Office of Procurement &
Strategic Sourcing

REQ TO CHECK USER GUIDE

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Table of Contents

Search for Existing Vendor

STEP 1: Enter transaction code **ZMK03** in main menu search field.
Hit **Enter** on your keyboard.

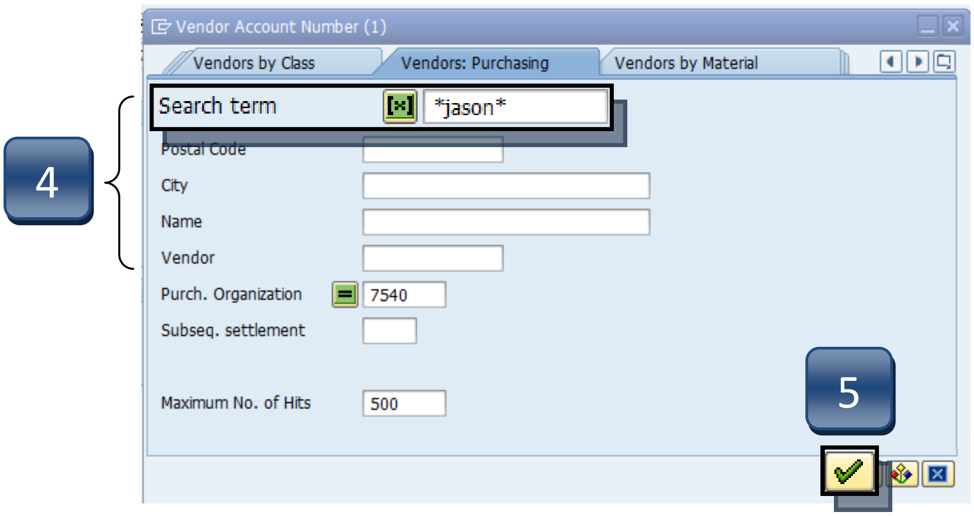
STEP 2: Check all boxes in **General data** and **Purchasing organization data** sections.

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.

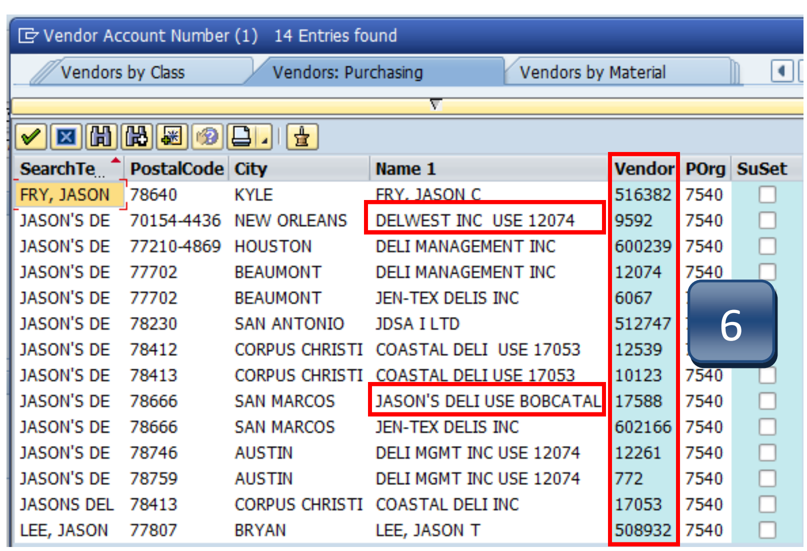


STEP 6: A listing of all the vendors with the term *jason* in their profile for the field you searched will appear. **Vendor number is located in the Vendor column; this number is required for requisition entry.** To view more information about a particular vendor, double-click vendor number and proceed to **STEPS 7 & 8**.

- NOTE -

Any "**use other number**" or "**use BOBCATalog/TSUS MarketPlace**" tags in the vendor search:

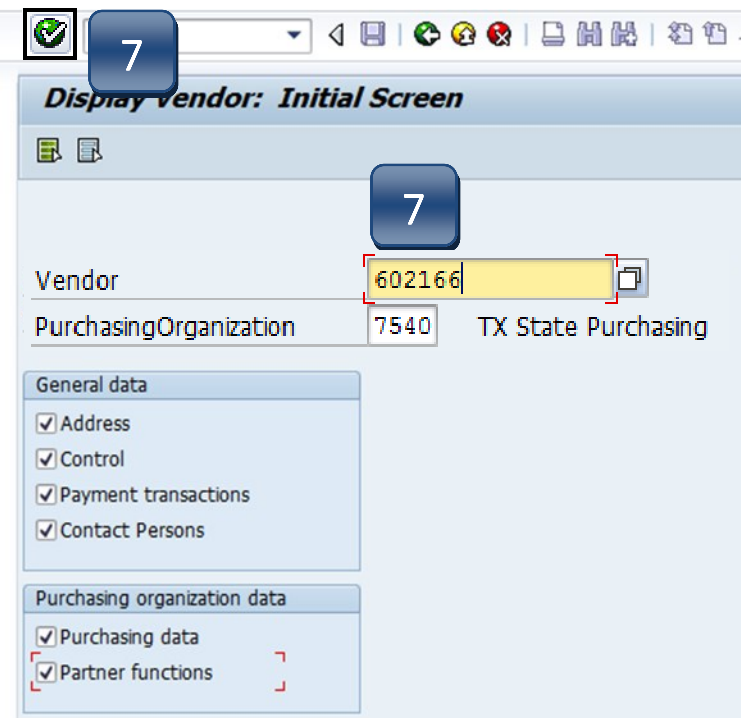
- If the record references another vendor number, use the referenced number.
- If the record notifies you that this is a *BOBCATalog/TSUS* vendor, please enter the requisition through **BOBCATalog/TSUS MarketPlace**!

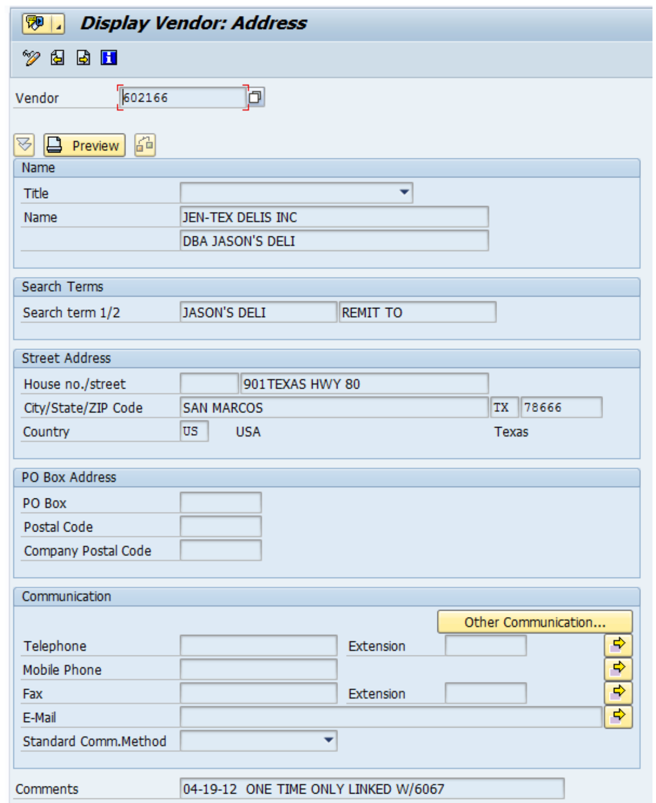


SearchTe...	PostalCode	City	Name 1	Vendor	POrg	SuSet
FRY, JASON	78640	KYLE	FRY, JASON C	516382	7540	
JASON'S DE	70154-4436	NEW ORLEANS	DELWEST INC USE 12074	9592	7540	
JASON'S DE	77210-4869	HOUSTON	DELI MANAGEMENT INC	600239	7540	
JASON'S DE	77702	BEAUMONT	DELI MANAGEMENT INC	12074	7540	
JASON'S DE	77702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

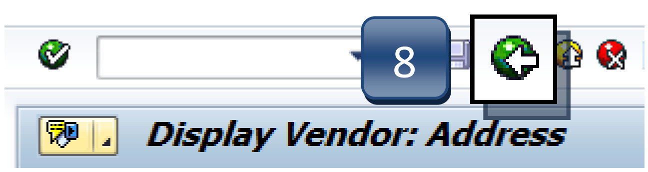
Search for Existing Vendor

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:





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



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

Request Vendor Setup: Non-TX State Employee/Student

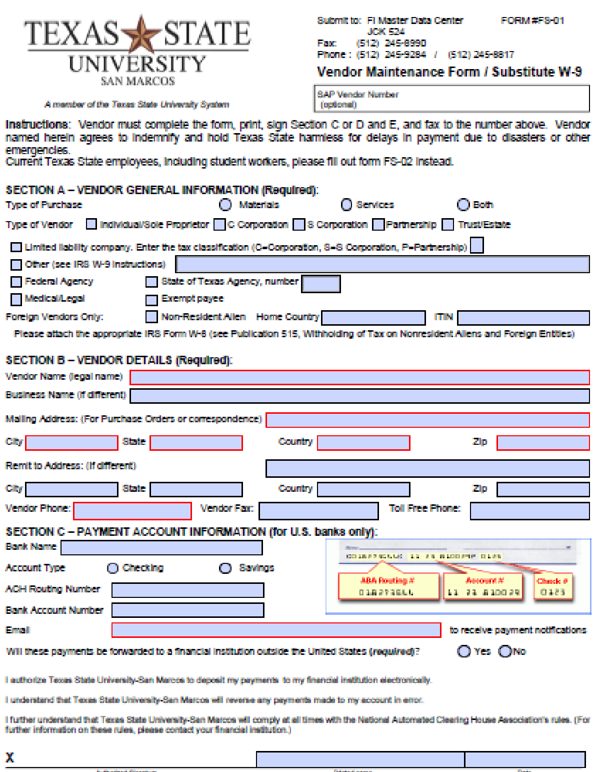
STEP 1: Vendors that are not Texas State employees or students should complete the **FS01** Vendor Maintenance form and submit to Purchsing Office:

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

E-mail: **vendorrequests@txstate.edu**

Tip **Form Completion**

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



TEXAS STATE UNIVERSITY SAN MARCOS

A member of the Texas State University System

Submit to: FI Master Data Center JCK 524 FORM #FS-01
Fax: (512) 245-8990
Phone : (512) 245-9284 / (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 FS-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-8 (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 to receive payment notifications
Will these payments be forwarded to a financial institution outside the United States (required)? ○ Yes ○ No

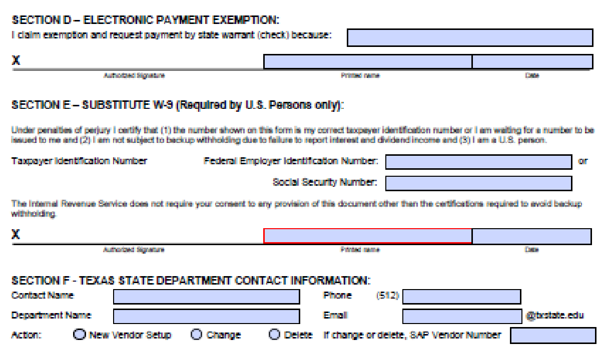
ABA Routing # Account # Check #

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



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 *

Submit

Tip — **Form Completion**

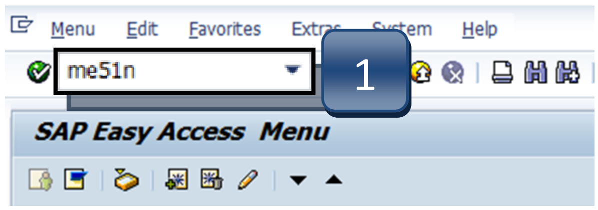
- **As part of the TRAVELTracks implementation, ALL current faculty & staff are set up as vendors. Please allow time for a new employee record to be created in the system.**

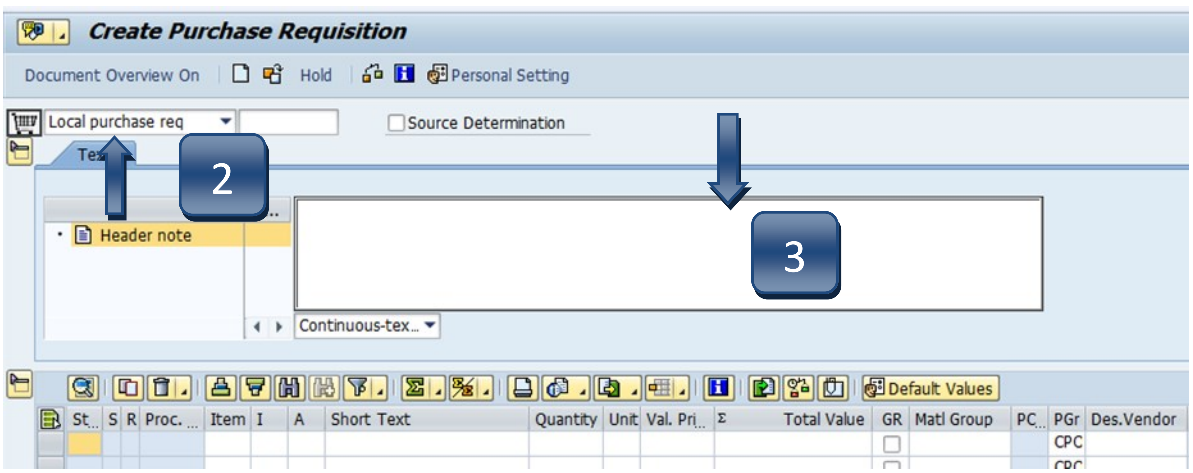
If you have questions, contact the Purchasing Office at (512) 245-2541.

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.



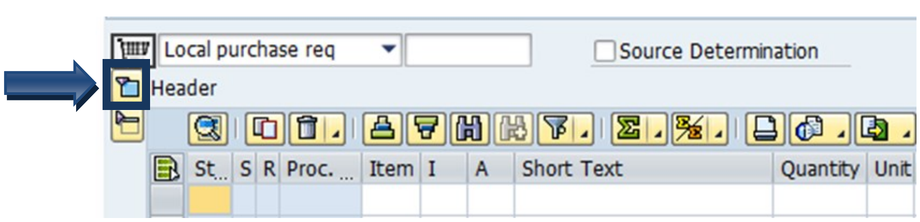


STEP 2: Verify that **Local purchase req** is selected as document type.

