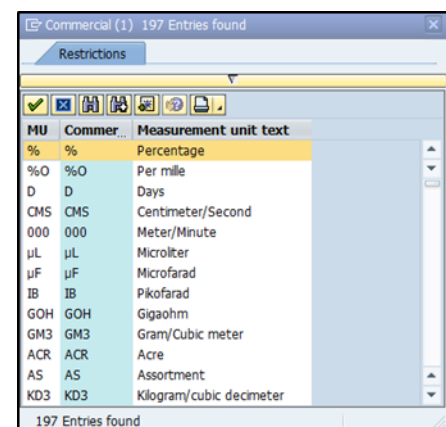
STEP 4: Unit of Measure column: Enter unit of measure code. If unknown, use the database search for available options (click the button in the lower right corner of the field).

****AU will be used most often. Never use UNT.**



A	Short Text	Quantity	Unit
K	ALA Membership	1	AU
F	Magazine Subscription	1	AU

Numbered callout: 4 points to the 'Unit' column.



MU	Commer	Measurement unit text
%	%	Percentage
%O	%O	Per mille
D	D	Days
CMS	CMS	Centimeter/Second
000	000	Meter/Minute
μL	μL	Microliter
μF	μF	Microfarad
IB	IB	Pikofarad
GOH	GOH	Gigohm
GM3	GM3	Gram/Cubic meter
ACR	ACR	Acre
AS	AS	Assortment
KD3	KD3	Kilogram/cubic decimeter

197 Entries found

Create a Framework Requisition - Line Items

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

5 6 7 8 9 10

STEP 5: Valuation Price column: Enter **TOTAL** activity price.

****Total Value** will be automatically populated later.

If Total Value is \$5,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)

STEP 6: GR column: All boxes should be *unchecked* since this is a FRAMEWORK requisition and should be used for *Services* only.

STEP 7: 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 Frameworks.**

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. (Refer to **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 services will be completed. (mm/dd/yyyy)

STEP 10: POrg column: Leave blank.

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

Create a Framework Requisition - Line Items

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					
11	Texas State U	FO				12	13
	Texas State U	FO					

STEP 11: Storage Location column: Use the database search 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.

****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.**

STEP 14: Hit **ENTER** on your keyboard to generate the **Item Tabs** section.

Create a Framework Requisition - Item Tab Detail



- After pressing ENTER to complete the line item additions in the previous section, you will be taken into the Item Tabs 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 'Account Assignment' tab of a software interface. The top bar includes tabs for 'Material Data', 'Quantities/Dates', 'Valuation', 'Account Assignment' (which is highlighted), 'Source of Supply', 'Status', and 'Contact Person'. Below the tabs, there are several input fields and dropdown menus. A red error message box is overlaid at the bottom, stating: 'No commitment item entered in item 00010 754 72*'. The error message is enclosed in a black border with a red exclamation mark icon.

Item [10] Event Catering

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 72* }
CO Area }
Cost Center }
Fund } Grant
Functional Area
Funds Center
Earmarked Funds Commitment Item

! No commitment item entered in item 00010 754 72*

Create a 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 a software interface for creating a framework requisition. At the top, there is a toolbar with various icons. Below it is a table with columns: St..., S, R, Proc. ..., Item, I, A, Short Text, Quantity, Unit, Val. Pri..., Σ, and Total Value. The table contains three rows of data:

St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit	Val. Pri...	Σ	Total Value
						K	ALA Membership	1	AU	300.00		
						F	Magazine Subscription	1	AU	150.00		
						S	Conference Registration	1	AU	175.00		

Below the table, a yellow bar displays the total value: 0.00. A dropdown menu is open, showing the following options:

- [10] ALA Membership
- [10] ALA Membership
- [20] Magazine Subscription
- [30] Conference Registration

Arrows indicate navigation between items using the up and down arrows or the dropdown menu. Below the dropdown, there are tabs for "Source of Supply", "Status", and "Contact Person". Other fields include "Serial D...", "ling Point", "ccount", "ea", "enter", "onal Area", "Center", "rked Funds", "Recipient", "Grant", and "Commitment Item".

Create a Framework Requisition - Item Tab Detail

Item [10] ALA Membership

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

1 G/L Account 7* ←

CO Area

Cost Center 2

Fund Grant

Functional Area

Funds Center

Earmarked Funds Commitment Item

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.*

Create a Framework Requisition - Item Tab Detail

Item [20] Magazine Subscription

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

AccAssCat Internal Order Distribution Single account assignme... CoCode Texas State ...

Unloading Point Recipient

1 G/L Account 7* ←

CO Area

Order 2

Fund Grant

Functional Area

Funds Center

Earmarked Funds Commitment Item

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.*

Create a Framework Requisition - Item Tab Detail

Item [30] Conference Registration

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

AccAssCat Stat. Internal ... Distribution Single account assignme... CoCode Texas State ...

Unloading Point Recipient

1 G/L Account 7* CO Area

Cost Center Order Fund 2

Functional Area Funds Center Earmarked Funds

Grant Commitment Item

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.*

Create a Framework Requisition - Item Tab Detail

Item [10] ALA Membership

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

Valuation Price 300.00 USD / 1 AU Total Value 750.00 USD

Promotion

☐ Goods Receipt

☒ Inv. Receipt

☐ GR Non-Val.

Valuation Tab

STEP 1: Uncheck both Goods Receipt and GR Non-Val boxes for all *Service* lines. These boxes should be checked *only* if the line is for Goods (G1).

GOODS

LOCAL REQUEST

SERVICES

FRAMEWORK
REQUEST

STEP 2: In the Line Items section, uncheck the GR column box for each *Service* line. For some reason the system inserts a checkmark in this box after you have completed adding line items and pressed ENTER to get down into the tab detail section.

Short Text	Quantity	Unit	Val. Pri...	Σ	Total Value	GR	Matl Group
ALA Membership	1	AU	300.00			<input type="checkbox"/>	Services, Nor
Magazine Subscription	1	AU	150.00			<input type="checkbox"/>	Services, Nor
Conference Registration	1	AU	175.00		175.00	<input type="checkbox"/>	Services, Nor

Create a Framework Requisition - Item Tab Detail

The screenshot shows the 'Source of Supply' tab selected. The 'Item' dropdown is set to '[10] ALA Membership'. The 'Desired Vendor' field contains '500307' and 'AMERICAN LIBRARY ASSOCIATION'. A blue arrow points to this text. The 'Purch.Org.' field contains '7540'. The 'Assign Source of Supply' button is at the bottom left.

Item	[10] ALA Membership		
Material Data	Quantities/Dates	Valuation	Account Assignment
Agreement		Purch.Org.	7540
Fixed Vendor		Order Unit	
Info Record		Suppl. Plant	
Desired Vendor	500307 AMERICAN LIBRARY ASSOCIATION		
	Vendor Material No.		

Source of Supply Tab:

Verify vendor listed is correct.

The screenshot shows the 'Contact Person' tab selected. The 'Item' dropdown is set to '[10] ALA Membership'. 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' field contains 'CPO'. The 'Telephone' field contains '5-2521'. The 'Fax Number' field contains '512-245-2393'.

Item	[10] ALA Membership		
Material Data	Quantities/Dates	Valuation	Account Assignment
Created by	Brittany N Baker		
Crea. Ind.	Realtime (manual)		
Requisitioner	ja14		
Purch. Group	CPO	Working Number	BNB57
MRP Controller		Telephone	5-2521
		Fax Number	512-245-2393

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 the requisition.

Create a Framework Requisition - Item Tab Detail

Item [10] ALA Membership

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

Item Texts A...

- Item text
- Item note
- Delivery text
- Material PO text

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

Continuous-tex...

Texts Tab:

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

Contract requisitions

- **DATES** of **ENTIRE CONTRACT** or **SERVICE**.
- Brief **STATEMENT** of **WORK**.
- If there will be a **PAYMENT SCHEDULE** for multiple payments, please convert this requisition to a **LIMIT** Framework.
See Create a Limit Framework Requisition for instructions.

Create a Framework Requisition - Check, Save, and Submit

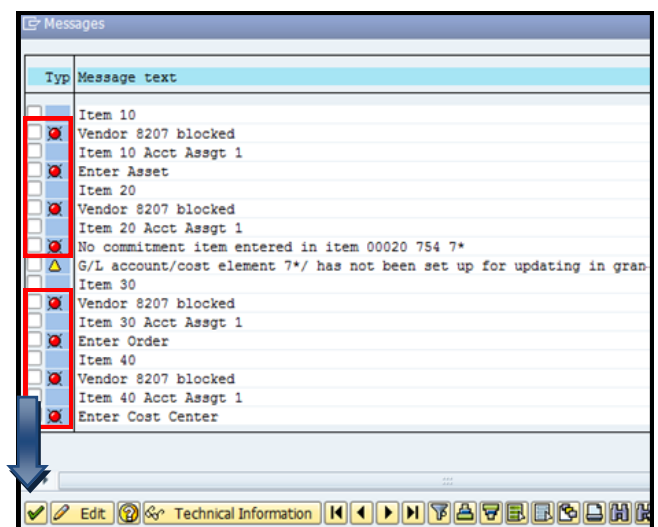
STEP 1: Click the **Check** icon to ensure there are no errors.



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



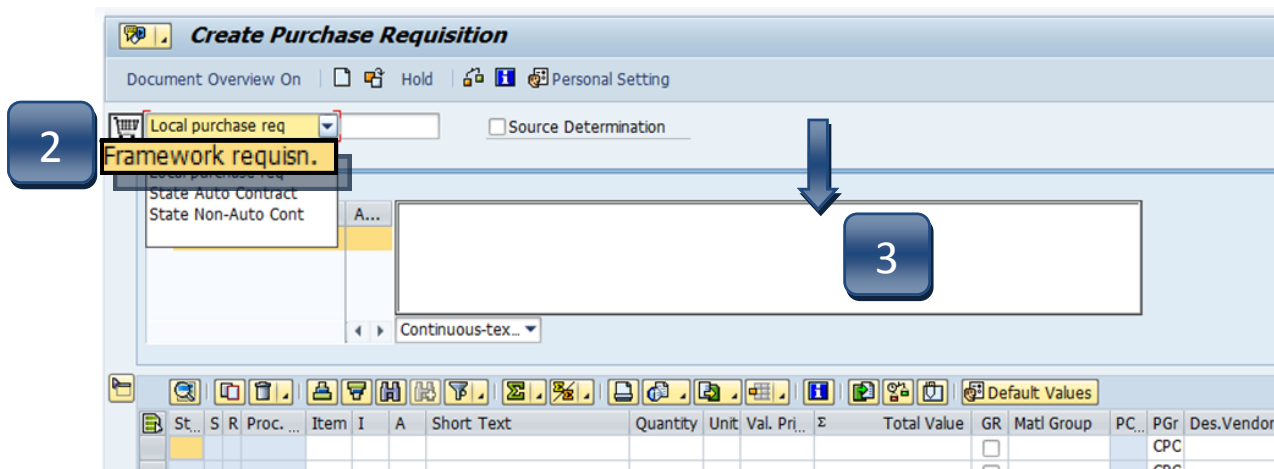
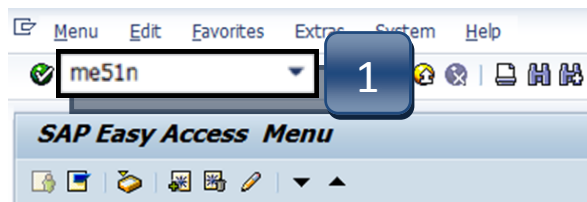
STEP 2: If there are no errors, click **Save**.