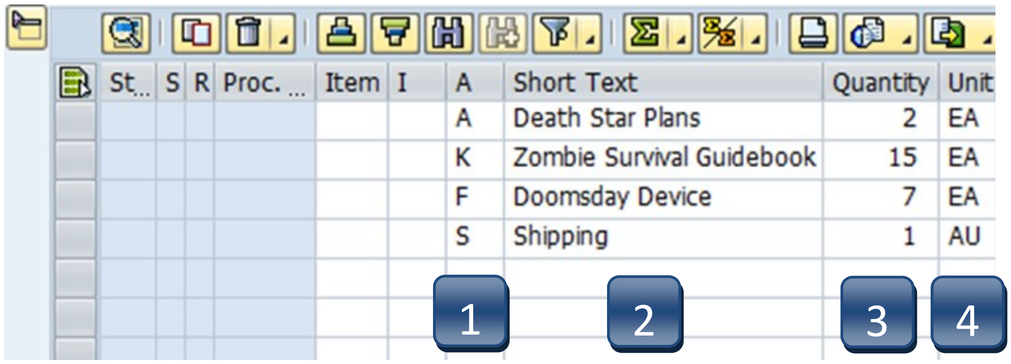
STEP 3: In **Header note** section add:

- 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

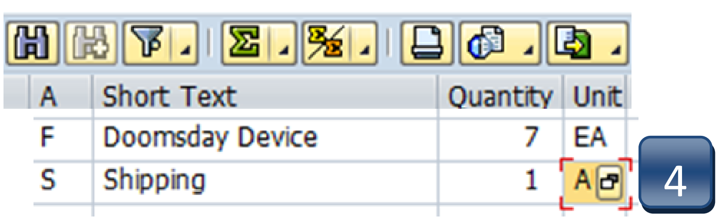


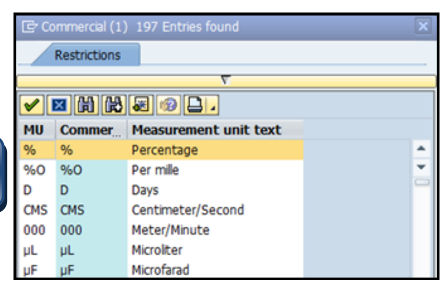
STEP 1: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item. (Use down arrow on keyboard to move between lines.)

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.)

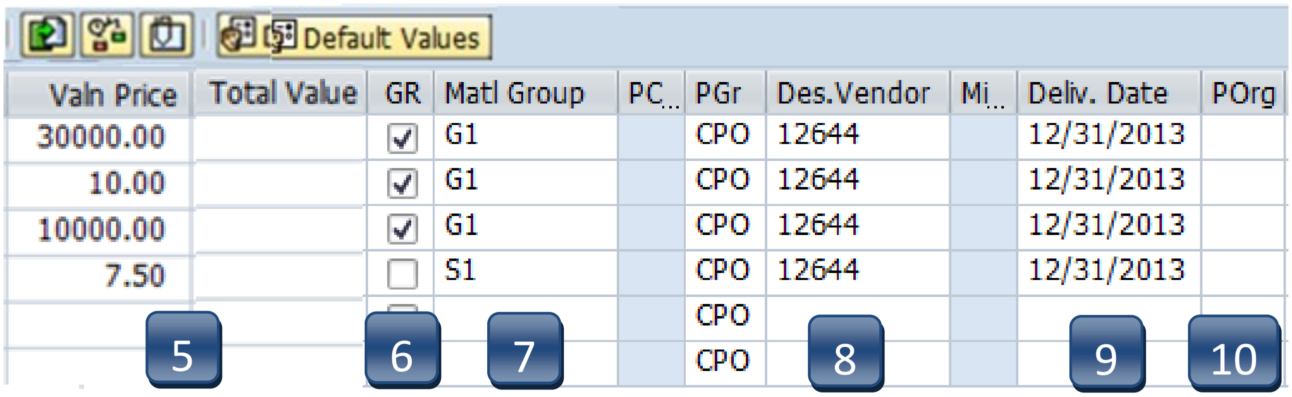




Tip — **Unit of Measure**

- **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



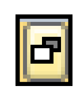
Valn Price	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg
30000.00		☑	G1		CPO	12644		12/31/2013	
10.00		☑	G1		CPO	12644		12/31/2013	
10000.00		☑	G1		CPO	12644		12/31/2013	
7.50		☐	S1		CPO	12644		12/31/2013	
					CPO				
					CPO				

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.)

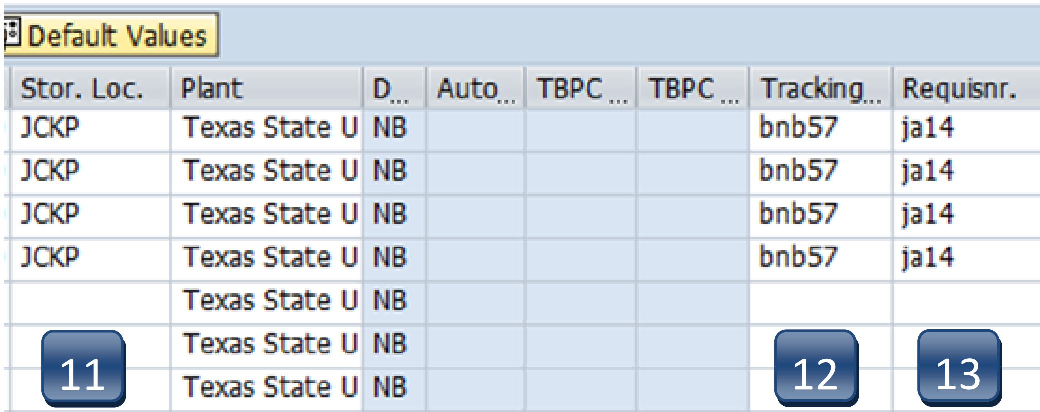


Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.

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					
	Texas State U	NB					
	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: **Requistioner column:** Enter the NetID of the person for whom you are creating the requisition.

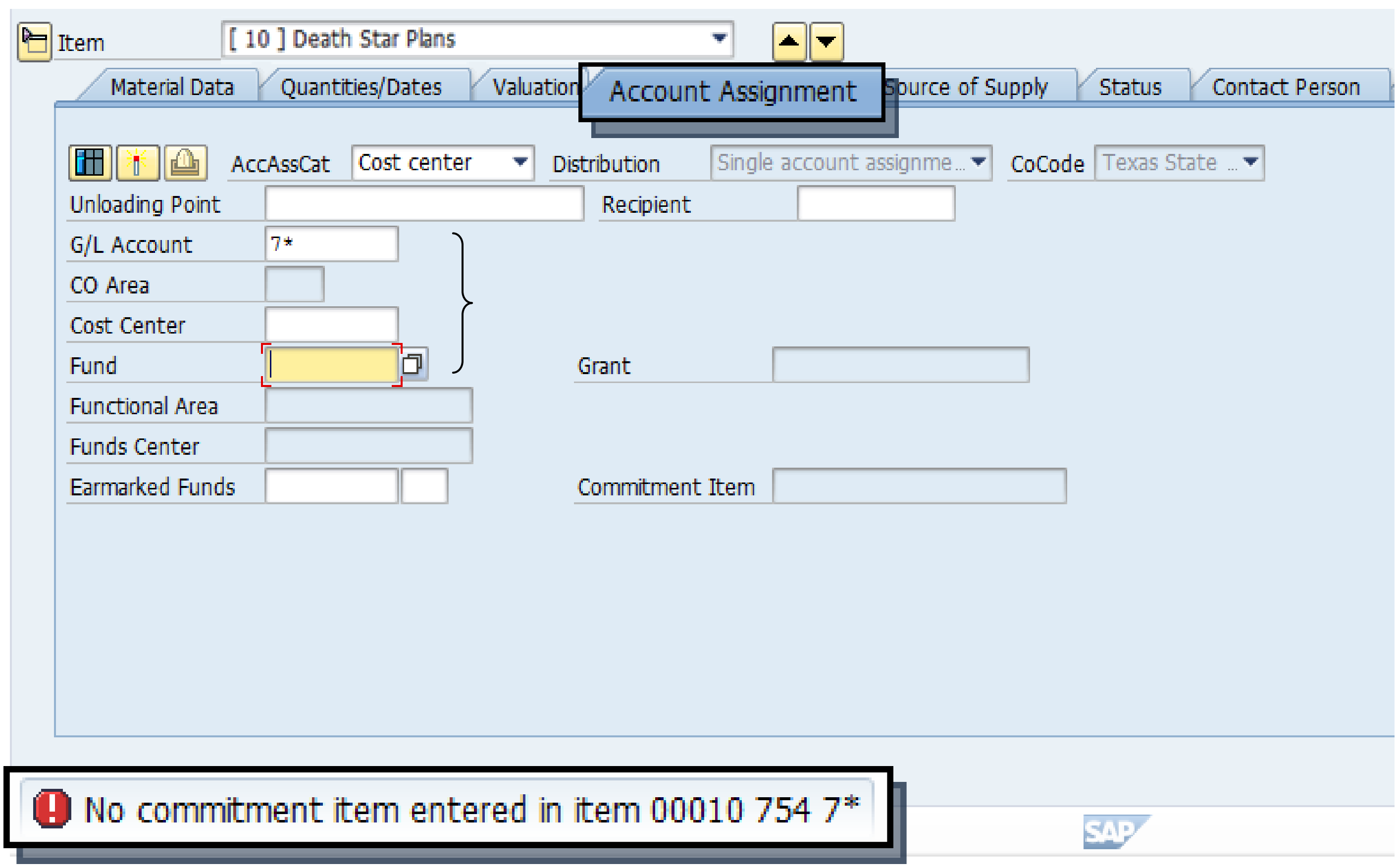
****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-13 as many times as necessary.**

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

Create a Local Requisition - Item Tab Detail

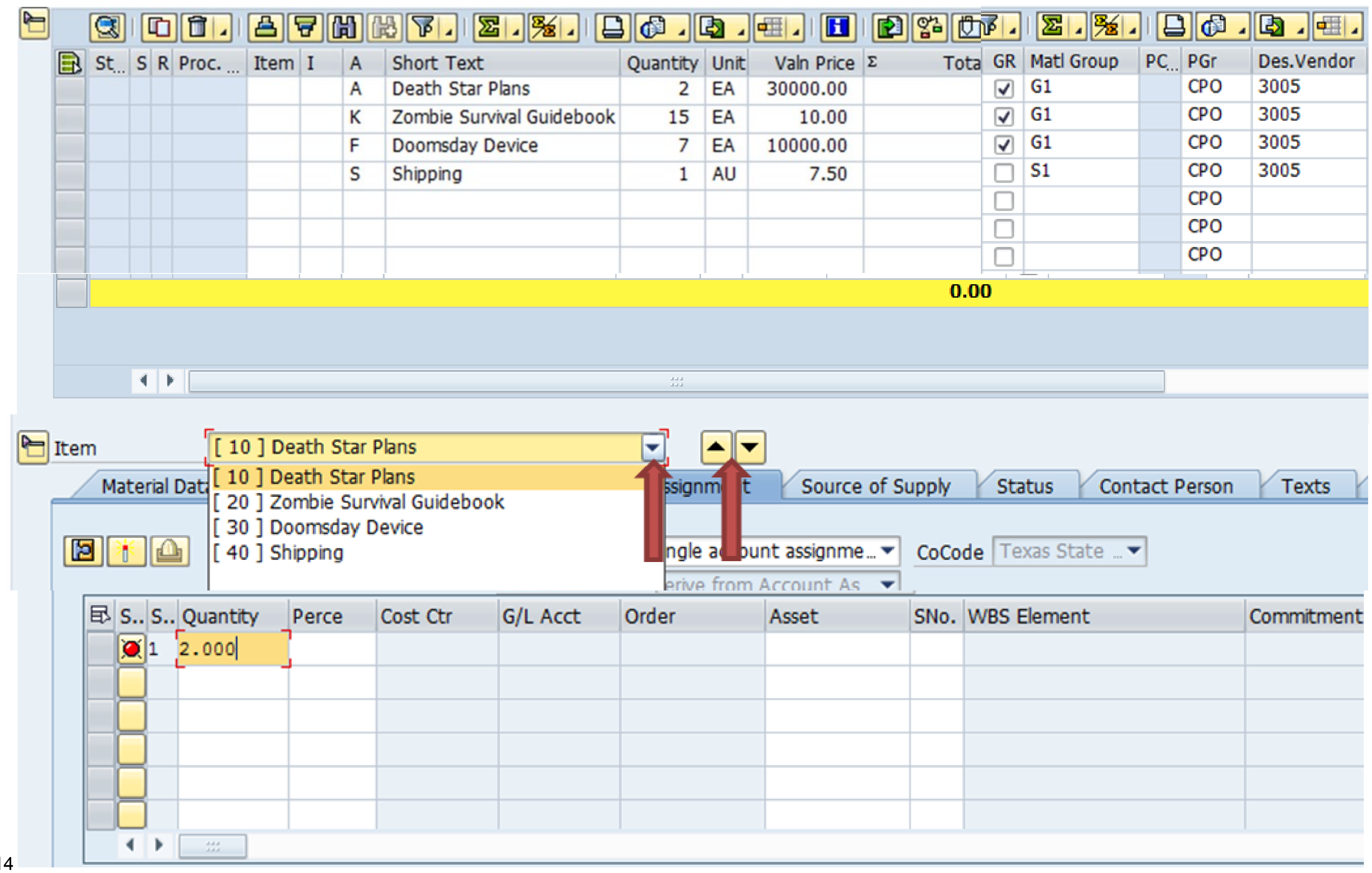
Tip

- **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.**

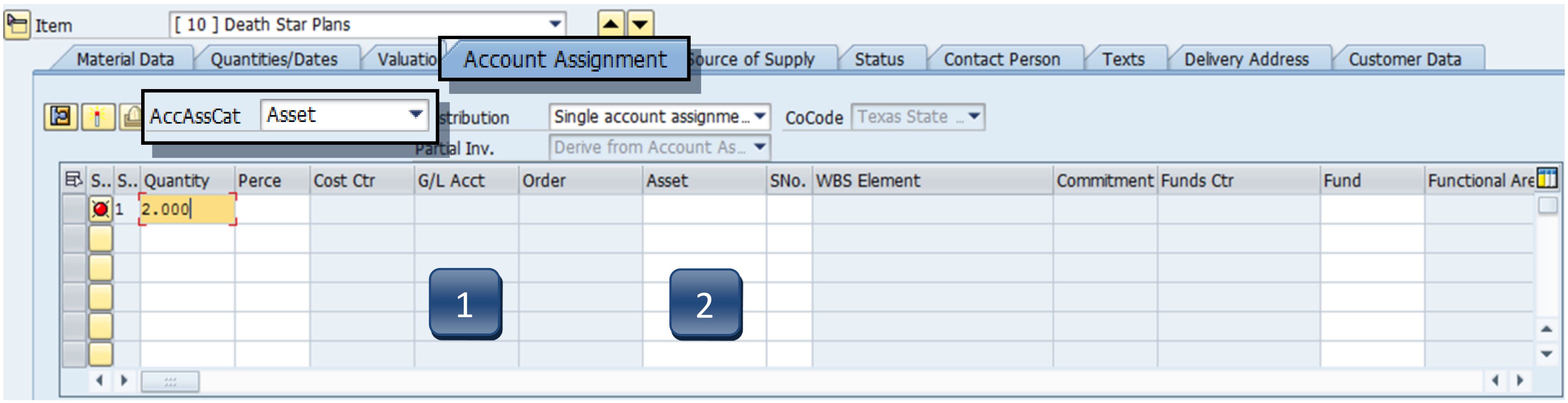


Create a Local Requisition - Item Tab Detail

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.



Create a Local Requisition - Item Tab Detail



Account Assignment Tab – Asset (A)

STEP 1: Enter **GL** number.
***Correct GL must be used to generate Asset Review workflow.*

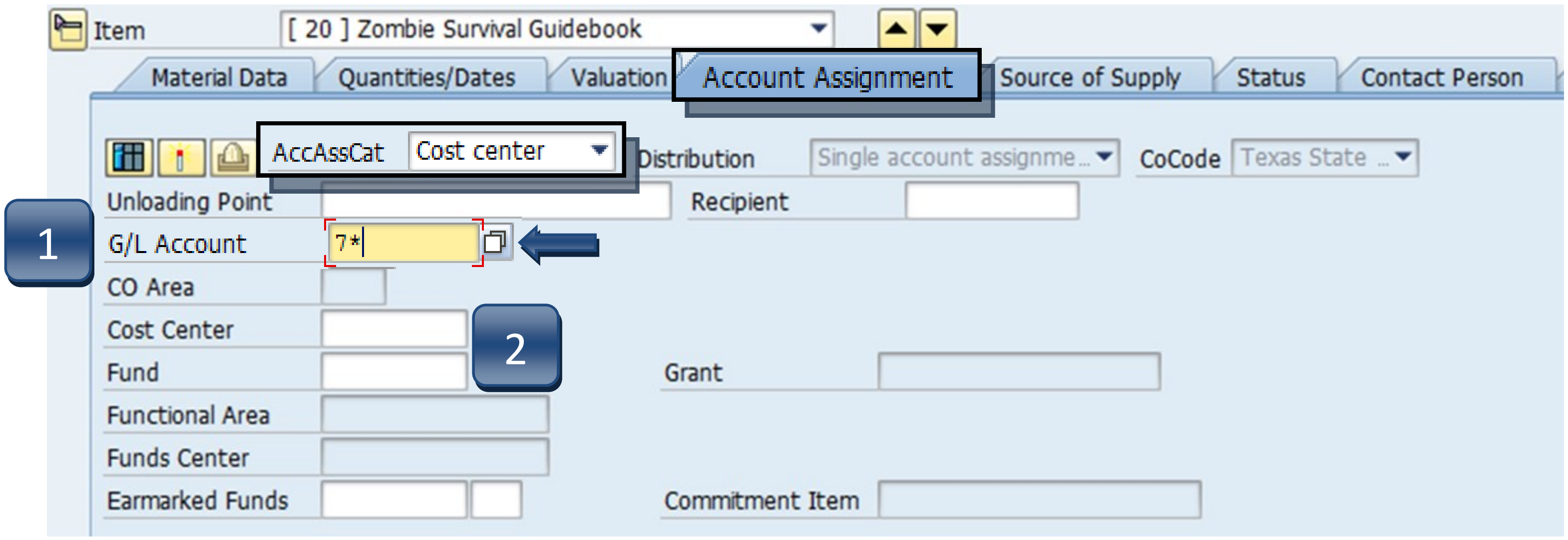
STEP 2: Contact **Materials Management** at **245-2294** to obtain a 6-digit Asset number. Enter number into **Asset** field.
**Fund, Cost Center, and/or Internal Order will auto-populate when Asset number is entered.

Asset GL Codes

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

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

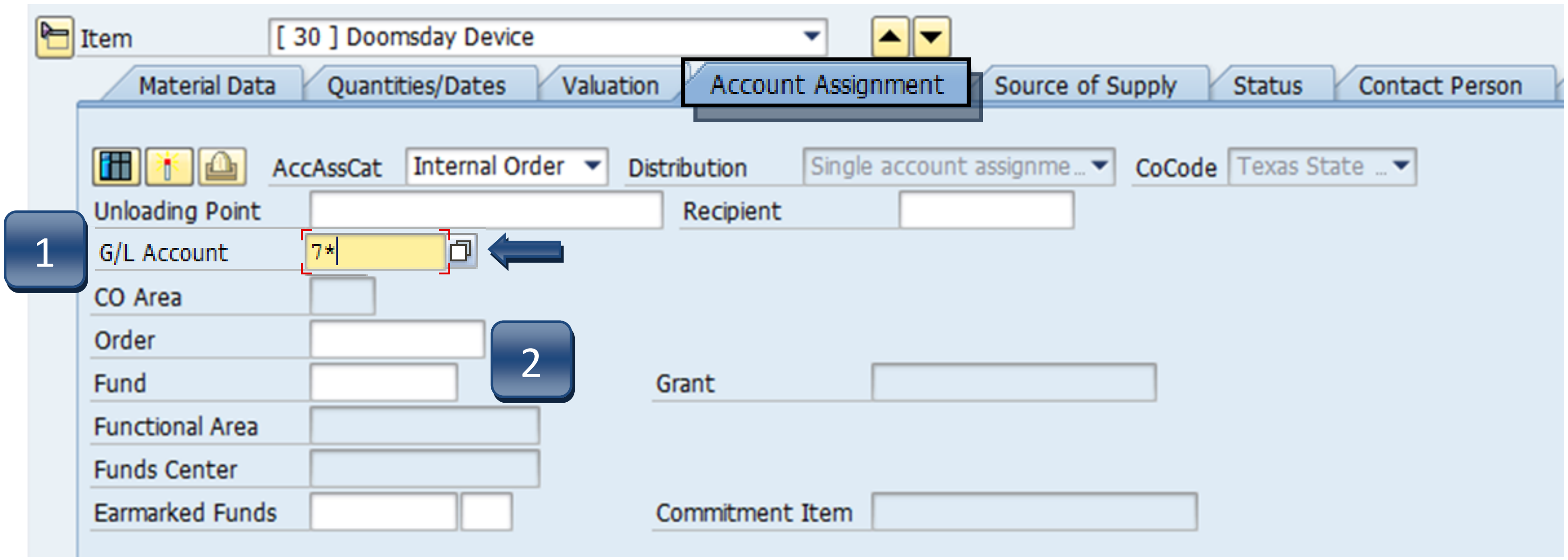
Create a Local Requisition - Item Tab Detail



Account Assignment Tab – Cost Center (K)

STEP 1: Enter **GL** number.
***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

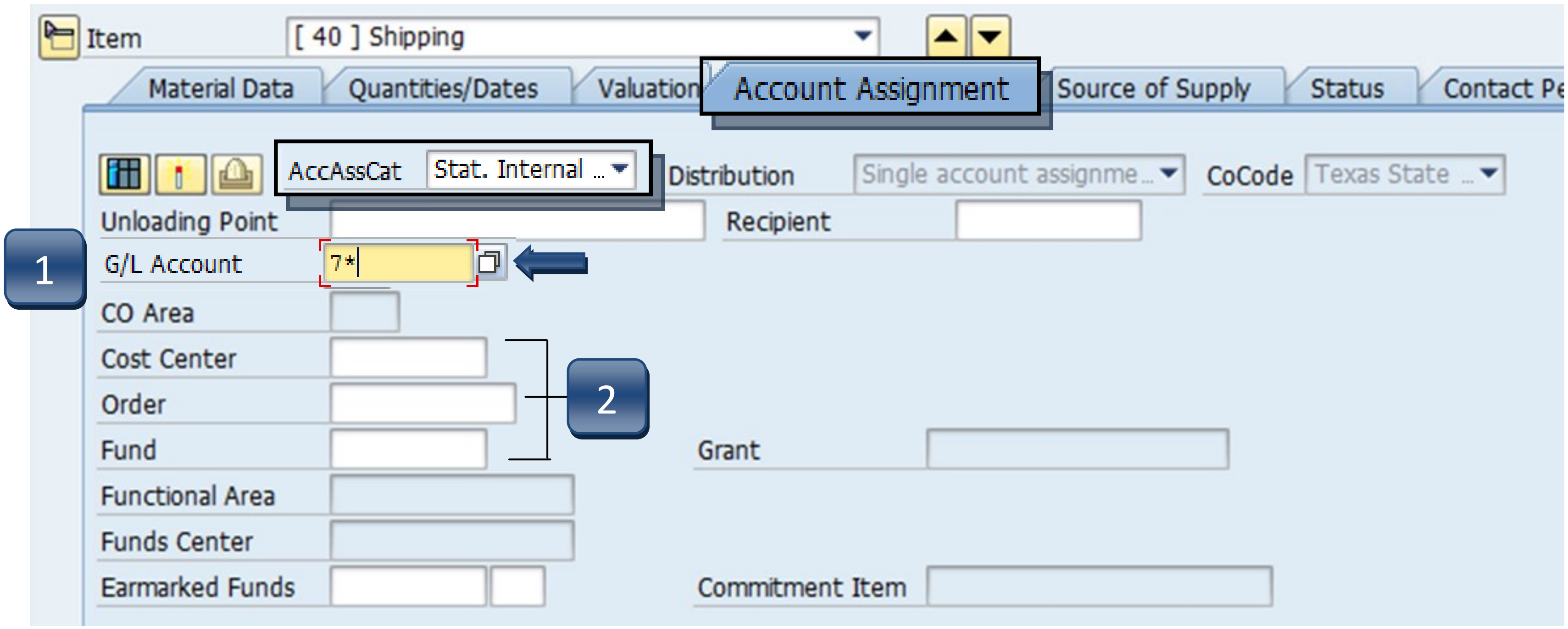
STEP 2: Enter **Cost Center** and **Fund**.
******Earmarked Funds*** *will be left blank.*



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.*

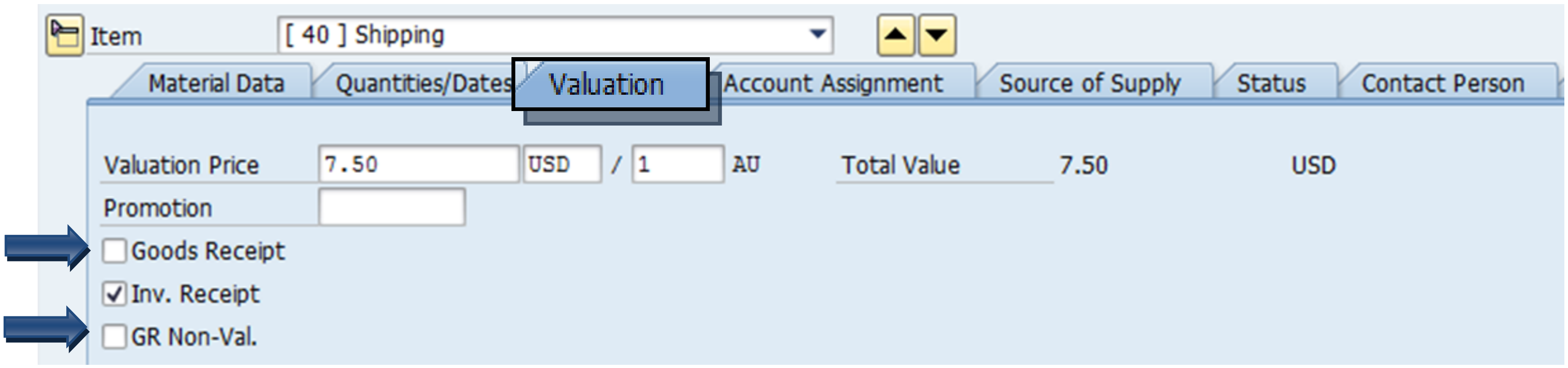
STEP 2: Enter **Order** and **Fund**.
******Earmarked Funds*** *will be left blank.*



Account Assignment Tab – Statistical Internal Order (S)

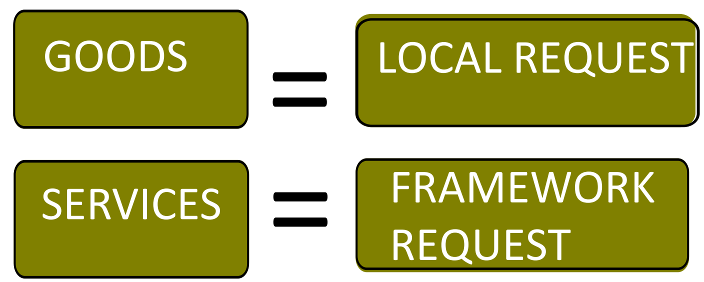
STEP 1: Enter **GL** number.
***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

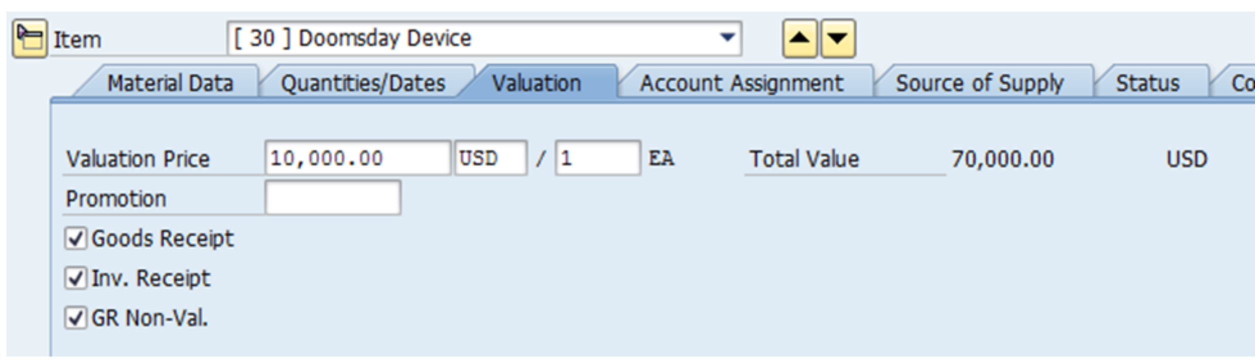
STEP 2: Enter **Cost Center**, **Order**, and **Fund**.
******Earmarked Funds*** *will be left blank.*