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

Create a Limit Framework Requisition

STEP 1: Enter transaction code **ME51N** in main menu search field.
Hit **Enter** on your keyboard.

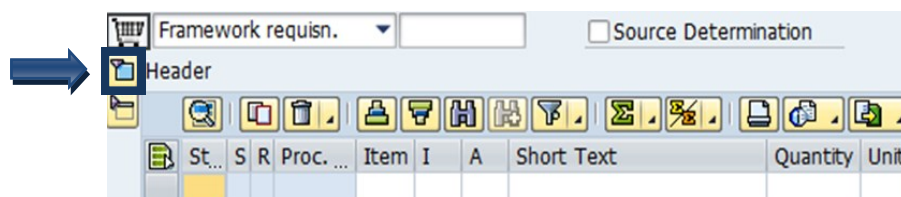


STEP 2: Select **Framework requis.** as document type from the drop-down menu.

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 PO creation.**
- **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!

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

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.)

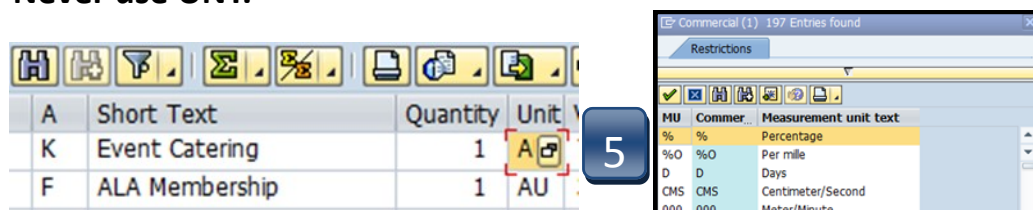
****A column cannot be changed once STEP 15 is completed.**

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.**



Create a Limit Framework Requisition - Line Items

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				

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 \$5,000 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 Frameworks.**

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 should not 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.

Create a Limit Framework Requisition - Line Items

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					

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: Hit **ENTER** on your keyboard to generate the **Item Tabs** section.

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' tab for '[10] Event Catering'. The 'Limits' sub-tab is active. It contains two input fields: 'Overall Limit' and 'Expected value'. The 'Overall Limit' field is followed by a 'USD' button and a 'No limit' checkbox. A yellow arrow icon is visible on the right side of the 'Limits' section.

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 shows the 'Budget' window in the software. The window displays a table with 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: Event Catering (10 B K, 1 AU, 0.00), Lodging (20 B F, 1 AU, 0.00), Lodging Tax (30 B F, 1 AU, 0.00), and Building Repairs (40 B S, 1 AU, 0.00). A yellow bar at the bottom right of the table shows the total value of 0.00. Below the table is a search bar with a dropdown arrow. A blue arrow points from the search bar to a dropdown menu that is open, showing a list of items: [10] Event Catering, [10] Event Catering, [20] Lodging, [30] Lodging Tax, and [40] Building Repairs. To the right of the dropdown menu are two buttons with up and down arrows. Below these buttons are two more buttons labeled 'Account assignment' and 'Source of Supply'. At the bottom left, there are labels for 'Limits', 'Overall Limit', and 'Expected value'.

Create a Limit Framework Requisition - Item Tab Detail

Item [10] Event Catering

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

1 Overall Limit 900.00 USD ☐ No limit

2 Expected value 750.00

3

Limits Tab

STEP 1: Enter **Overall Limit** (cushion amount Accounts Payable can pay up to) in Overall Limit field.

****No limit should never be selected.**

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 to enter the GL, Cost Center, Internal Order, or Statistical Order, as well as the Fund.

Account Assignment of Limit menu appears. See next pages for entry instructions.

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

The screenshot shows a software window titled "Account Assignment of Limit". It contains several input fields and checkboxes. Three blue numbered boxes indicate the steps for completion:

- 1**: Points to the "G/L Account" field, which contains the text "72*".
- 2**: Points to the "Fund" field, which has a checked checkbox.
- 3**: Points to a green checkmark icon at the bottom right of the window.

Other visible fields include "CO Area", "Cost Center", "Functional Area", "Funds Center", "Earmarked Funds", "Company Code" (with value "754"), "Grant", and "Commitment Item".

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.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

The screenshot shows a dialog box titled "Account Assignment of Limit". It contains several input fields and a "Commitment Item" field. Three blue numbered boxes indicate the steps: 1. A box with the number "1" points to the "G/L Account" field, which contains "72*" and is highlighted with a red border. 2. A box with the number "2" points to the "Fund" field, which has a checkmark icon. 3. A box with the number "3" points to a green checkmark icon at the bottom right of the dialog. Other fields include "CO Area", "Order", "Functional Area", "Funds Center", "Earmarked Funds", "Company Code" (754), "Grant", and "Commitment Item".

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.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

The screenshot shows a dialog box titled "Account Assignment of Limit". It contains several input fields and checkboxes. A blue 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 box with the number "2" points to the "Cost Center", "Order", and "Fund" fields, which each have a checked checkbox. A blue box with the number "3" points to a green checkmark icon at the bottom right of the dialog. Other fields include "Company Code" (754), "CO Area", "Functional Area", "Funds Center", "Earmarked Funds", "Grant", and "Commitment Item".

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.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

The screenshot shows the 'Source of Supply' tab selected. The 'Item' dropdown is set to '[30] Building Repairs'. The 'Purch.Org.' field contains '7540'. The 'Desired Vendor' field contains '12644' and 'COOL MINT INC'. A blue arrow points to the 'COOL MINT INC' text. The 'Assign Source of Supply' button is visible at the bottom left.

Field	Value
Item	[30] Building Repairs
Purch.Org.	7540
Desired Vendor	12644 COOL MINT INC

Source of Supply Tab: Verify vendor listed is correct.

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'. The 'Crea. Ind.' dropdown is set to 'Realtime (manual)'. The 'Requisitioner' field contains 'ja14'. The 'Tracking Number' field contains 'BNB57'. The 'Purch. Group' field contains 'CPO'. The 'Cen. Purch. Office' field is empty. The 'Telephone' field contains '5-2521'. The 'Fax Number' field contains '512-245-2393'. Blue arrows point to the 'Brittany N Baker' and 'ja14' fields.

Field	Value
Created by	Brittany N Baker
Crea. Ind.	Realtime (manual)
Requisitioner	ja14
Tracking Number	BNB57
Purch. Group	CPO
Cen. Purch. Office	
Telephone	5-2521
Fax Number	512-245-2393

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 the requisition.

Create a Limit Framework Requisition - Item Tab Detail

Item [20] Lodging

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

Item Texts A...

- Item text
- Item note
- Delivery text
- Material PO text

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

Continuous-tex...

Texts Tab:

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**.

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

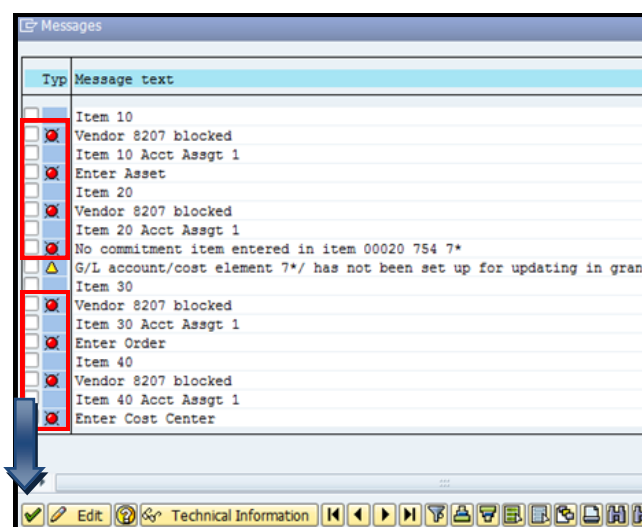
STEP 1: Click the **Check** icon to check for errors.



SAP will check your requisition and generate a window that displays found 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

Create an RFQ - Requisition Creation

The entire RFQ process can be completed in the SAP web portal. Some actions can be completed in SAP GUI but other parts require completion in the Portal, as you cannot print the RFQ in GUI.

STEP 1: Create either a **LOCAL** or standard **FRAMEWORK** requisition.

****RFQs cannot be generated from a Limit Framework requisition. After you have completed the RFQ process, you can trash the line and create a second line if a Limit Framework is necessary.**

1

2

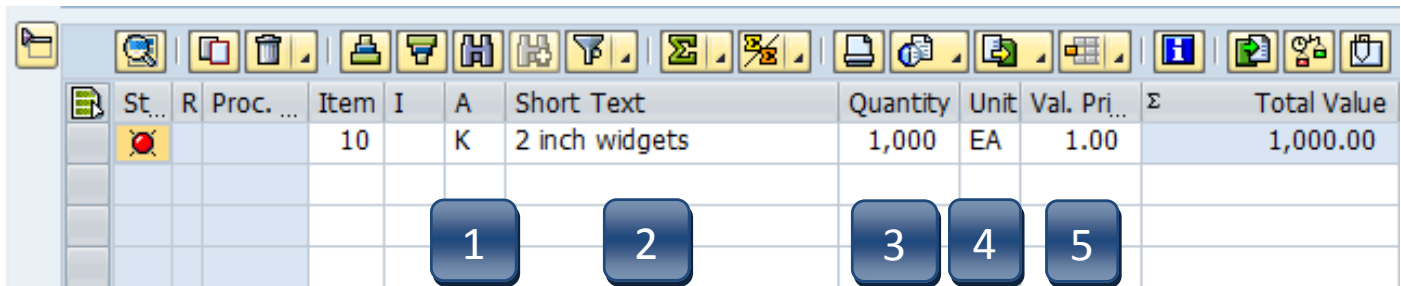
STEP 2: In **Header note** section, state that an RFQ is in process so the Account Manager *will not* approve the requisition.

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

Header

St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit

Create an RFQ - Requisition Creation



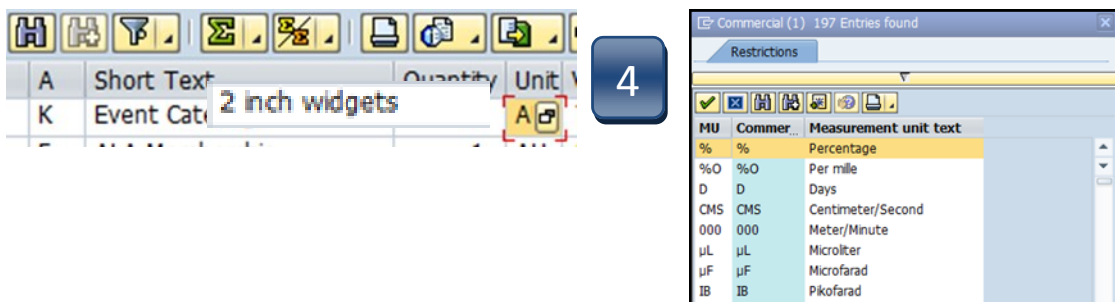
St...	R	Proc...	Item I	A	Short Text	Quantity	Unit	Val. Pri...	Σ	Total Value
			10	K	2 inch widgets	1,000	EA	1.00		1,000.00

STEP 1: A (Account Assignment Category) column: Depending on your funding, enter **A (Asset)**, **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.)



STEP 5: Valuation Price column: Enter **\$1.00**.

Create an RFQ - Requisition Creation

GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
<input checked="" type="checkbox"/>	Goods, Supp		RFQ	700015		12/23/2013	7540	Purchasing
<input type="checkbox"/>			CPO					
<input type="checkbox"/>			CPO					

6

7

8

9

10

11

12

STEP 6: GR column: Box should be checked for GOODS, unchecked for SERVICES.

STEP 7: Material Group column: Enter **G1** for Goods, Supplies, & Equipment or **S1** for Services. Use the database search for additional options.

STEP 8: PGr column: Change from CPO to **RFQ**.

STEP 9: Desired Vendor column: Enter generic vendor number **700015**

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

STEP 11: POrg column: Enter **7540** for *each* line.

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

****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-12 as many times as necessary.**

STEP 13: Hit **ENTER** on your keyboard to generate the **Item Tabs** section.

Create an RFQ - Requisition Creation

Item [10] 2 inch widgets

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

AccAssCat Cost cente Distribution Single account a: CoCode Texas Sta

Unloading Point Recipient

G/L Account 730000

CO Area 754

Cost Center 14131500

Fund 20000110 Grant NOT_RELEVANT_FOR

Functional Area 1800

Funds Center 1413150000

Earmarked Funds Commitment Item 730000

14

STEP 14: Enter **GL and account information** in the Account Assignment tab for each line item.

STEP 15: Click **Save**. Make note of the requisition number generated in the bottom left corner of the screen.



Create RFQ



It is *imperative* that the following 16 steps are completed in the **WEB PORTAL**. If this section is executed in *GUI*, your PDF will not generate.

STEP 1: In the **SAP Web Portal**, enter transaction code **ME41**.

STEP 2: Enter **Quotation Deadline** date.
(Date the bids are due.)

STEP 3: Change **Purchasing Group** from CPO to RFQ.

STEP 4: Click **Reference to PReq** button.

STEP 5: Enter requisition number in **Purchase Req.** field.

STEP 6: Click the **green check** button.

Create RFQ

STEP 7: Enter the **Coll. No.** This will be your initials followed by the requisition number. Hit **Enter** on your keyboard.

Create RFQ : Header Data

Menu Save Back Exit Cancel System Overview Header T

RFQ Company Code 754 Purchasing Group RFQ
 RFQ Type AN Purch. Organization 754
 Vendor

Administrative Fields

RFQ Date 11/18/20 Item Interval 10 Coll. No. jn105786!
 Language EN Subitem Interv. 1 QuotDdln 12/15/20
 Validity Start Validity End Apply By
 Warranty Bindg Per.

Terms of Delivery and Payment

Targ. Val.

Reference Data

Your Reference Salesperson
 Our Reference Telephone

STEP 8: Click **Select All Items**.

STEP 9: Click **Adopt + Details**.

Create RFQ : Selection List: Purchase Requisitions

Menu Back Exit Cancel System Adopt + Details Adopt Select All Items select All

Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	Cls	Qty	Un C	Deliv. Date	Rel. Date
10057865	10		2 inch widgets	754	JCK		K		1,000.000	EA	12/23/2013	12/23/2013

STEP 10: Click **Next** button until you are back at the **Create RFQ Item Overview** screen.

Create RFQ : Item 00010

Menu Save Back Exit Cancel System Next delete Over

Item 10 ItCat.
 Material Mat. Grp G1
 Short Text 2 inch widgets

Quantity and Date

RFQ Quantity 1,000 EA QuotDdln 12/15/20
 Delivery Date 12/23/20

Deadline Monitoring

1st Rem./Exped. TrackingNo
 2nd Rem./Exped. V. Mat.
 3rd Rem./Exped.
 No. Exped. 0

Create RFQ

STEP 11: Click **Header Details**. (This option may be located under the **More** button.)

Create RFQ : Item Overview

Menu ▾ ◀ Save Back Exit Cancel System ▾ Select All Items Deselect All Select Start/End of Block Enter Lines Delete **Header Details**

RFQ RFQ Type RFQ Date
Vendor QuotDdln

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	OU C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Tex
10			2 inch widgets	1,000	EA	12/23/2013	G1	754	JCK		

11

STEP 12: Click **Header Texts**.

Create RFQ : Header Data

Menu ▾ ◀ Save Back Exit Cancel System ▾ Overview **Header Texts**

RFQ Company Code Purchasing Group
RFQ Type Purch. Organization
Vendor

Administrative Fields

RFQ Date	<input type="text" value="11/18/2013"/>	Item Interval	<input type="text" value="10"/>	Coll. No.	<input type="text" value="JN1057861"/>
Language	<input type="text" value="EN"/>	Subitem Interv.	<input type="text" value="1"/>	QuotDdln	<input type="text" value="12/15/2013"/>
Validity Start	<input type="text"/>	Validity End	<input type="text"/>	Apply By	<input type="text"/>
		Warranty	<input type="text"/>	Bindg Per.	<input type="text"/>

12

STEP 13: Click **Long Text Screen**.

Create RFQ : Header Texts

Menu ▾ ◀ Save Back Exit Cancel System ▾ **Long Text Screen**

Purchasing Doc. Company Code Purchasing Group
Document Type Purch. Organization
Vendor

13

Create RFQ

- STEP 14:**
- A.** Enter any message you want the respondents to know; this will appear on the RFQ.
 - B.** If you use more than one line, enter the **+ sign** in the space next to the subsequent lines.
 - C.** Leave the ***** on the first line.
 - D.** Click the **Back** button until you get to **Item Overview**.

Change Header text: Language EN

Menu Back Cancel System Select Text Insert Line

F I Row Text F

+ 1 + 2 + 3 + 4 + 5 + 6 + 7

* Please submit response no later than 3:00 pm on December 15, 2013

- STEP 15:** Click **Vendor Address**. (This option may be located under the **More** button.)

Create RFQ : Item Overview

Menu Save Back Exit Cancel System Select All Items Deselect All Select Start/End of Block Enter Lines Delete Header D

RFQ RFQ Type AN RFQ Date 11/18/20 QuotDdn 12/15/20

Vendor

Vendor Address

STEP 16:

- A.** Type in vendor number and hit **Enter** on your keyboard.
- B.** If vendor is *not* in SAP, enter a [generic vendor](#) number in the Vendor field and type in their **Name/Address** information. Hit **Enter** on your keyboard.
- C.** Click **Save**.
(A PDF of the RFQ will generate.)

Create RFQ : Vendor Address

Menu Save Back Exit Cancel System Overview Header D

RFQ Company Code 754 Purch. Group RFQ
RFQ Date 11/18/20 RFQ Type AN Purchasing Org. 754

Vendor 15909

Name

Title

Name DEALERS ELECTRICAL SUPPLY CO

Search Terms

Search term 1/2 DEALERS ELECTRICA

Street Address

House no./street PO BOX 845

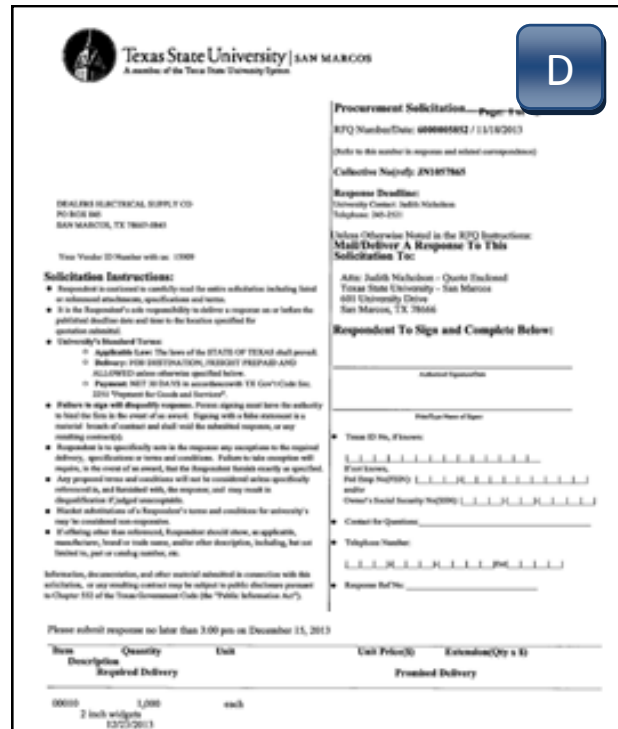
City/State/ZIP Code SAN MARCOS TX

Country US USA Texas

Time zone CST

Create RFQ

- STEP 16: D.** Print or Save this RFQ and close PDF. This is what you will send to the vendors along with your specifications (if any). Do this for all vendors you wish to solicit.
- E.** Click Exit button in the Create RFQ screen to get back to the menu screen.



Texas State University | SAN MARCOS
A member of the Texas State University System

DEALERS ELECTRICAL SUPPLY CO
PO BOX 845
SAN MARCOS, TX 78667-0845

Your Vendor ID Number with us: 15909

Solicitation Instructions:

- Respondent is cautioned to carefully read the entire solicitation including but not limited to attachments, specifications and terms.
- It is the Respondent's sole responsibility to deliver a response on or before the published deadline date and time to the location specified for generation submitted.
- University's Standard Terms:
 - Applicable Law: The laws of the STATE OF TEXAS shall prevail.
 - Delivery: FOB DESTINATION, INSTANT PREPAID AND INSURED unless otherwise specified below.
 - Payment: NET 30 DAYS in accordance with TX Gov's Code Sec. 2252 "Payment for Goods and Services".
- Failure to sign with digitally response. Failure signing must have the authority to bind the firm in the event of an award. Signing with a false statement is a material breach of contract and shall void the submitted response, or any resulting contract(s).
- Respondent is to specifically state in the response any exceptions to the original delivery, specifications or terms and conditions. Failure to state exceptions will require, in the event of an award, that the Respondent fulfill exactly as specified.
- Any proposed terms and conditions will not be considered unless specifically referenced in, and identified with, the response, and may result in disqualification if judged inappropriate.
- Waiver substitutions of a Respondent's terms and conditions for university's may be considered non-responsive.
- If offering other than referenced, Respondent should show, as applicable, manufacturers, brand or trade name, and/or other description, including, but not limited to, part or coding number, etc.