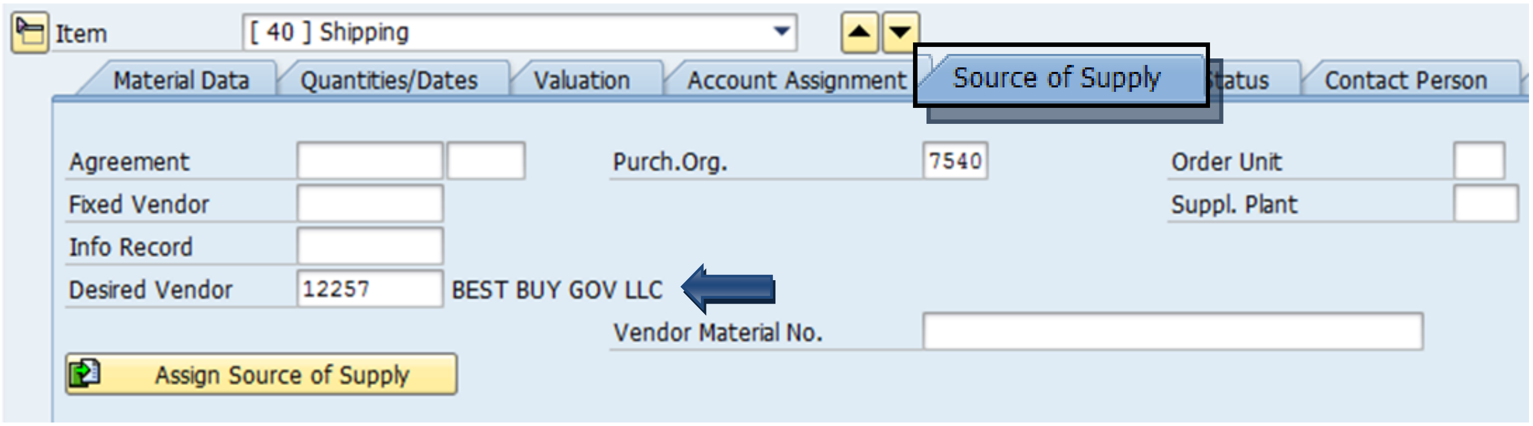
Valuation Tab

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

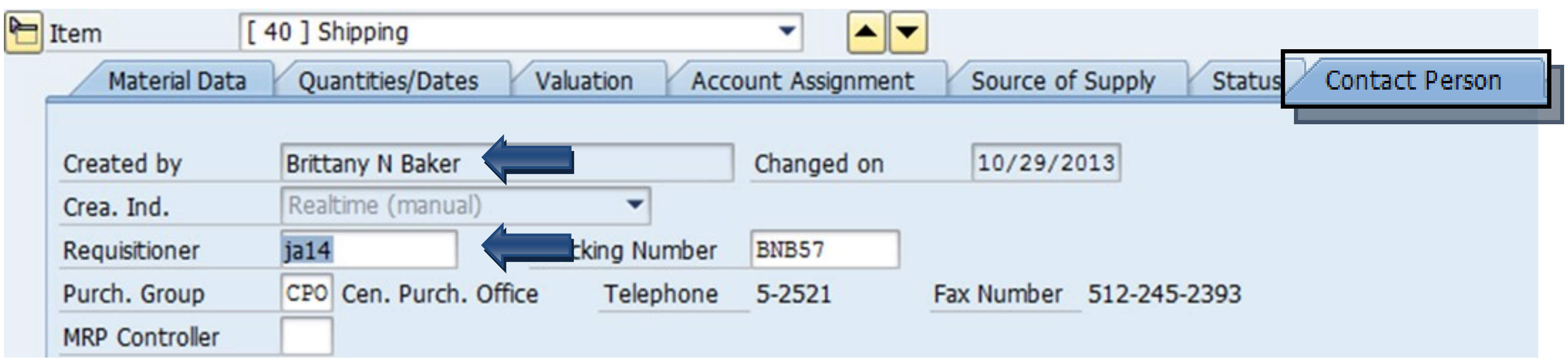




Create a Local Requisition - Item Tab Detail

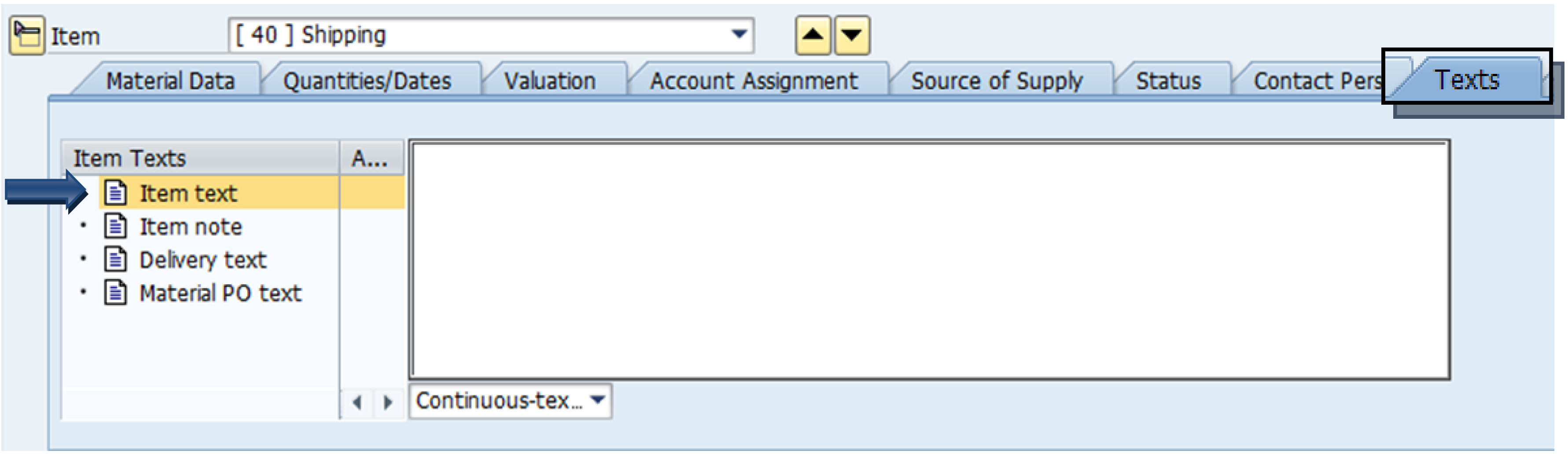


Source of Supply Tab: Verify vendor listed is correct.



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



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

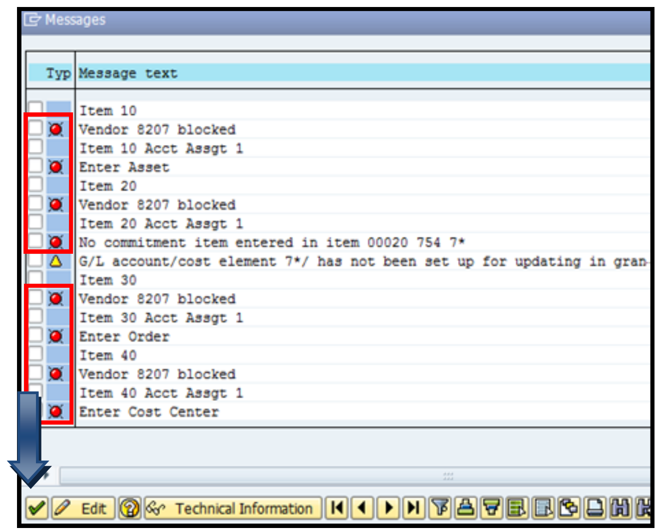
Create a Local Requisition - Check, Save, and Submit

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.



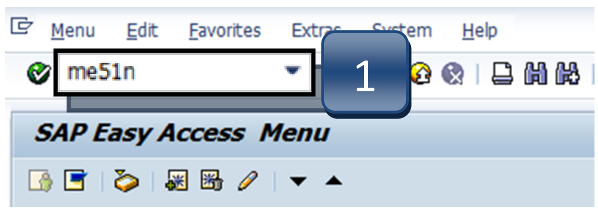
STEP 2: If there are no errors, click **Save**.

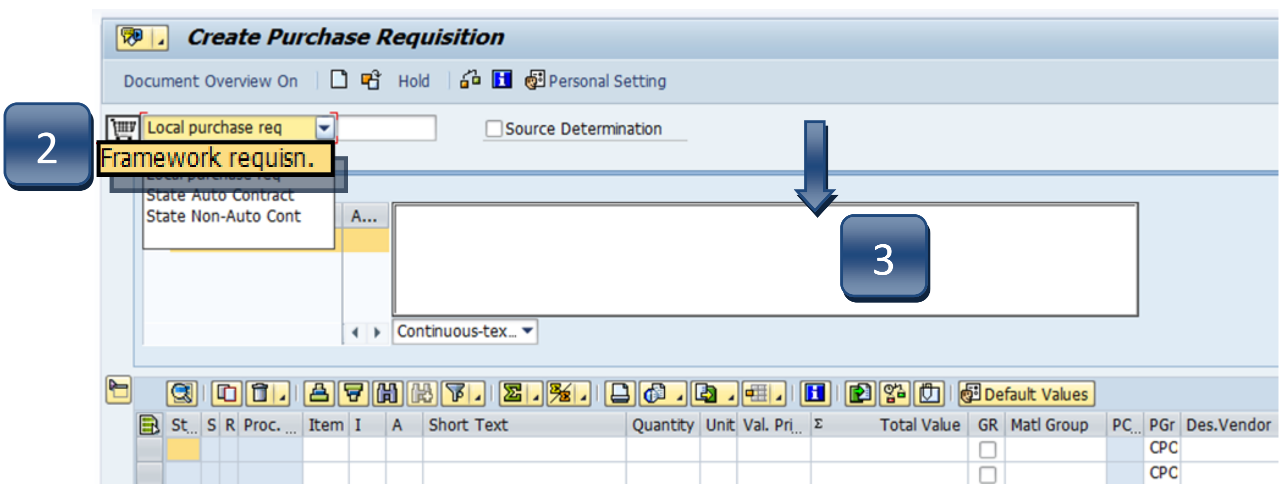
STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with **10** and follow with six additional numbers, example: 10057615.

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.



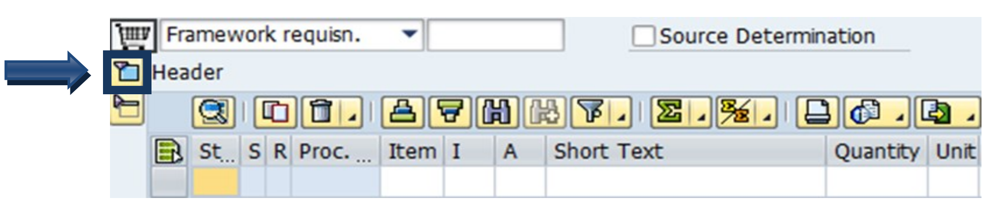


STEP 2: Select **Framework requisn.** as document type from the drop-down menu.

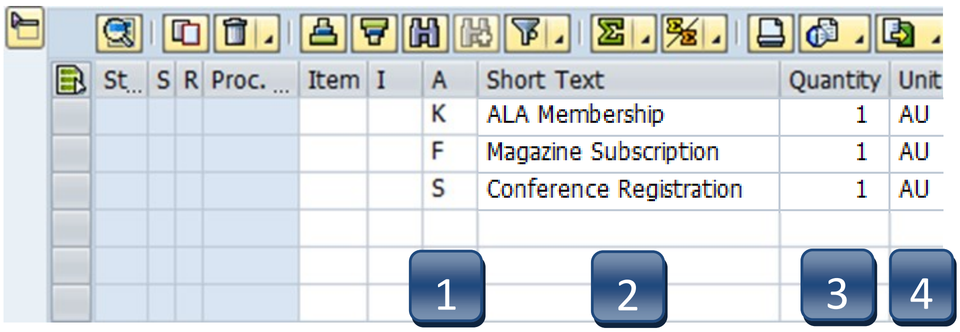
STEP 3: In **Header note** section add:

- Notes giving a clear explanation of the purchase. What are you purchasing?
- **DATES** of service. Dates are <u>**required**</u> 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

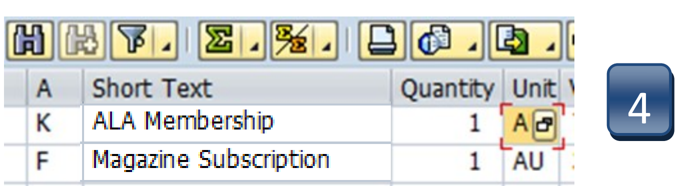


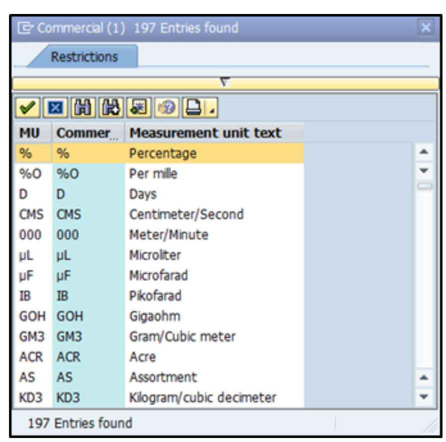
STEP 1: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item. (Use down arrow on keyboard to move between lines.)