Information, documentation, and other material submitted in connection with this solicitation, or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act").

Please submit responses no later than 3:00 pm on December 15, 2013

Item	Quantity	Unit	Unit Price(\$)	Extension(Qty x \$)
000010	1,000	each		
2 inch x 1/2 inch 12/15/2013				

Create RFQ : Vendor Address

Menu Save Back **Exit** Cancel System Overview Header D

RFQ Company Code RFQ
 RFQ Date 11/18/20 RFQ Type Purch. Group RFQ
 Vendor 15909 Purchasing Org. 754

Name
 Title
 Name DEALERS ELECTRICAL SUPPLY CO

Search Terms
 Search term 1/2 DEALERS ELECTRIC

Street Address
 House no./street PO BOX 845
 City/State/ZIP Code SAN MARCOS TX 78667-08
 Country US USA Texas
 Time zone CST

Create an RFQ - Maintain Quote

STEP 1: In the SAP Portal or GUI, enter transaction code **ME47**.

STEP 2: In the **RFQ** field, enter one of the RFQ numbers and hit **Enter** on your keyboard.

Maintain Quotation : Initial Screen

RFQ 6000005851

STEP 3: Enter the amount of the bid in the **Net Price** column. This will include shipping, if applicable.

****If there is a "no Bid," enter \$1.00.**

STEP 4: Click **Save**.

Maintain Quotation : Item Overview

RFQ 6000005851 RFQ Type AN RFQ Date 11/18/2013
Vendor 16312 ELLIOTT ELECTRIC SUPPLY INC QuotDdln 12/15/2015

Item	Material	Short Text	RFQ Quantity	OU	C	Deliv. Date	Net Price
10		2 inch widgets	1,000	EA	D	12/23/2013	10.00

****Repeat steps 1 - 4 until all RFQ responses have been entered.****


Create an RFQ - Price Comparisons

STEP 1: In the SAP Portal or GUI, enter transaction code **ME49**.

STEP 2: In the **Collective RFQ** field, enter the Collective number.

STEP 3: Click **Execute**.

Price Comparison List

 **3**

Purchasing Organization	7540
Quotation	
Collective RFQ	JN1057865 2
Vendor	
Material	

STEP 4: Double click in the area where the bid is.

Price Comparison List in Currency USD

Navigation: Quotation Vendor Additional Info

Material Mat. Group	Quot.:	6000005854	6000005856	6000005855
Sh. Text	Bidder:	16312	502232	15909
Qty. in Base Unit	Coll. No. :	JN10057866	JN10057866	JN10057866
G1	Val.:	10,000.00	11,250.00	12,500.00
2 inch widgets	Price	10.00	11.25	12.50
1,000 EA	Rank:	89 %	100 %	111 %
Total Quot.	Val.:	10,000.00	11,250.00	12,500.00
	Rank:	89 %	100 %	111 %

Create an RFQ - Price Comparisons

STEP 5: Click the selection box next to **Quot. Comment** field and choose one of the options from the pop-up menu.

****For the vendor that will be *awarded*, choose one of the **OK** options.**

****For vendors *not awarded*, choose one of the rejection reasons from the options and check the **Rej. Ind. Box**.**

STEP 6: Click **Save**.

STEP 7: Follow **STEPS 4-6** for all other vendors.

Maintain Quotation : Item 00000005851

Item: 6000005851 10 ItCat. Plant: 7540
Material: Mat. Grp: G1 Stor. Loc.: JCKP
Short Text: 2 inch widgets

Quantity and Date
RFQ Quantity: 1,000 EA QuotDdln: 12/15/2013
Delivery Date: D 12/23/2013

Deadline Monitoring
1st Rem./Exped. TrackingNo.
2nd Rem./Exped. V. Mat.
3rd Rem./Exped.
No. Exped. 0

Quotation Data
Net Order Price: 10.00 USD / 1 EA InfoUpdate
Qty Conv. 1 EA <-> 1 EA Info Record
Tax Code

Quot. Comment **OK1**
☐ **Rej. Ind.**

Internal Comment on Quotation (1)
Restrictions

Qu	Internal comment: Descr.
AB1	Rejection for price reasons
AB2	Rejection for quality reasons
AB3	Rejection for delivery reasons
AB4	Reject - See quote header note
OK1	OK on price grounds
OK2	OK on quality grounds
OK3	OK on delivery grounds
OK4	OK - See quote header note
VNB	Vendor "No Bid"
VNR	Vendor did not respond

Create an RFQ - Review & Revise RFQ

REVIEW

STEP 1: Enter transaction code **ME4S**.

STEP 2: Enter the **Collective number**.

STEP 3: Change **Purchasing Group** from CPO to **RFQ**.

STEP 4: Click **Execute**.
You will then see all of the respondents & their pricing.

RFQs per Collective Number

Collective number: JN1057865

Purchasing organization: 7540

Scope of List: ANFR

Selection Parameters:

Document Type:

Purchasing Group: RFQ

Plant: 7540

RFQs per Collective Number

Print Preview Changes Delivery Schedule Services

RFQ	Type	Vendor	Name	Date
Item	Material	Short Text		Group
D I S	Plnt	Quot.	Date	RFQ Quantity Un
				Quot.Net Price
6000005851	AN	16312	ELLIOTT ELECTRIC SUPPLY INC	RFQ 11/18/2013
Collective	RFQ	JN1057865		
00010			2 inch widgets	G1
A	7540	12/15/2013	1,000 EA	10.00 USD 1 EA
6000005852	AN	15909	DEALERS ELECTRICAL SUPPLY CO	RFQ 11/18/2013
Collective	RFQ	JN1057865		
00010			2 inch widgets	G1
A	7540	12/15/2013	1,000 EA	12.50 USD 1 EA
6000005853	AN	502232	KST ELECTRIC, LTD	RFQ 11/18/2013
Collective	RFQ	JN1057865		
00010			2 inch widgets	G1
A	7540	12/15/2013	1,000 EA	11.25 USD 1 EA

REVISE

STEP 1: Enter transaction code **ME42**.

STEP 2: Enter the RFQ number you wish to revise & hit **enter** on your keyboard. You can enter additional information (payment, shipping terms) in the **Header Detail** option or revise any other data.

STEP 3: Click **Save**.

Change RFQ - Item Overview

RFQ: 6000005851 RFQ Type: AN

Vendor: 16312 ELLIOTT ELECTRIC SUPPLY INC

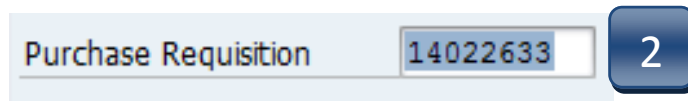
RFQ Items

Item	I	Material	Short Text	RFQ C
10			2 inch widgets	

Create an RFQ - Update Requisition & Finish

STEP 1: Enter transaction code **ME53**.

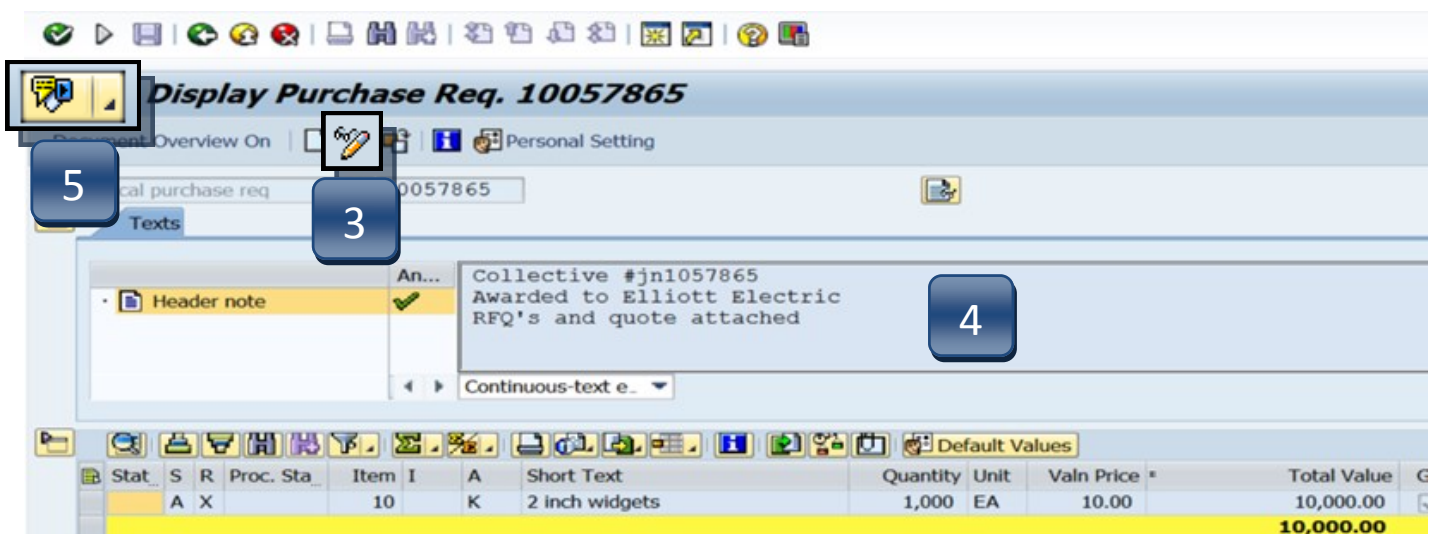
STEP 2: Type in requisition number and hit **Enter** on your keyboard.



Purchase Requisition 14022633 2

STEP 3: Click **Display/Change** button to open requisition for editing.

STEP 4: In the **Header note** section, enter the **Collective Number, Vendor Awarded**, and that the **RFQs and Quote** are attached.



The screenshot shows the SAP 'Display Purchase Req. 10057865' screen. Callout 5 points to the 'Display/Change' button in the top left. Callout 3 points to the 'Header note' section. Callout 4 points to the text entered in the 'Header note' field: 'Collective #jn1057865', 'Awarded to Elliott Electric', and 'RFQ's and quote attached'. The bottom of the screen shows a table with columns: Stat, S, R, Proc. Sta, Item, I, A, Short Text, Quantity, Unit, Valn Price, and Total Value. The table contains one row with the following data: Stat: A, R: X, Proc. Sta: 10, Item: K, Short Text: 2 inch widgets, Quantity: 1,000, Unit: EA, Valn Price: 10.00, Total Value: 10,000.00.

Stat	S	R	Proc. Sta	Item	I	A	Short Text	Quantity	Unit	Valn Price	Total Value
A	X		10	K			2 inch widgets	1,000	EA	10.00	10,000.00

STEP 5: Attach all RFQ documents to the requisition. If unsure how to attach documents to a requisition, see **Attaching Documents Section**.

Create an RFQ - Update Requisition & Finish

STEP 6: Verify that the correct **amount** and **vendor** have been brought forward and that the **PGr** is **CPO**.

Document Overview On | Personal Setting

Local purchase req | 10057865

Texts

Header note | An... | Collective #jn1057865
Awarded to Elliott Electric
RFQ's and quote attached

Continuous-text e...

Stat...	Quantity	Unit	Valn Price	Total Value	GR	Material Group	PCC	PGr	Desired Vendor
	1,000	EA	10.00	10,000.00	<input checked="" type="checkbox"/>	Goods, Supp & E	99	CPO	16312
				10,000.00					

STEP 7: Add any additional information in the **Text tab**, such as special payments or shipping instructions.

Item | [10] 2 inch widgets

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Release strategy | Texts

Item Texts | An... | Special payment or shipping instructions

Item text

Item note

STEP 8: Click **Save**.
Your requisition is now ready for approval by the Account Manager.

Reprint an RFQ



The following 10 steps must be completed in the **WEB PORTAL**.
If this section is executed in *GUI*, your PDF will not generate.

STEP 1: Enter transaction code **ME42** (change RFQ).

STEP 2: Enter RFQ number.

STEP 3: Select **Overview**.

Change RFQ : Initial Screen

Menu ◀ Back Exit Cancel System **Overview** ▶

RFQ

STEP 4: Select **More** (double arrow to the right of **Header Details** button).

STEP 5: Select **Messages**.

Change RFQ : Item Overview

Menu ◀ Save Back Exit Cancel System ◀ Select All Items Deselect All Select Start/End of Block Enter Lines Delete Header Details ▶▶

RFQ 6000005895 RFQ Type AN RFQ Date 01/27/2014
Vendor 17486 MALDONADO GROWERS INC QuotDdin 02/03/2014

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	OUr	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te
10			Grounds-Agricultural/Nursery	1	AU	I	02/25/2014	G1	754C	PP0I		
20						I	02/25/2014	G1	754C	PP0I		
30						I	02/25/2014	G1	754C	PP0I		
40						I	02/25/2014	G1	754C	PP0I		

Vendor Address (F7)
Partner (Ctrl+Shift+F5)
Release Strategy (Ctrl+Shift+F6)
Messages (Shift+F1)
Item Details (F2)
Additional Data (Ctrl+F1)
Item Texts (Ctrl+F10)
Delivery Address (Ctrl+F11)
Delivery Schedule (Shift+F5)
Services (Shift+F4)

Reprint an RFQ

STEP 6: Highlight the line with the **green light**.

Change RFQ :: Output

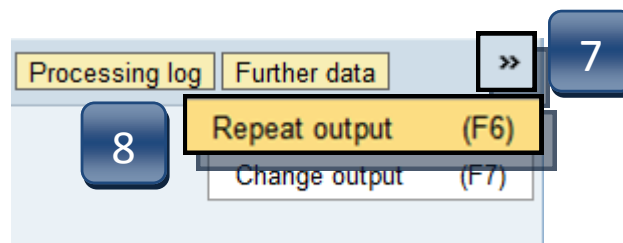
Menu ▾ [] ◀ Save Back Exit Cancel System ▾ New entries Delete (once)

RFQ..... 6000005895

Output	Statu	Output T	Description	Medium	Func	Partner	Lang	Cha	F
NEU	RFQ	Print output	VN	17486	EN	✓	0		

STEP 7: Select **More** (double arrow to the right of **Header Details** button).

STEP 8: Select **Repeat Output**.



STEP 9: Click **Save**. ****Wait 5-6 seconds.**

STEP 10: Click **Back** button until you get to the Main Menu. RFQ PDF should appear.

Change RFQ :: Outp

Menu ▾ [] ◀ Save Back Exit

RFQ..... 6000005895

Create an RFQ - Generic Vendor Numbers

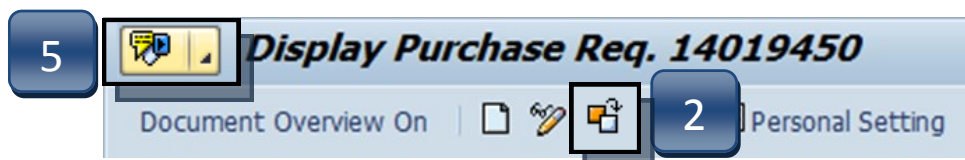
700005	Native American, Female Owned
700006	Native American, Male Owned
700007	Asian, Female Owned
700008	Asian, Male Owned
700009	Black, Female Owned
700010	Black, Male Owned
700011	Hispanic, Female Owned
700012	Hispanic, Male Owned
700013	Women Owned
700015	Not a HUB

Attach Document to Requisition - GUI

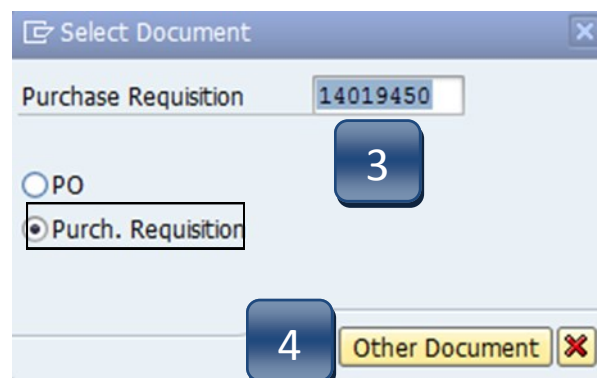
- STEP 1:** Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard. The last requisition accessed will appear.



- STEP 2:** Select **Other Purchase Requisition**.



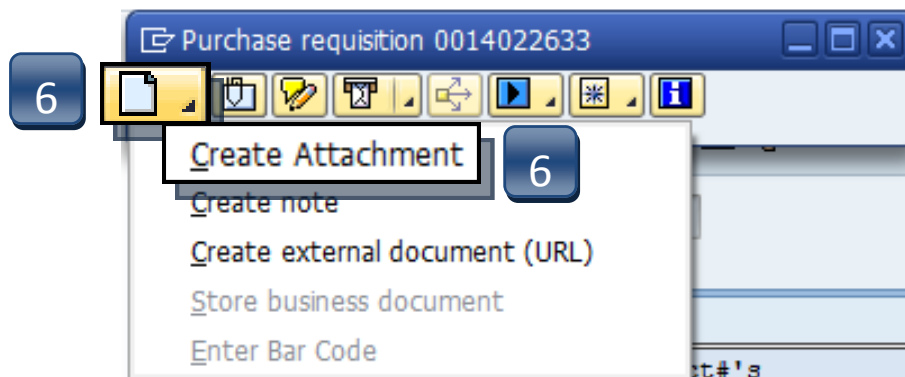
- STEP 3:** Select Document box appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.



- 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

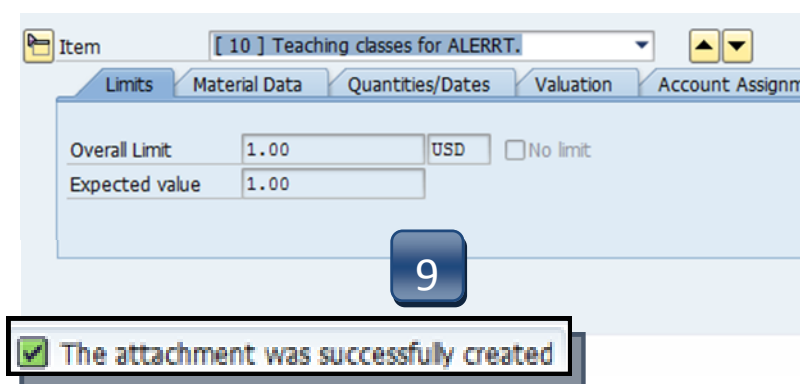
STEP 6: Select **Create**, then **Create Attachment** from drop-down menu.



STEP 7: **Import File** box will appear. Select file from wherever you have it saved.

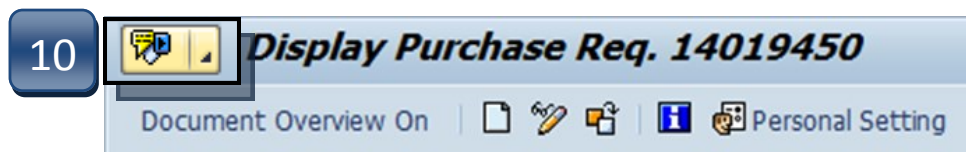
STEP 8: Click **Open**.

STEP 9: Attachment has been saved to the requisition. SAP will generate a system message at the bottom left corner of the screen:

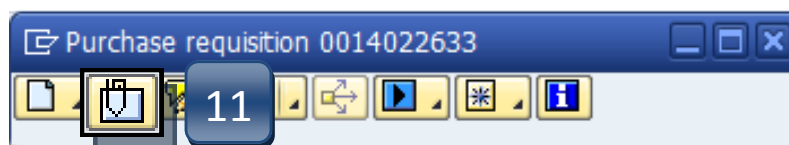


Attach Document to Requisition - GUI

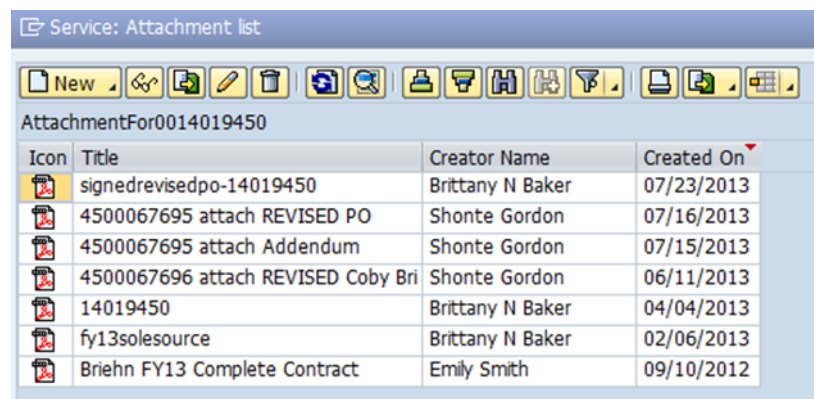
STEP 10: To view list of attachments for the requisition, repeat **STEP 5**.
(Select **Services for Object** button.)



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

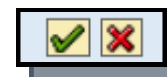


STEP 12: Attachment list will appear with your new attachment.