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

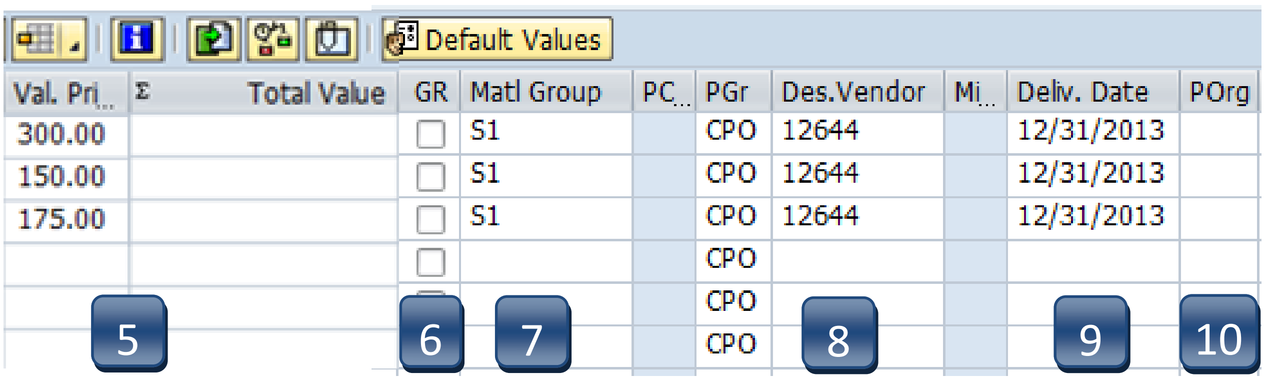
STEP 3: **Quantity column:** Enter quantity.

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.**





Create a Framework Requisition - Line Items

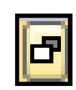


STEP 5: **Valuation Price column:** Enter **TOTAL** activity price.
Total Value will be automatically populated later.
If Total Value is $5,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)

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)

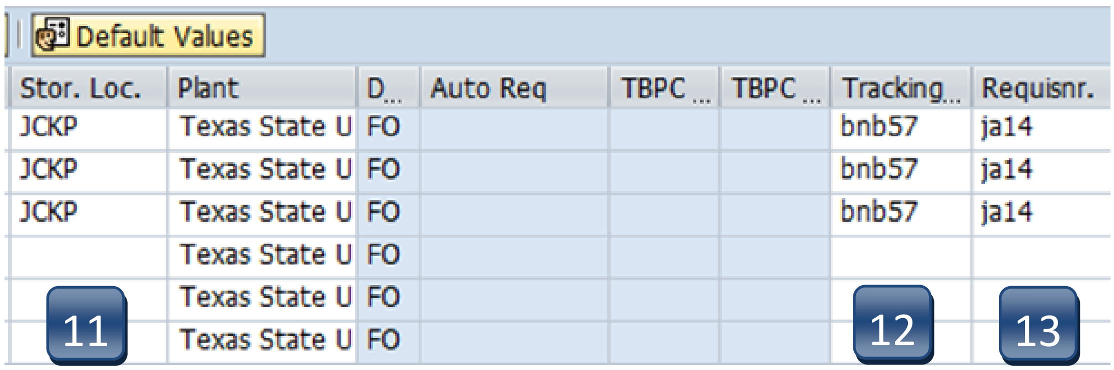


****Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.**

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



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: **Requistioner column:** Enter the NetID of the person for whom you are creating the requisition.

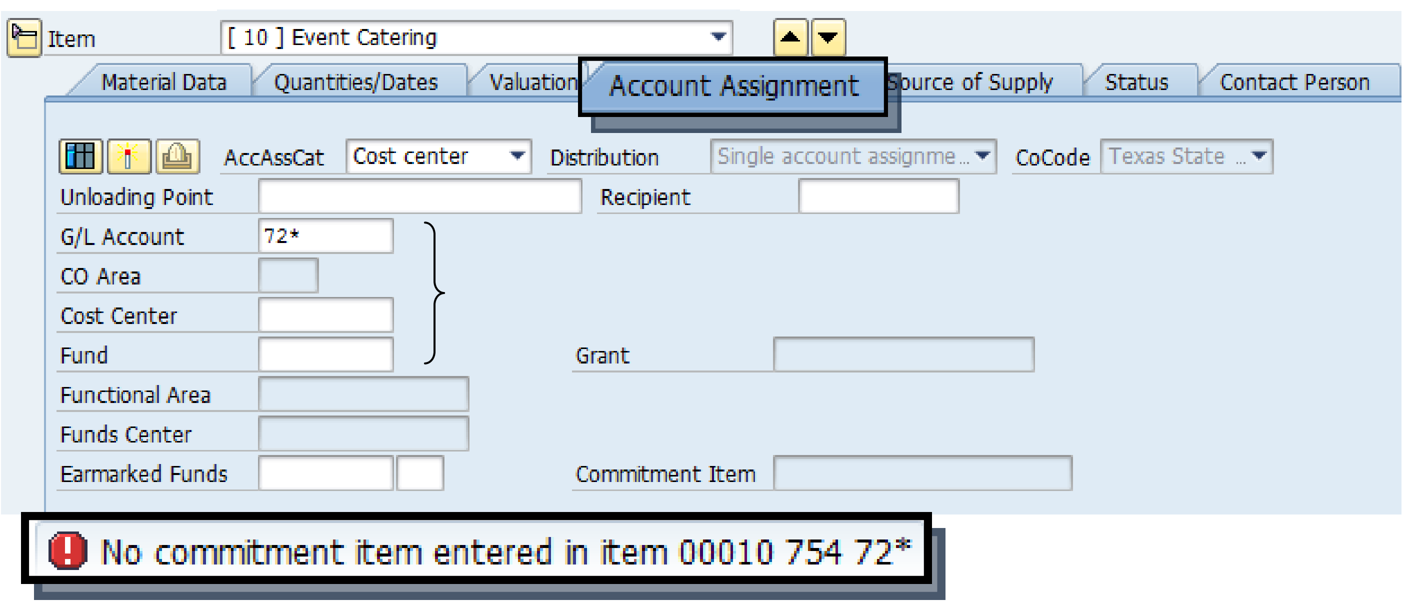
****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-13 as many times as necessary.**

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

Create a Framework Requisition - Item Tab Detail

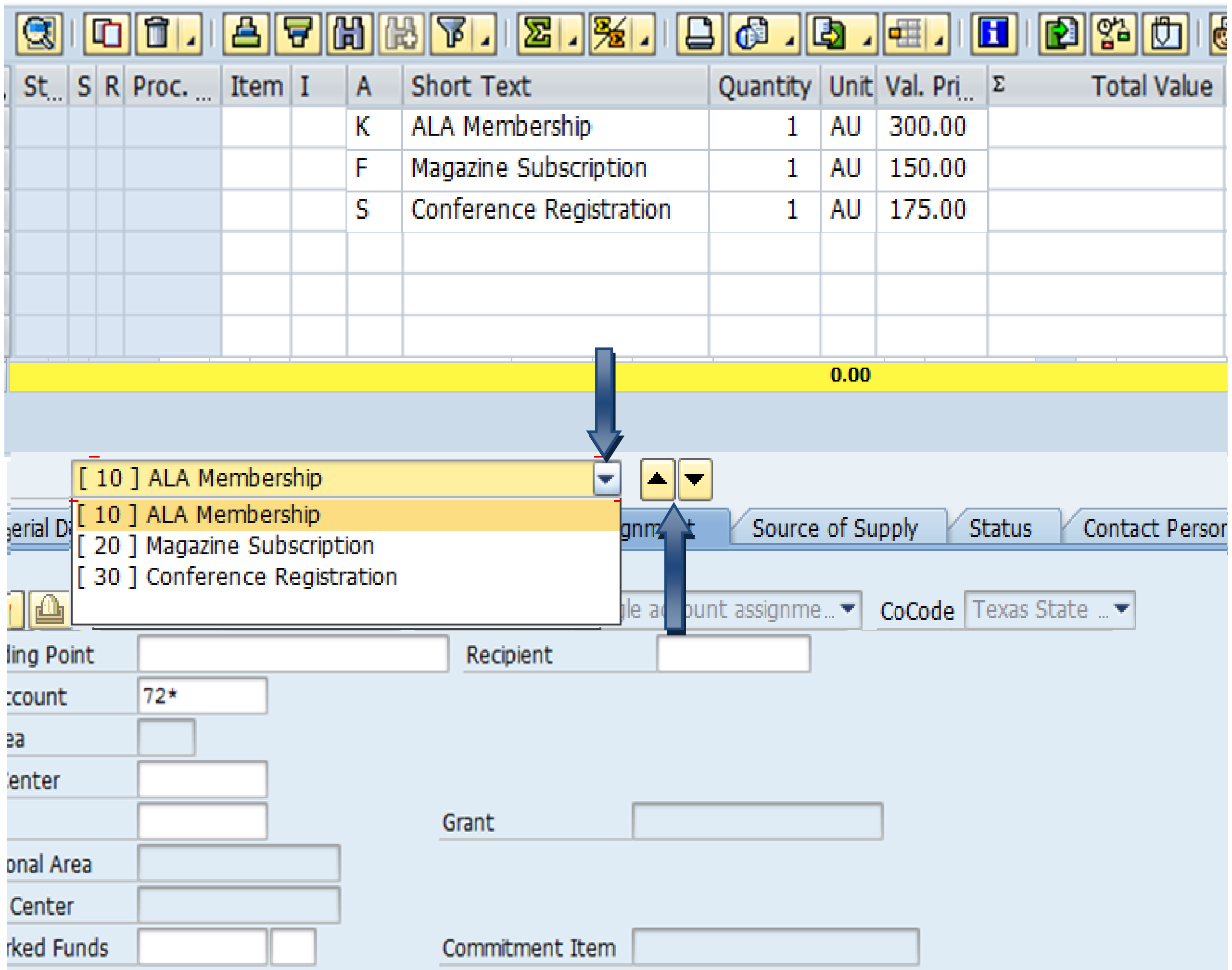
Tip

- 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.

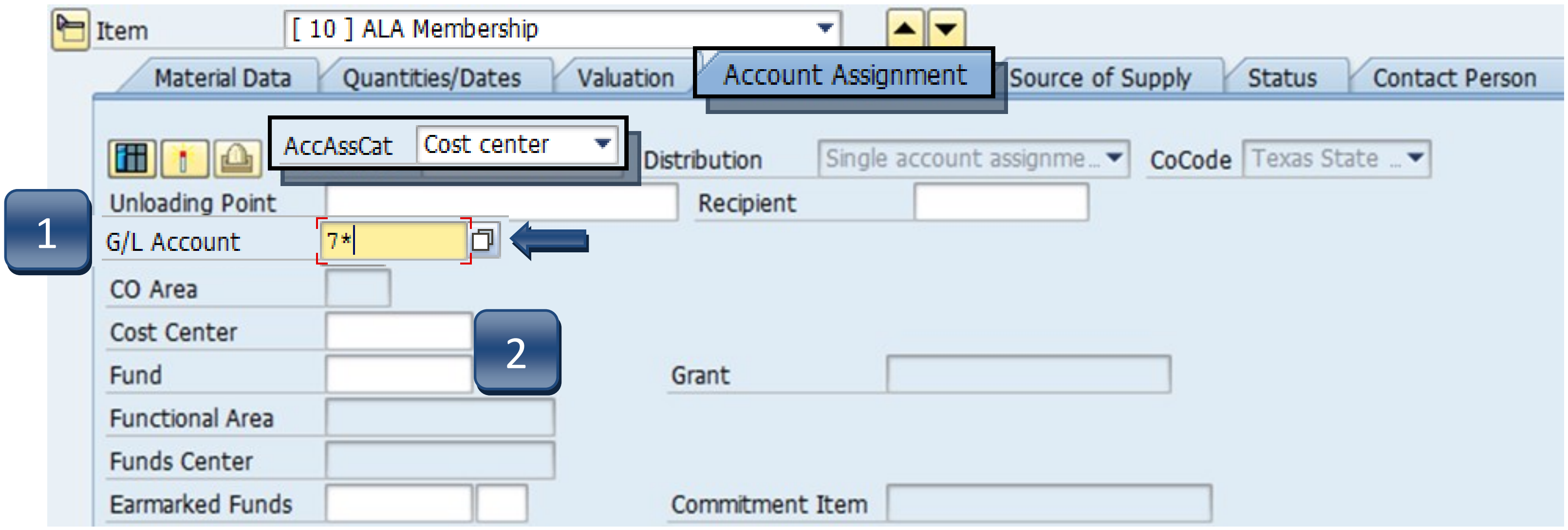


Create a Framework Requisition - Item Tab Detail

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.



Create a Framework Requisition - Item Tab Detail

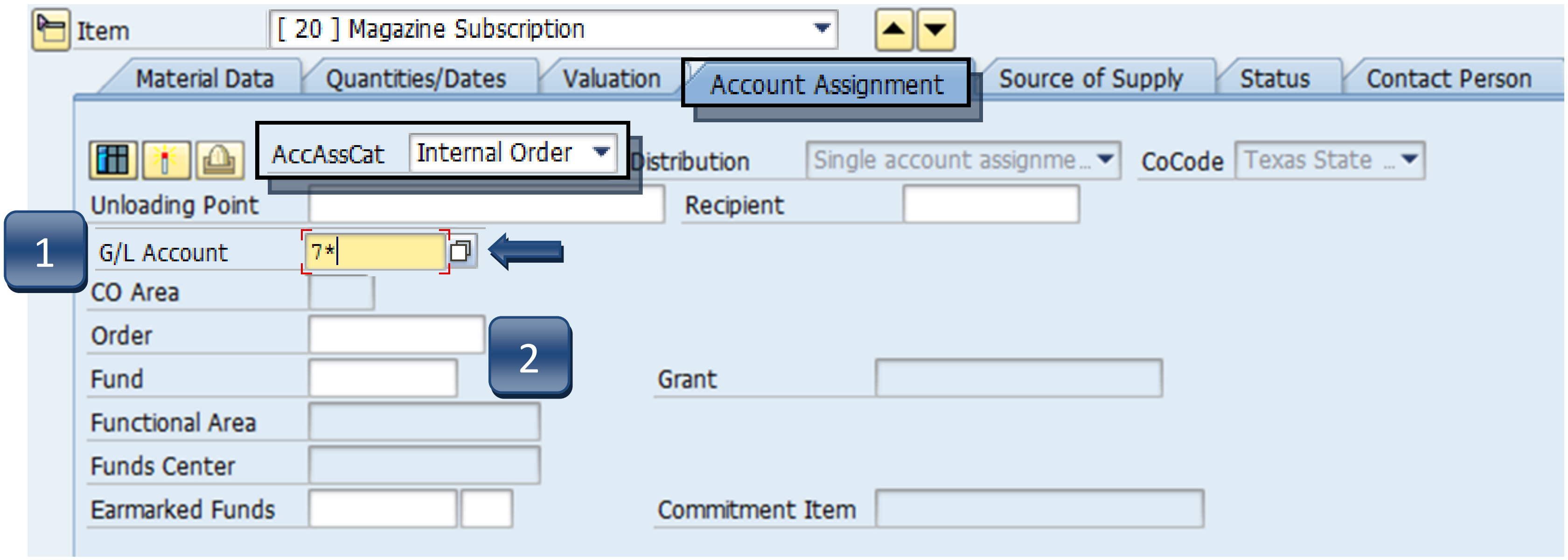


Account Assignment Tab – Cost Center (K)