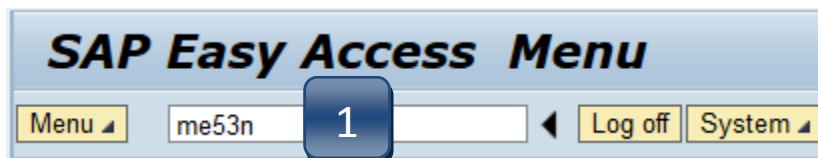
Icon	Title	Creator Name	Created On
	signedrevisedpo-14019450	Brittany N Baker	07/23/2013
	4500067695 attach REVISED PO	Shonte Gordon	07/16/2013
	4500067695 attach Addendum	Shonte Gordon	07/15/2013
	4500067696 attach REVISED Coby Bri	Shonte Gordon	06/11/2013
	14019450	Brittany N Baker	04/04/2013
	fy13solesource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

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

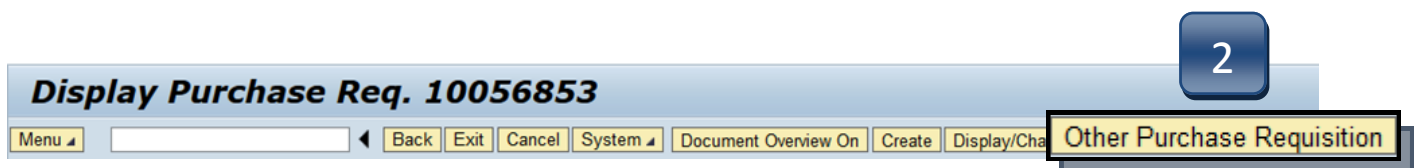


Attach Document to Requisition - Portal

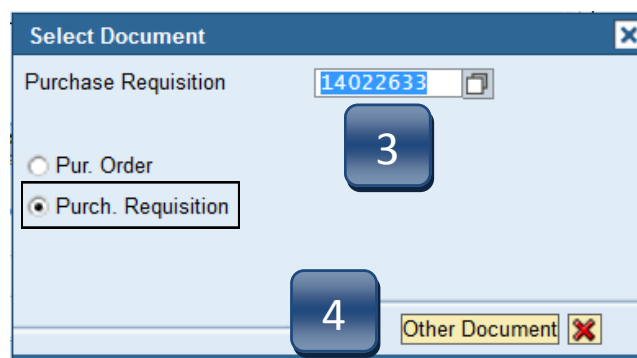
- STEP 1:** Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard. The last requisition accessed will appear.



- 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.

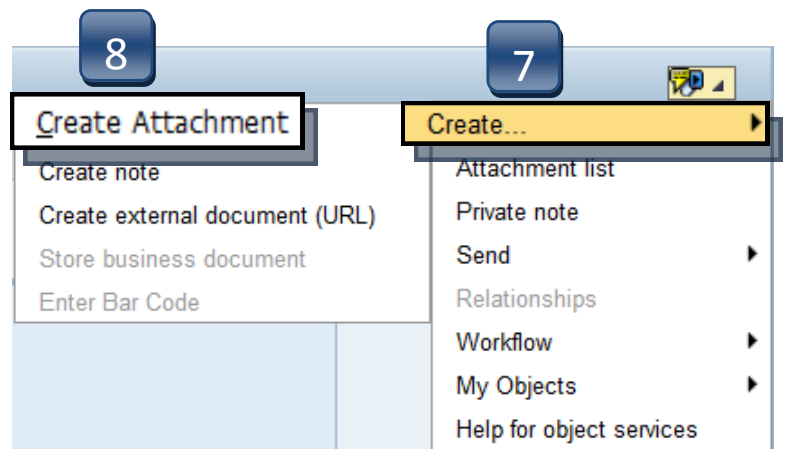


Attach Document to Requisition - Portal

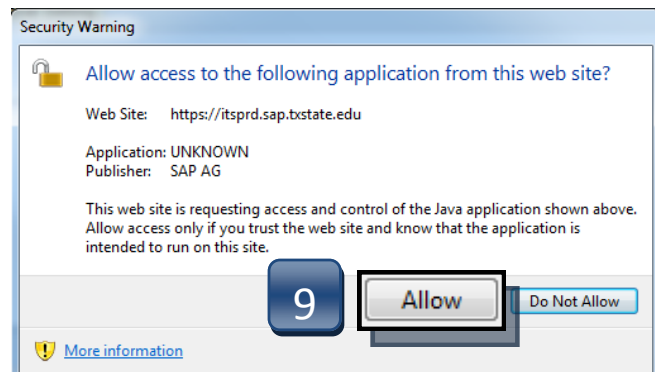
STEP 6: Select **Run, Don't Block**, 'not only for this session, but always.', and **Yes** in the Java Applet windows if they appear.

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.

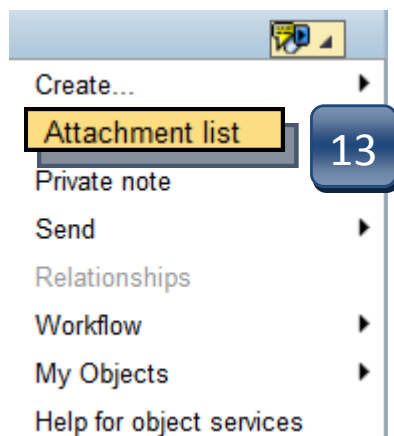
STEP 11: Click **Open**. Attachment has been saved to the requisition.

Attach Document to Requisition - Portal

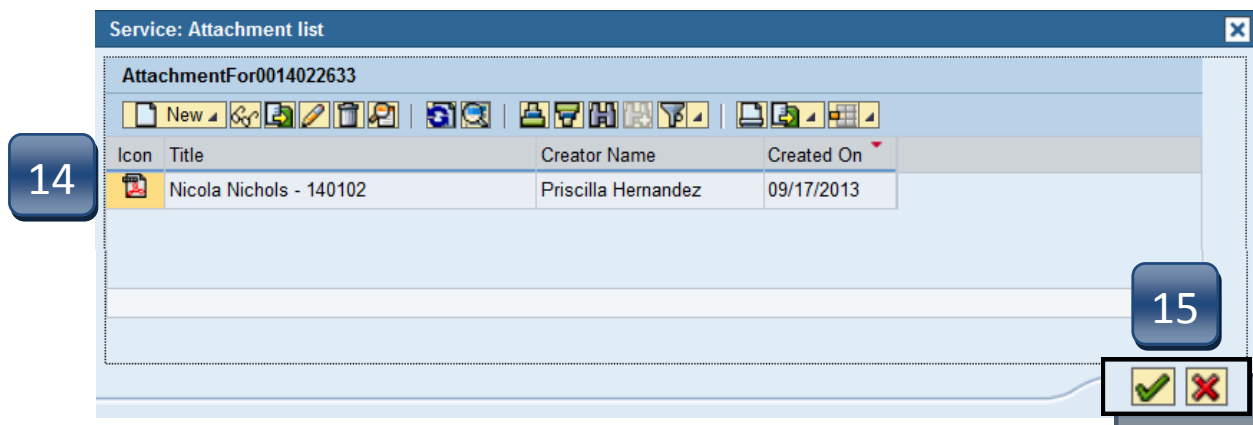
STEP 12: To view list of attachments for the requisition, repeat **STEP 5**.
(Select **Services for Object** button.)



STEP 13: Select **Attachment list** button.



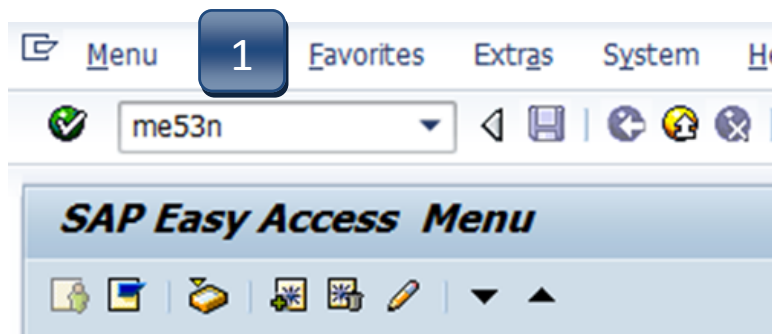
STEP 14: Attachment list will appear with your new attachment.



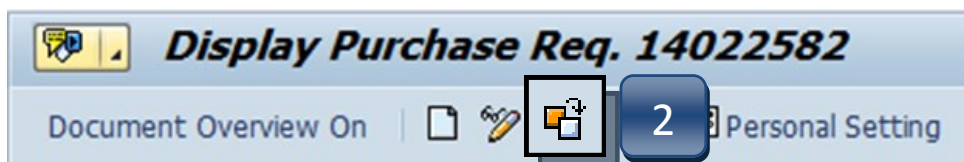
STEP 15: Click **green check** or **red x** button to close window.

Check Requisition Status

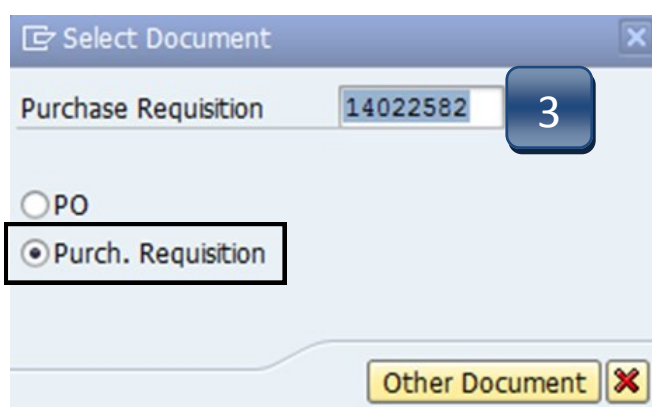
STEP 1: Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard.



STEP 2: Select **Other Purchase Requisition**.

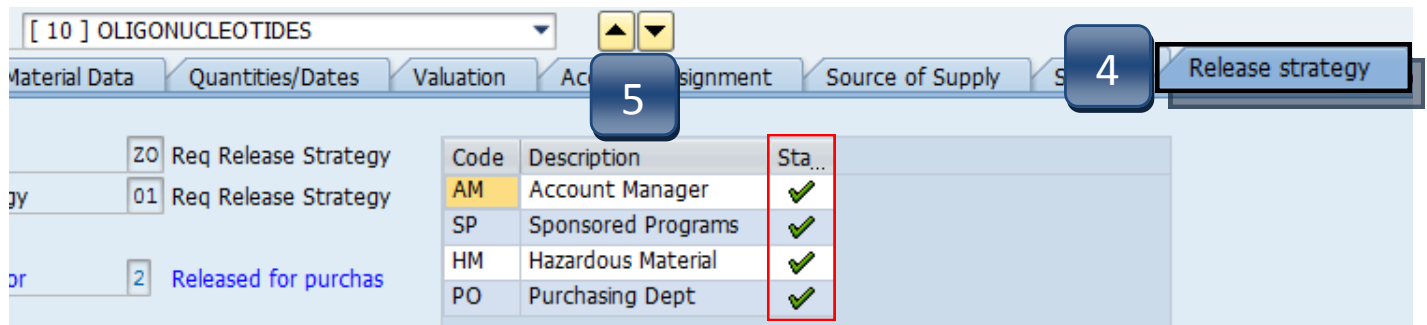


STEP 3: Type number into **Purchase Requisition** field and select **Other Document**.
Make sure **Purch. Requisition** is selected.



Check Requisition Status

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





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

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.



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 active. Below the tabs, there are fields for Proc. Status (PO created), Ord. Qty (1), AU, and Release Completed (selected). Below these fields is a table with columns: Doc.cat..., Purch.Doc., Ite..., Short Descript., Quantity, and O... The table contains one row with the following values: Purchase o, 4500079313, 10, Sch. Line, 1, and AU. A red box highlights the 'Purch.Doc.' column and its value.



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 e-mail purchasing@txstate.edu.
- If e-mailing, 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.

The screenshot displays the SAP Worklist interface. At the top, a navigation bar includes tabs for 'Worklist', 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below this, a secondary bar contains links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. The main content area shows a list of tasks. A blue box with the number '1' highlights the 'Worklist' tab. Another blue box with the number '2' highlights the 'AM Release' task in the list. A third blue box with the number '4' highlights the 'Refresh' button. The task list has columns for Subject, From, Sent, Status, and Substituted For. The selected task is 'AM Release' with requisition number 'eq. 14012756 / 00040', sent by 'Allbright, Jacque' on 'Oct 28, 2013', with a status of 'New'. Below the list, there is a section for 'PO Release - req. 10058370 / 00110' with details on when it was sent and its priority. To the right, a 'You can also:' section provides links for 'Add Memo', 'Manage Attachments', and 'View History'. A 'Refresh' button is located in the top right corner of the task list area.

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

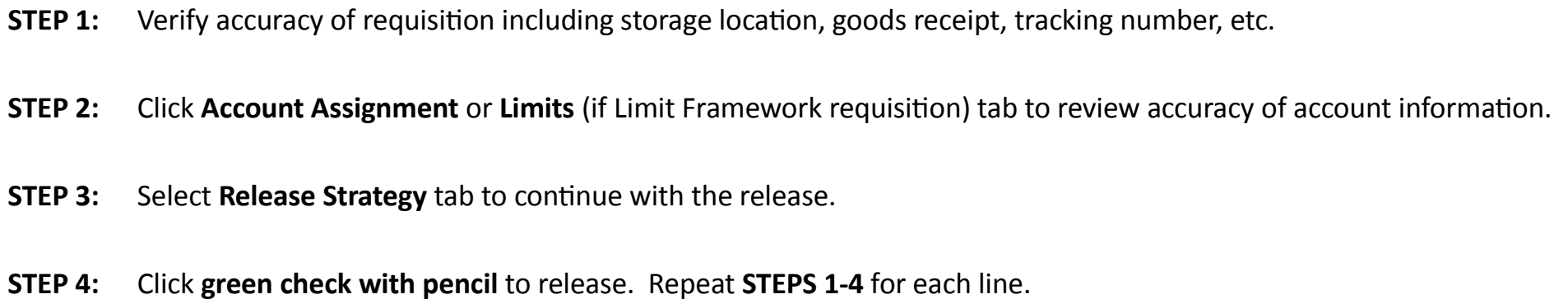
You can also:

- [Add Memo](#)
- [Manage Attachments](#)
- [View History](#)

STEP 3: Follow **Approve** or **Reject** steps (pages 9.02 - 9.03).

STEP 4: Following task completion, click **Refresh** to see the task removed from your worklist.

APPROVE



9.02

Approve or Reject Requisition

REJECT

Release Purchase Req. 14024402

Document Overview On

Framework requisn. 14024402

Texts

Header note

Item

[20] Catering - ALCOHOL - Deans, Chairs

Release strategy

Release group 01

Limits

Release indicator X

Material Data

Release Strategy 01

Quantities/Dates

Release indicator X

Valuation

Release indicator X

Account Assignment

Release indicator X

Source of Supply

Release indicator X

Status

Release indicator X

Contact Person

Release indicator X

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**.



Tip

Upon rejection, the requisitioner will receive an e-mail 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.

The screenshot shows the SAP Web portal interface. The top navigation bar includes tabs for 'Worklist', 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. The 'Worklist' tab is selected. Below the navigation bar, there are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. A 'History' link is also present. The main content area displays a list of tasks. The first task is 'Requisition Rejected' with requisition number '4013056 / 00020'. The second task is 'Requisition Rejected' with requisition number '4012756 / 00040'. The third task is 'Requisition Rejected' with requisition number '4012756 / 00030'. The 'Refresh' button is located in the top right corner of the task list area. The 'Refresh' button is highlighted with a blue box and a callout number 4. The 'Refresh' button is also highlighted with a blue box and a callout number 4. The 'Refresh' button is also highlighted with a blue box and a callout number 4. The 'Refresh' button is also highlighted with a blue box and a callout number 4.

Subject	From	Sent	Status	Substituted For
Requisition Rejected4013056 / 00020	Allbright, Jacque	Oct 28, 2013	New	
Requisition Rejected4012756 / 00040	Allbright, Jacque	Oct 28, 2013	New	
Requisition Rejected4012756 / 00030	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](#)

STEP 3: Follow **Correction** steps on next page.

STEP 4: Following task completion, click **Refresh** to see the task removed from your worklist.

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.

The screenshot illustrates the SAP interface for correcting a rejected requisition. The main window shows the 'Framework requisition' 140245. A 'Header note' is visible with the text: 'Requisition approver will enter any comments here to identify reason for rejection.' and 'Framework dates/sufficient documentation not attached. Please correct, attaching appropriate documentation & providing dates of service.' Below this, a table lists items, including '57 Pax Motor Coach' with a quantity of 1 and a value of 7,400.00. The 'Item' section at the bottom shows the 'Release group' as 'ZZ Req Release Strategy' and the 'Release indicator' as 'Blocked'. A 'Save' button is highlighted in the top menu bar. A 'D' button is also visible. A 'C' button is located near the item table. A 'B' button is located near the header note. A 'A' button is located near the 'Release indicator' field. A pop-up window titled 'SAP' is shown in the bottom right, displaying the message 'Requisition REJECTED - 10017631 / 00010' and instructions to press 'Complete Work Item' or 'Cancel'. The 'Complete Work Item' button is highlighted in the pop-up window.

Menu | **Save** | **D** | Cancel | System | Document Overview On | Display/Change | Other Purchase Requisition | Check | Help | Personal Setting

Framework requisition. 140245

Texts

Any to

Header note

Requisition approver will enter any comments here to identify reason for rejection.

"Framework dates/sufficient documentation not attached. Please correct, attaching appropriate documentation & providing dates of service."

B

C

Item

Item	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PCC	PGr	Des. Vendor	Min.	Deliv. Date	POr
57 Pax Motor Coach		1	AU	7,400.00	7,400.00		Services, Non-F	99	CPO	15873		04/13/2014	754

Item [10] 57 Pax Motor Coach

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

Release group: ZZ Req Release Strategy

Release Strategy: 01 Req Release Strategy

Release indicator: X Blocked

A

E

SAP

This Work Item Has To Be Completed Explicitly...

Info | Log | Attachments | Agents

Requisition REJECTED - 10017631 / 00010

Description

Press "Complete Work Item" when you are finished with this item.

Press "Cancel" to keep the work item in your worklist.

Objects and attachments

- Requisition item: 001001763100010

E

Complete Work Item | Cancel

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

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 e-mails 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.

1

Worklist | SAP Easy Access | Employee Self-Service | BOBCATalog | Training and Development

Universal Worklist | Worklist Help | Substitution Help | Substitution Report | PCR Approval Help

History | Back | Forward

Show: New and In Progress Tasks (20 / 20) | All

Show Filters | Hide Preview | Refresh

Subject	From	Sent		Status	Substituted For
Purchase Order Created - 4500077990	Allbright, Jacque	Oct 28, 2013	1	New	
Purchase Order Created - 4500077991	Allbright, Jacque	Oct 28, 2013	1	New	

Row: 11 of 20

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](#)

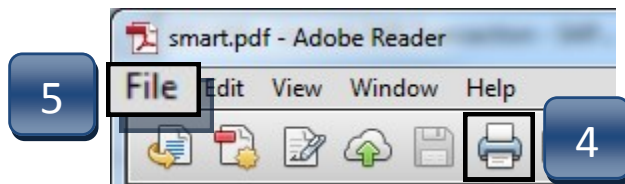
2

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 **245-25121** 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.

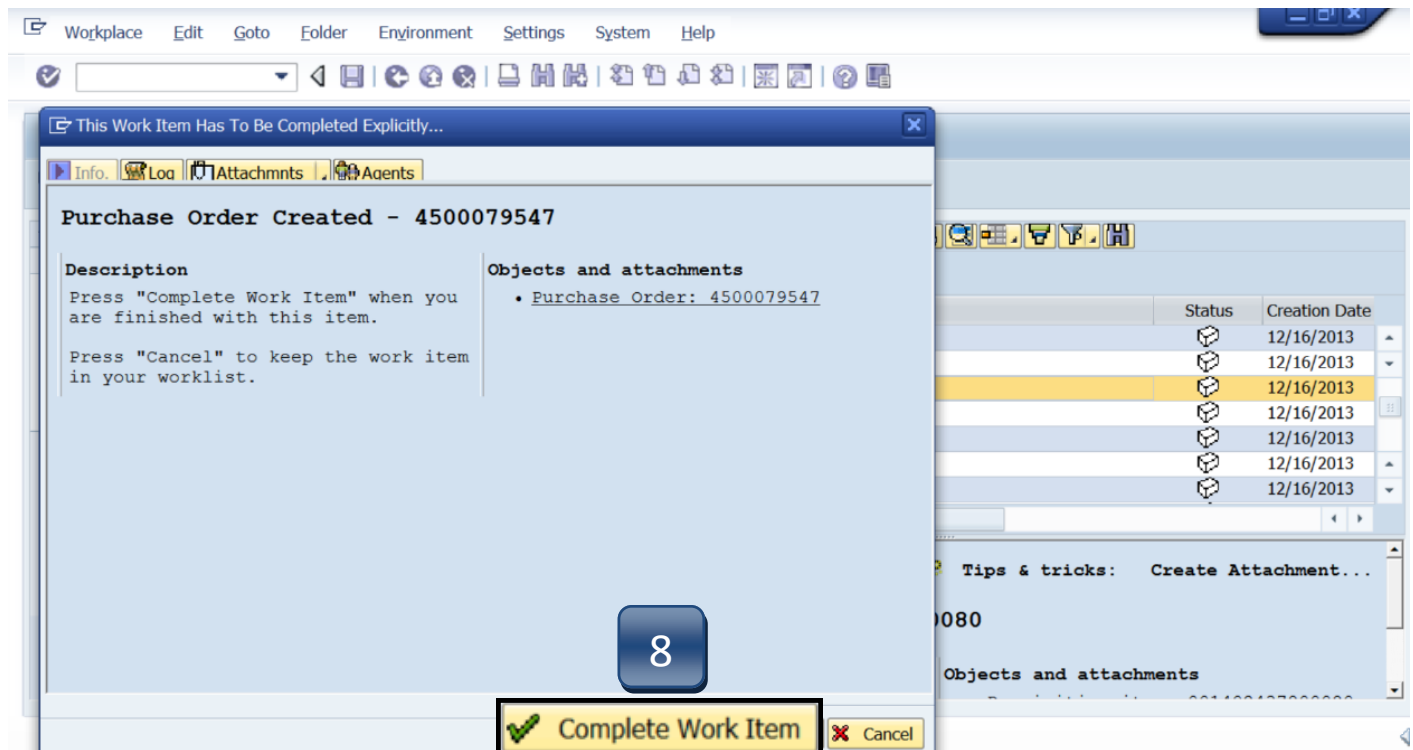
STEP 6: Select **Back** when finished to return to the prior screen.