STEP 1: Enter **GL** number.
***GL/Asset Reference Guide or Database search can be used if GL is unknown.*

STEP 2: Enter **Cost Center** and **Fund**.
******Earmarked Funds*** *will be left blank.*

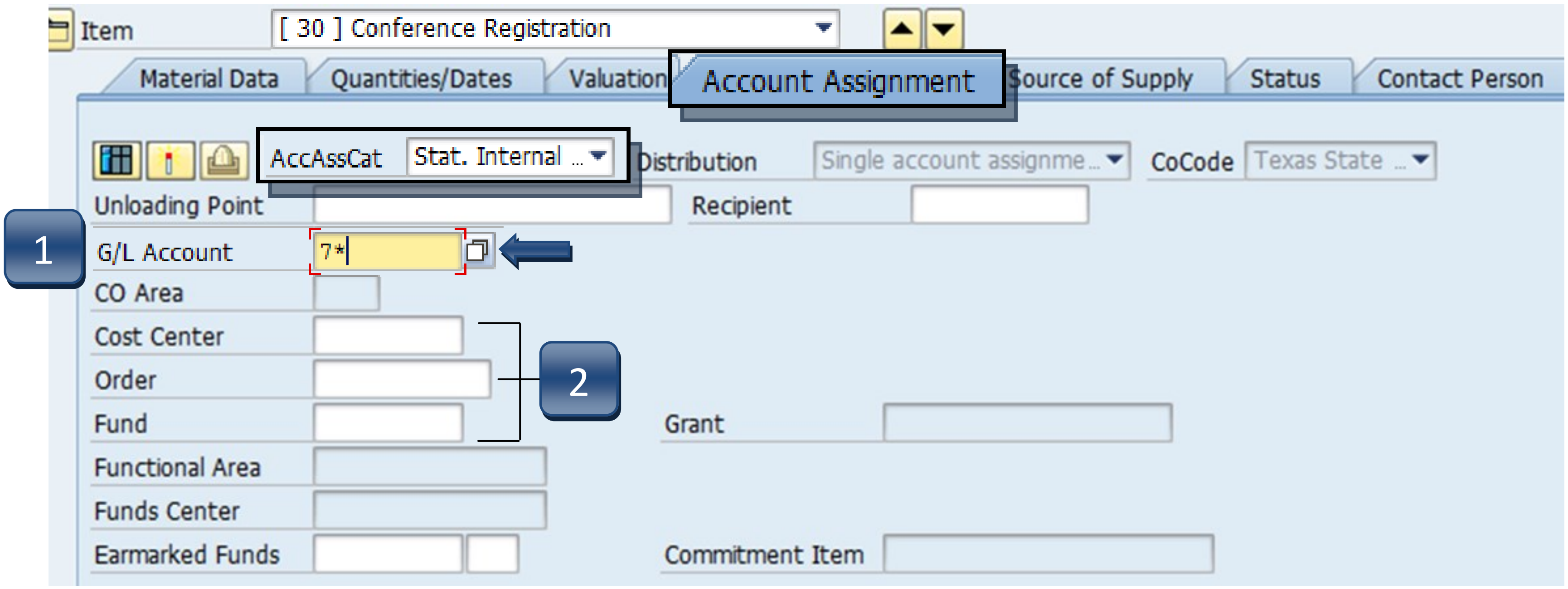
Create a Framework Requisition - Item Tab Detail



Account Assignment Tab – Internal Order (F)

STEP 1: Enter **GL** number.
***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Order** and **Fund**.
******Earmarked Funds*** *will be left blank.*

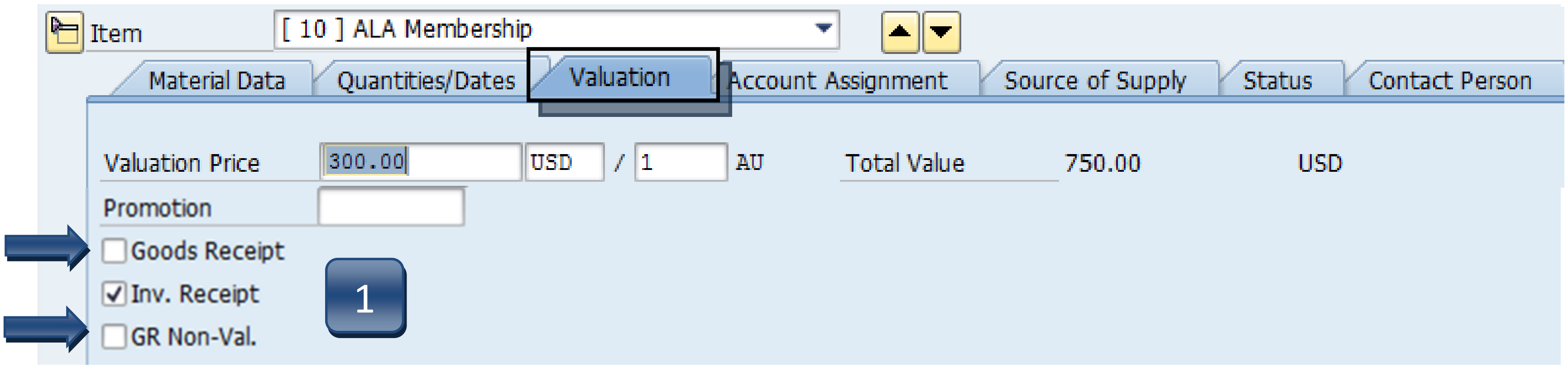


Account Assignment Tab – Statistical Internal Order (S)

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



Valuation Tab

STEP 1: **Uncheck <u>both</u> 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

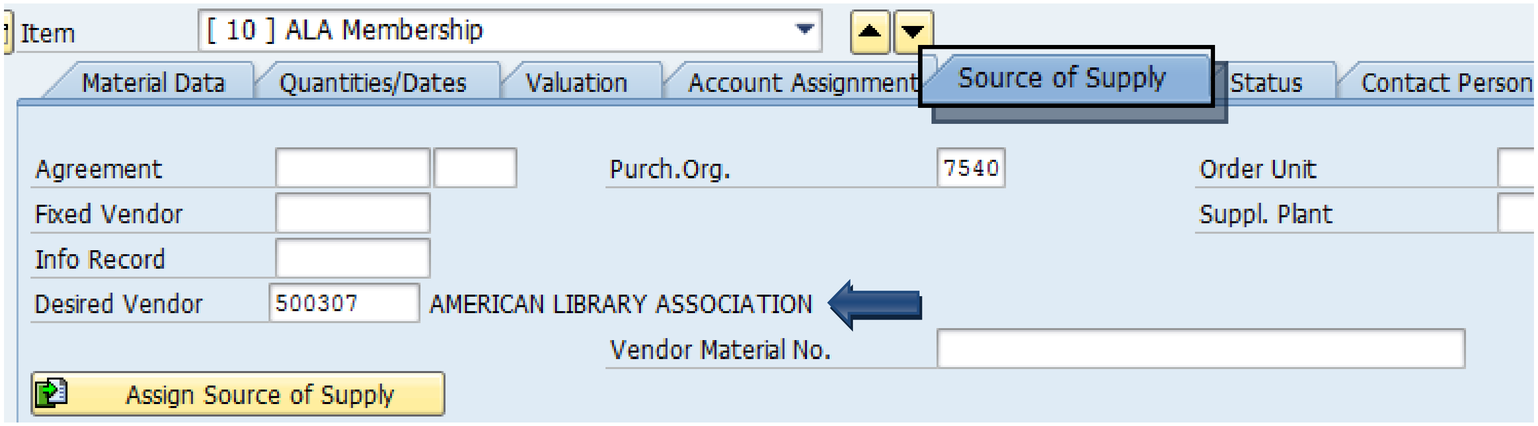
SERVICES = FRAMEWORK REQUEST

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.

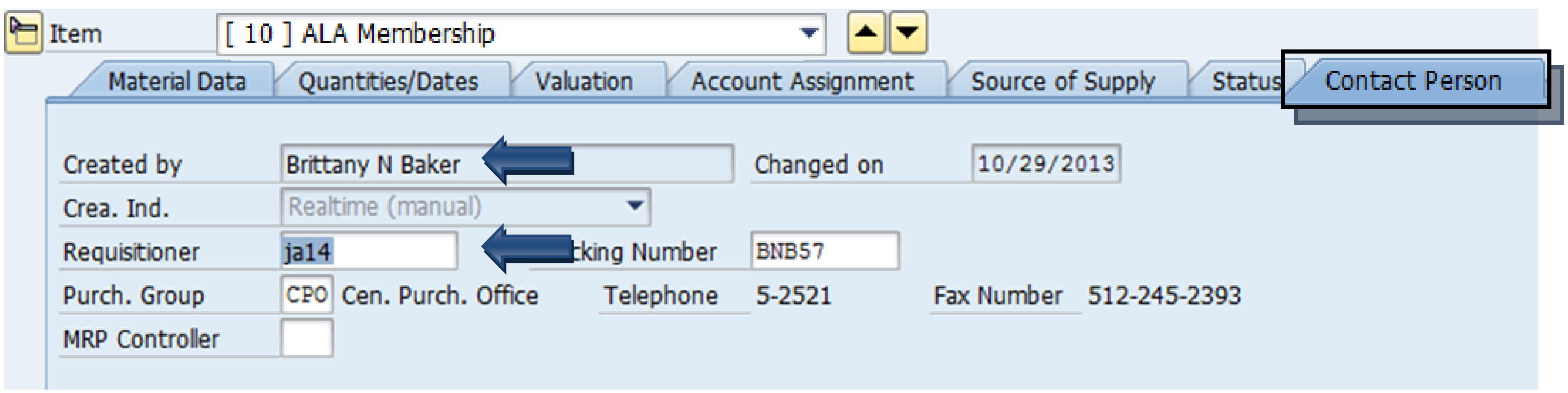
Short Text	Quantity	Unit	Val. Pri...	Σ	Total Value	GR	Matl Group
ALA Membership	1	AU	300.00		[illegible]	☐	Services, Nor
Magazine Subscription	1	AU	150.00		[illegible]	☐	Services, Nor
Conference Registration	1	AU	175.00		175.00	☐	Services, Nor

2

Create a Framework Requisition - Item Tab Detail

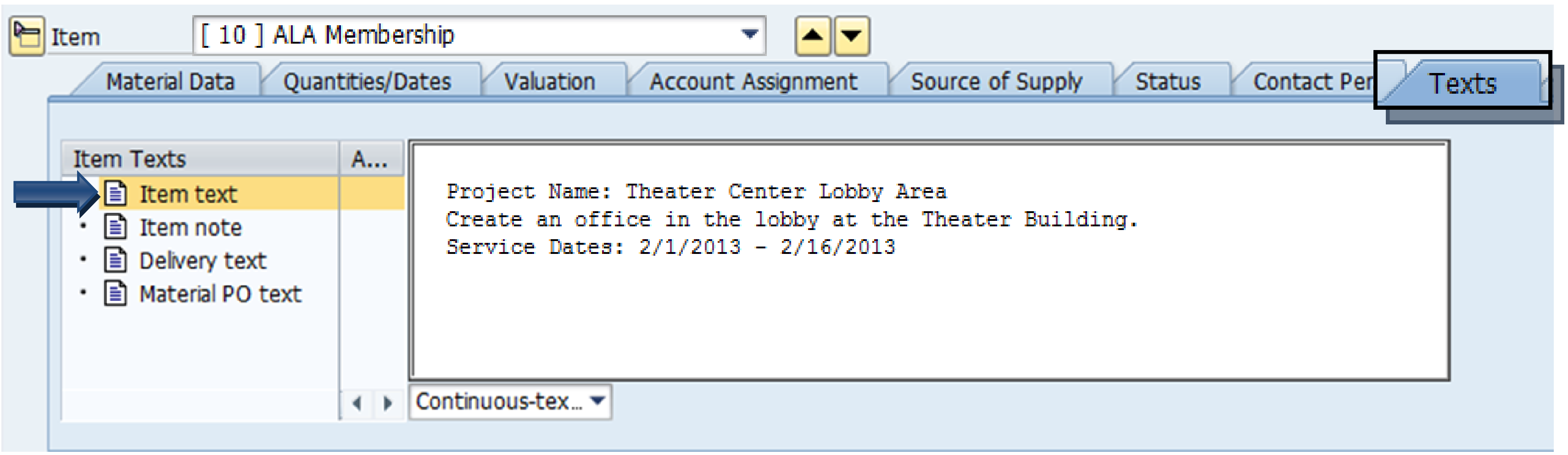


Source of Supply Tab: Verify vendor listed is correct.



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



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.

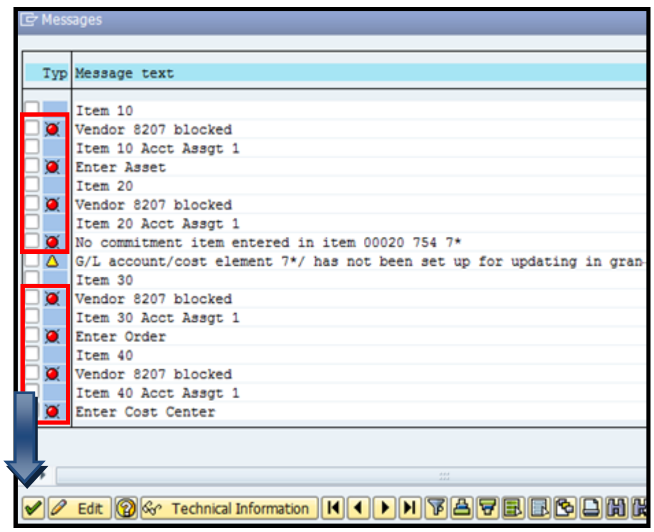
Create a Framework Requisition - Check, Save, and Submit

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.

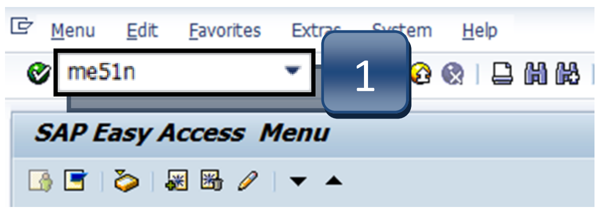


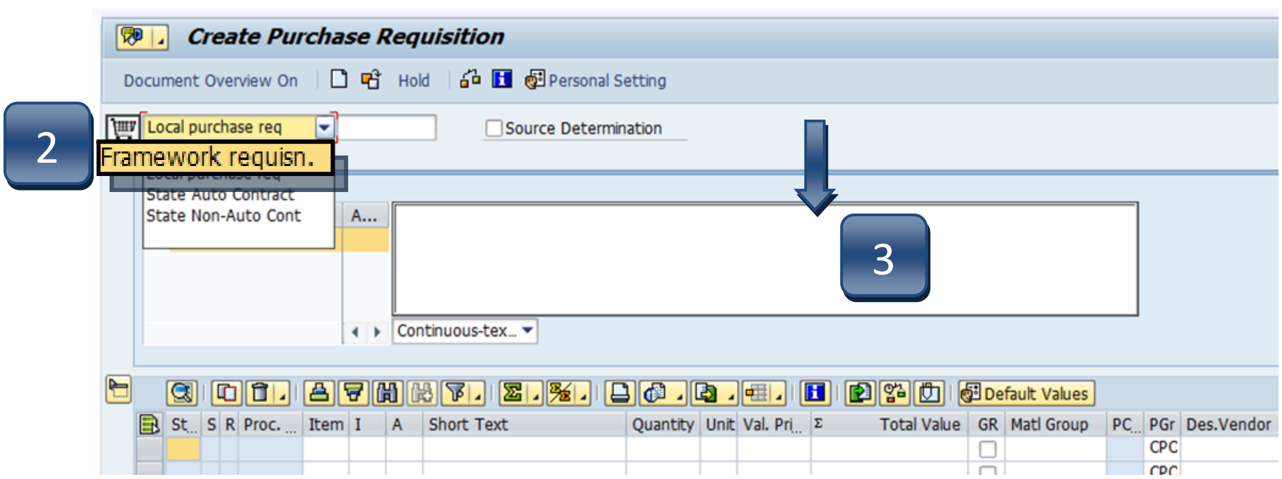
STEP 2: If there are no errors, click **Save**.

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.



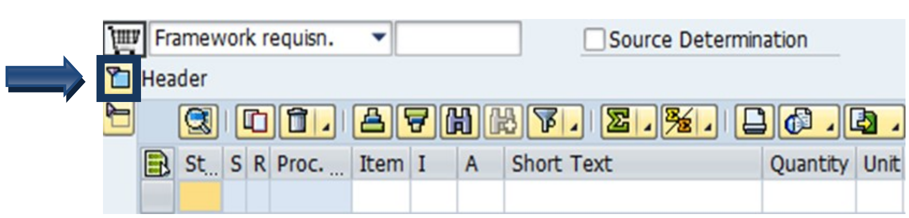


STEP 2: Select **Framework requisn.** as document type from the drop-down menu.

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

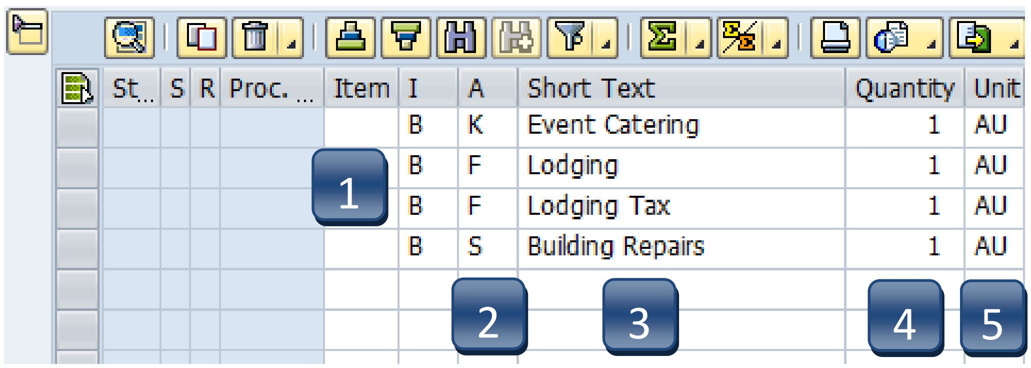
- Notes giving a clear explanation of the purchase. What are you purchasing?
- **DATES** of service or stay (lodging). Dates are **required** to ensure PO creation.
- **CONTRACTS/CONSORTIUMS** you are purchasing off of. (TXMAS, E&I, etc.)
- Specific instructions, e.g. needing a check cut or vendor requests 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!



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**.

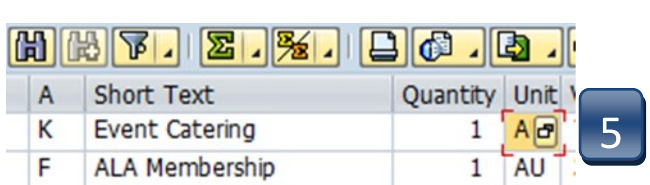
****This step is what makes the Framework requisition a *LIMIT* Framework.**

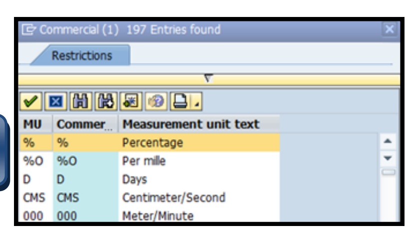
STEP 2: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item.
(Use down arrow on keyboard to move between lines.)
****A column cannot be changed once STEP 15 is completed.**

STEP 3: **Short Text column**: Enter item short text. (What you are purchasing.)

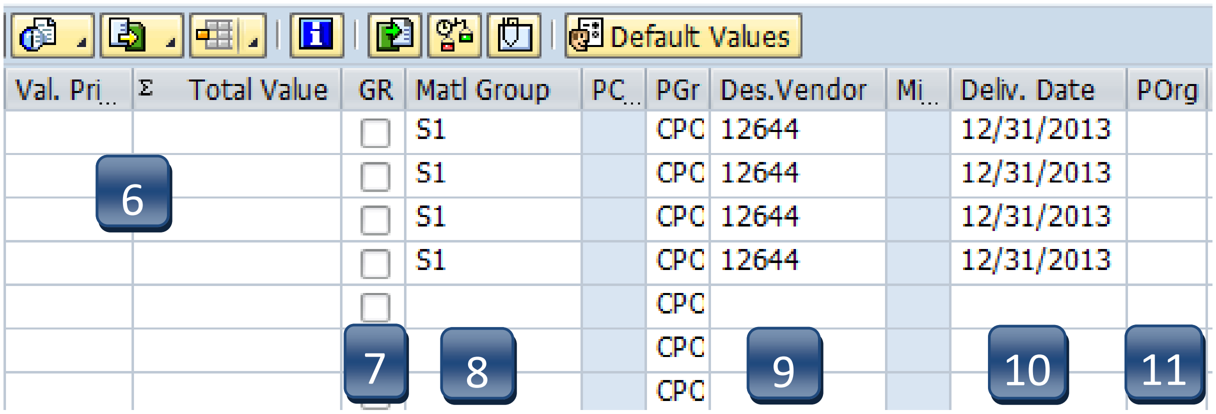
STEP 4: **Quantity column:** Enter quantity. (1 if using AU as Unit of Measure.)

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

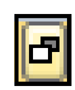


STEP 6: **Valuation Price & Total Value columns:** Leave blank. They will be entered in the LIMITS tab once all line entry STEPS are complete.
If Total Value is $5,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)

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)

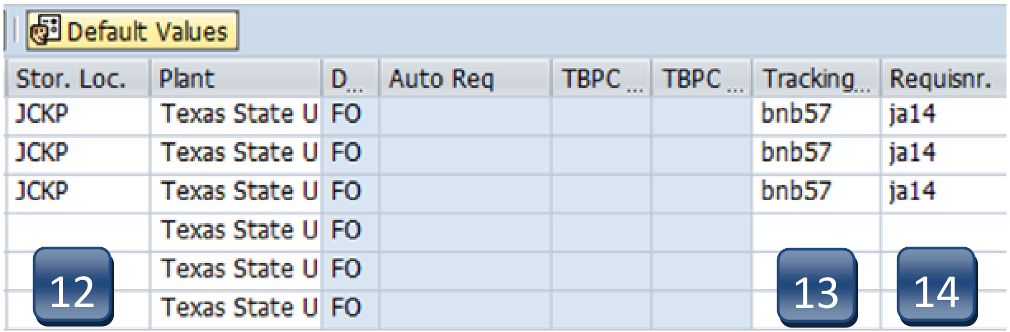


****Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.**

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					
	Texas State U	FO					
	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: **Requistioner column:** Enter the NetID of the person for whom you are creating the requisition.

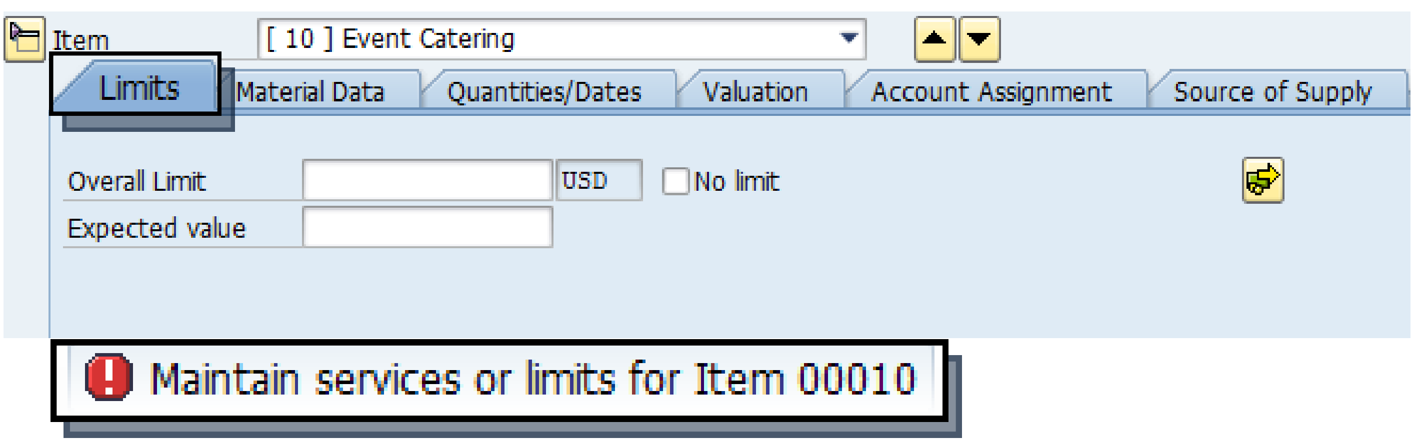
****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-14 as many times as necessary.**

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

Create a Limit Framework Requisition - Item Tab Detail

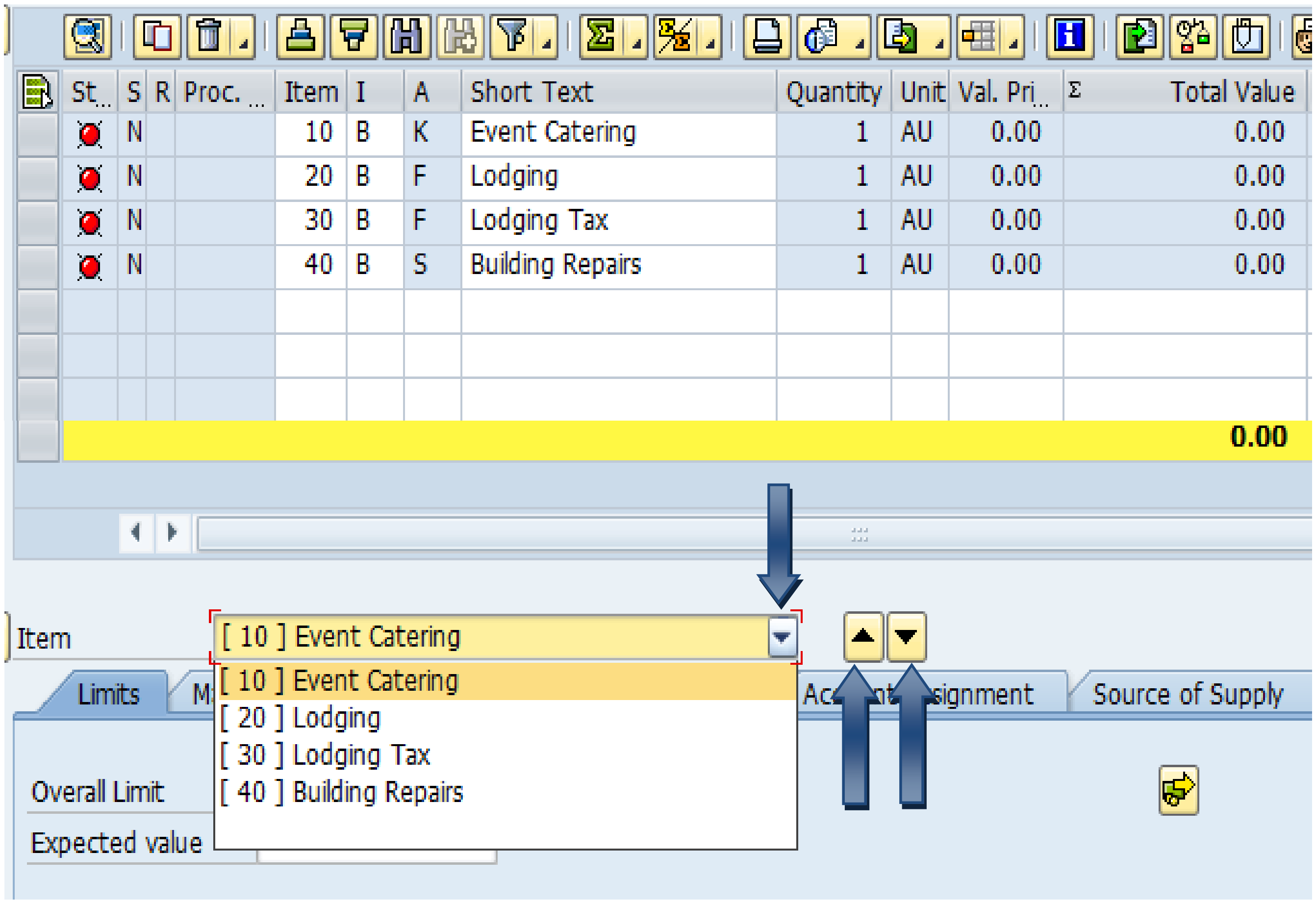
Tip

- **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.**

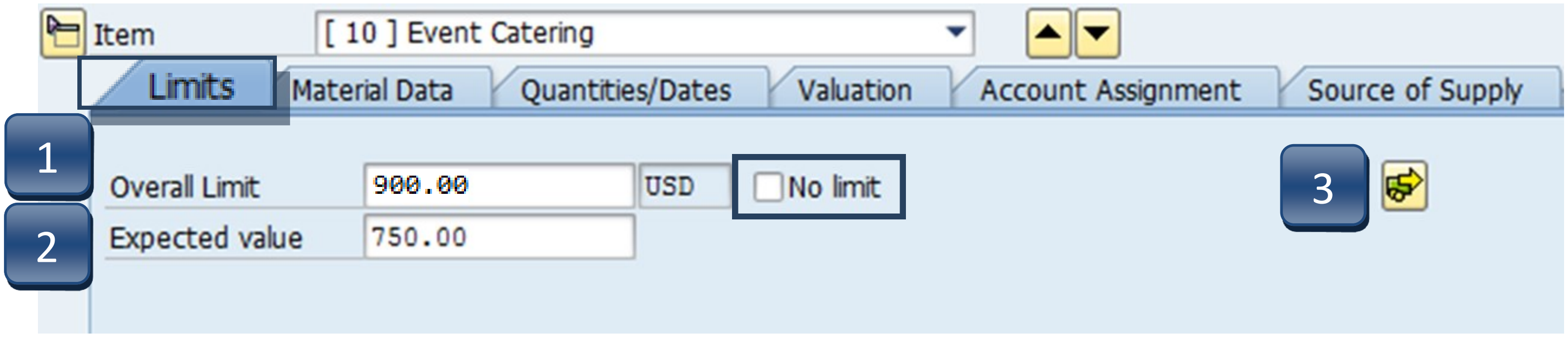


Create a Limit Framework Requisition - Item Tab Detail

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.