STEP 7: Select **Back** again to return to the worklist.

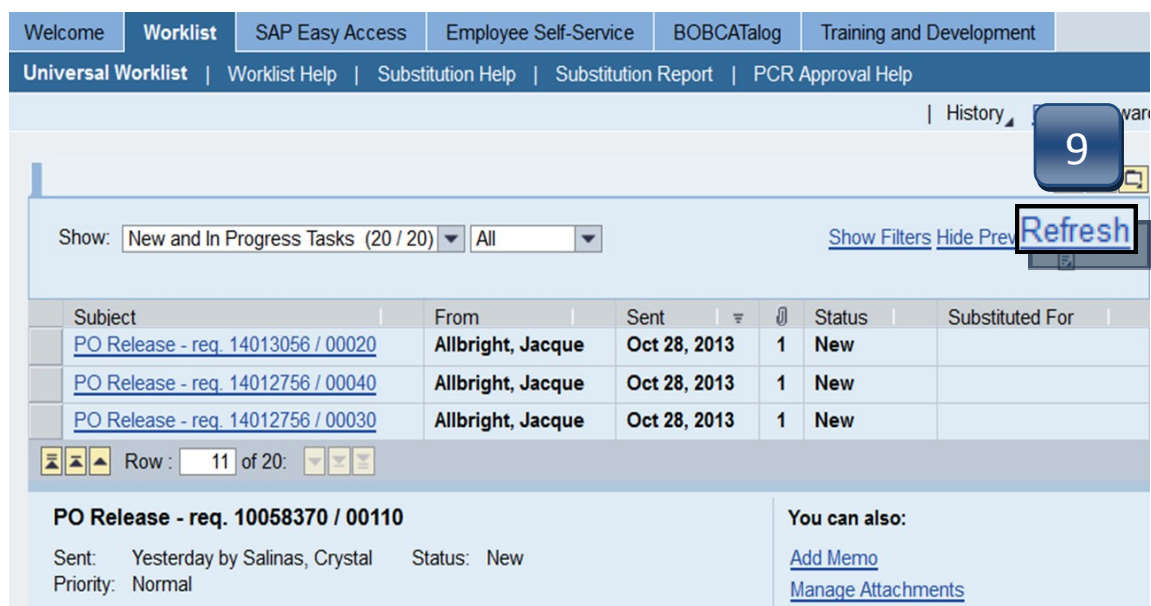


Review and Print Purchase Orders



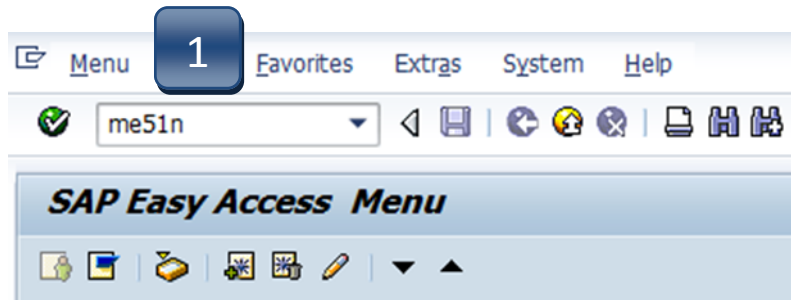
STEP 8: Select **Complete Work Item** to complete this task, then **Close**.

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

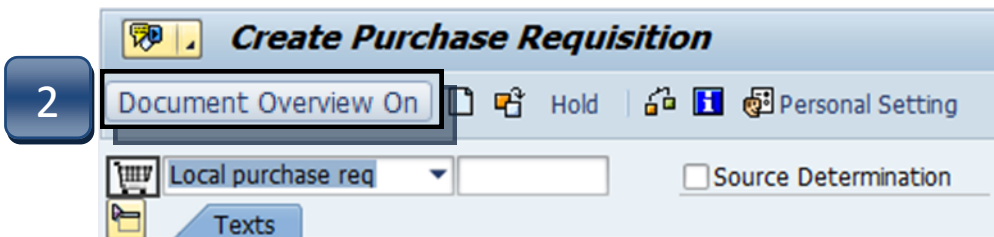


Copy a Requisition

STEP 1: Enter transaction code **ME51N** in main menu search field.
Hit **Enter** on your keyboard.



STEP 2: Select **Document Overview On**.

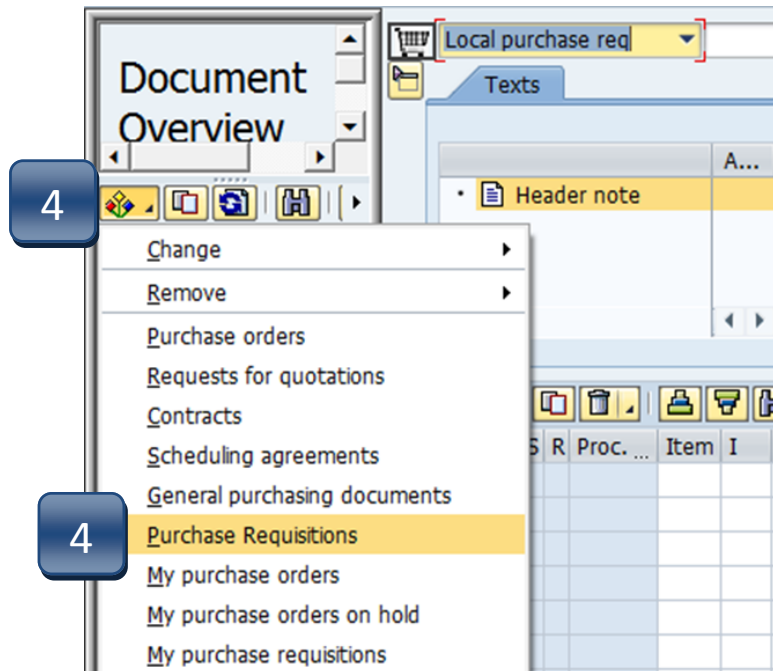


STEP 3: Click green check button.



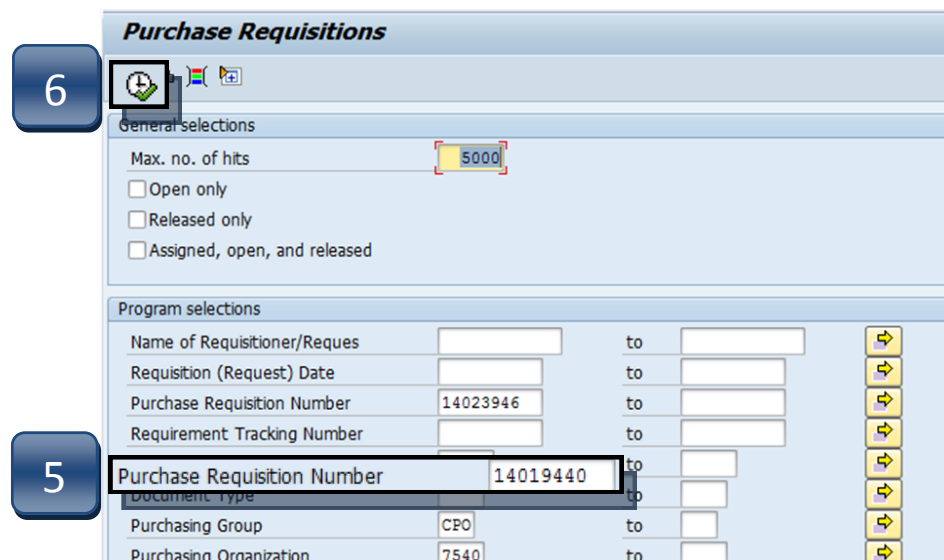
Copy a Requisition

STEP 4: Click **Selection Variant** (blue/yellow/red flower), then **Purchase Requisitions**.



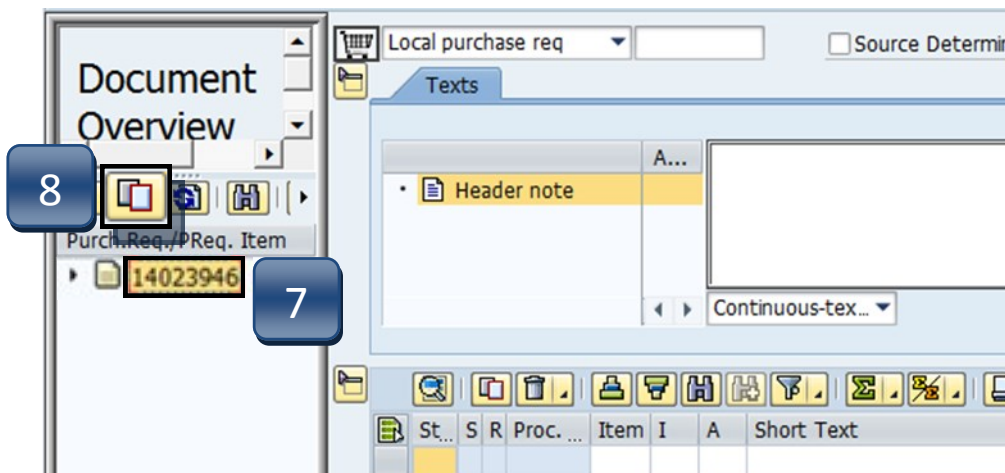
STEP 5: Enter requisition number to be copied in the **Purchase Requisition Number** field.

STEP 6: Click **Execute**.



Copy a Requisition

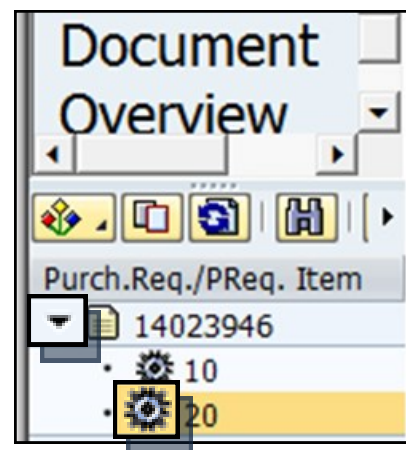
STEP 7: Select requisition number in the Document Overview pane.



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**.



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.

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 in a timely manner.**