Create a Limit Framework Requisition - Item Tab Detail



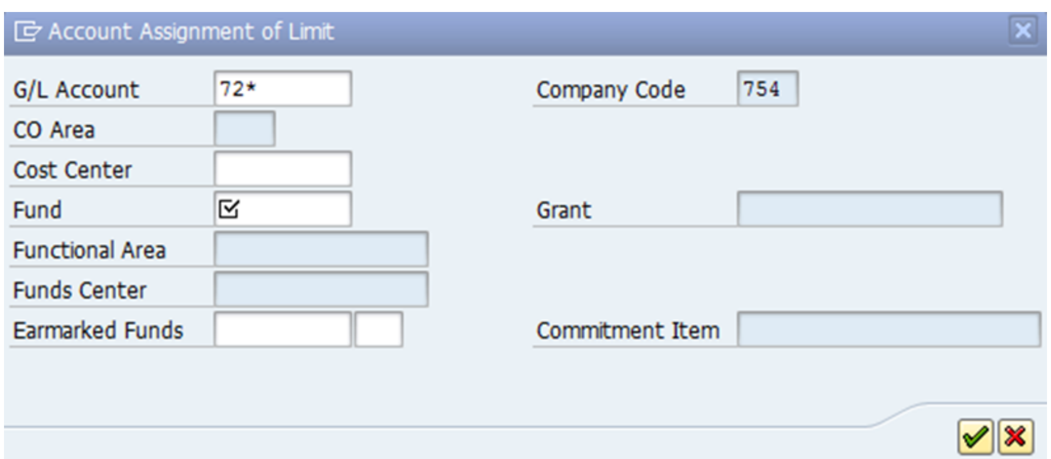
Limits Tab

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

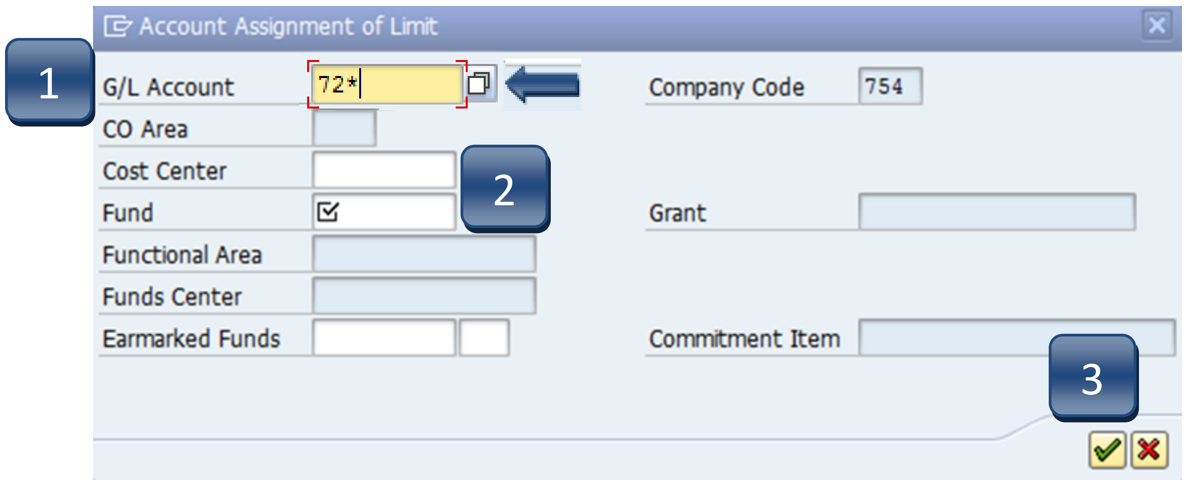
****No limit** should *never* be selected.

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.



Create a Limit Framework Requisition - Item Tab Detail



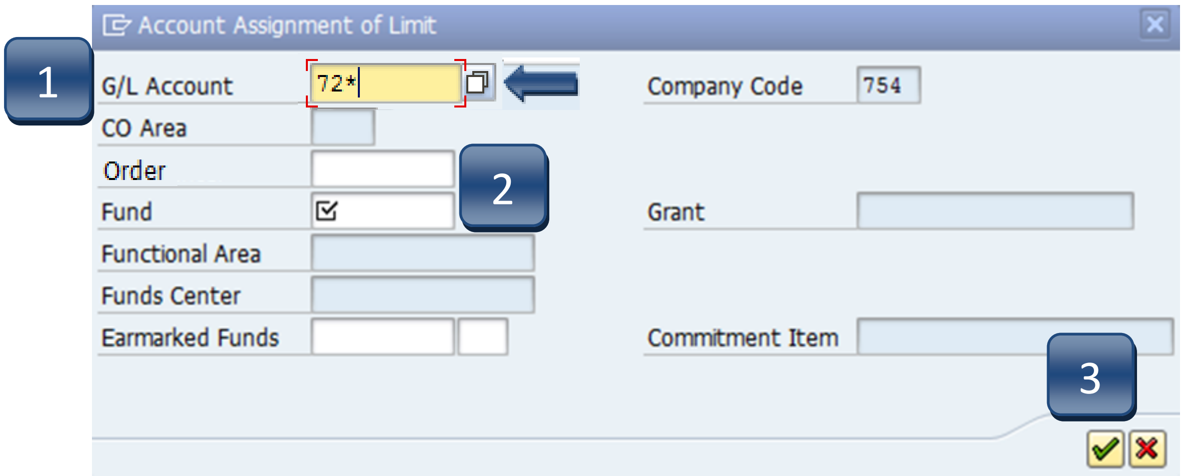
Account Assignment of Limit - Cost Center (K)

STEP 1: Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

STEP 2: Enter **Cost Center** and **Fund**.
******Earmarked Funds*** *will be left blank.*

STEP 3: Click the green check.

Multiple Funding CANNOT be used on a LIMIT line.



Account Assignment of Limit - Internal Order (F)

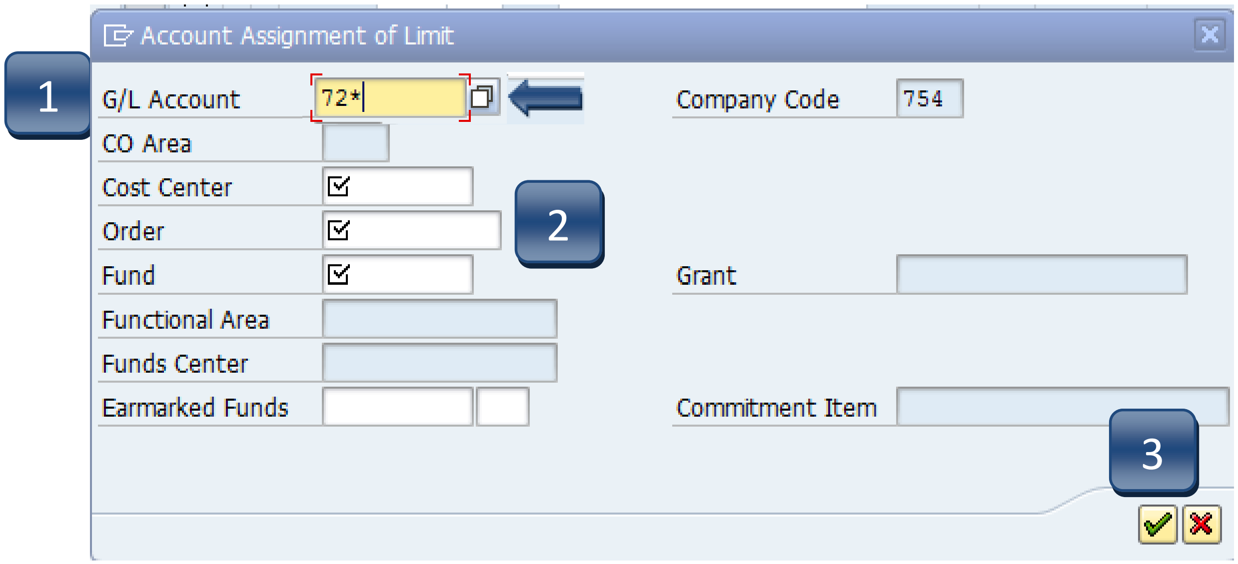
STEP 1: Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

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



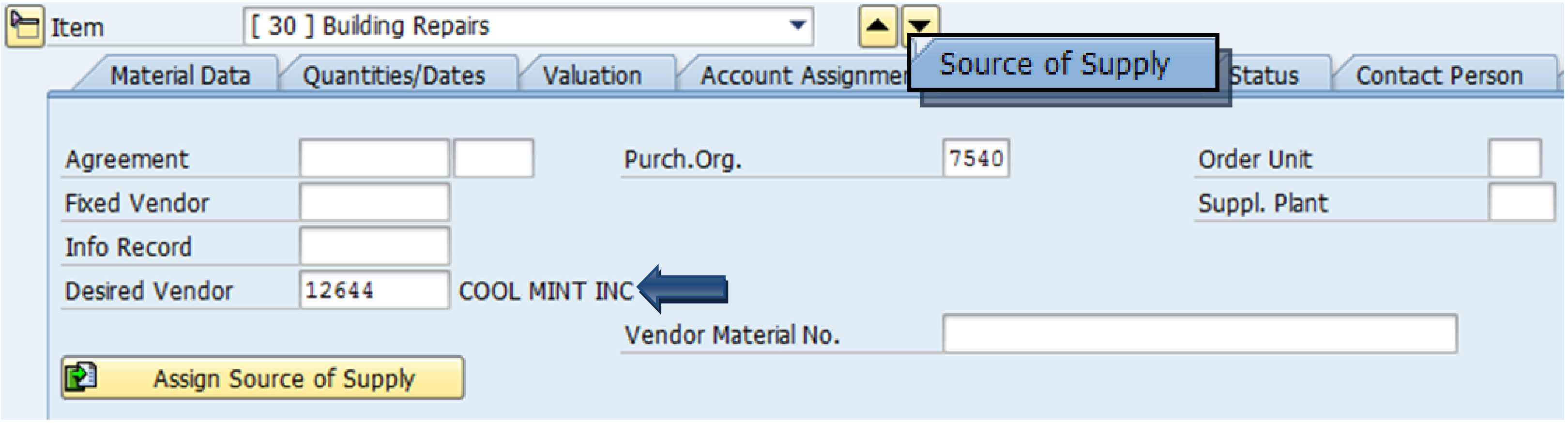
Account Assignment of Limit - Statistical Internal Order (S)

STEP 1: Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

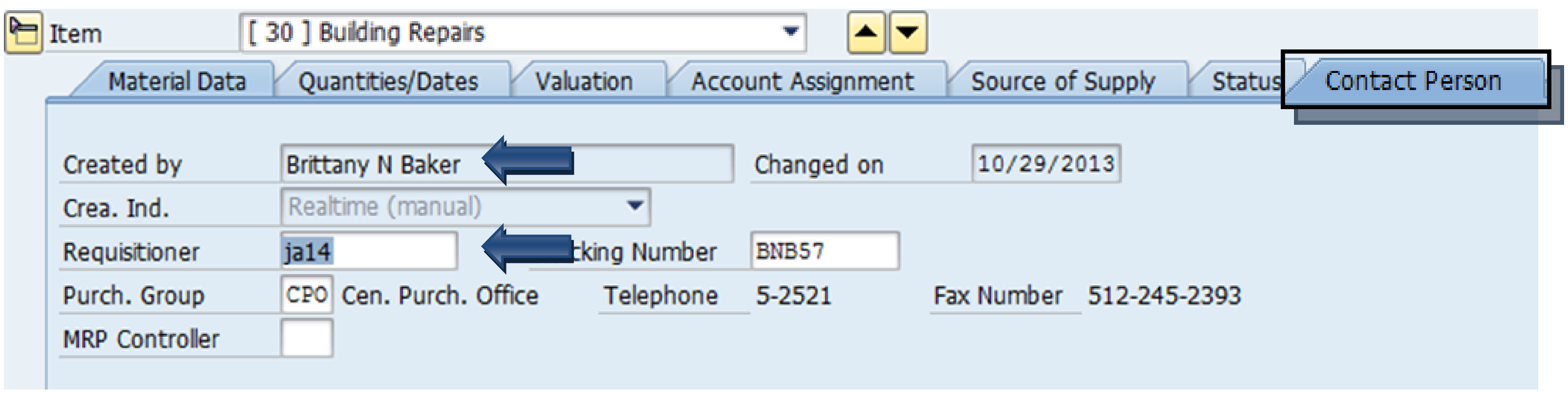
STEP 2: Enter **Cost Center**, **Order,** and **Fund**.
******Earmarked Funds*** *will be left blank.*

STEP 3: Click the green check.

Multiple Funding CANNOT be used on a LIMIT line.

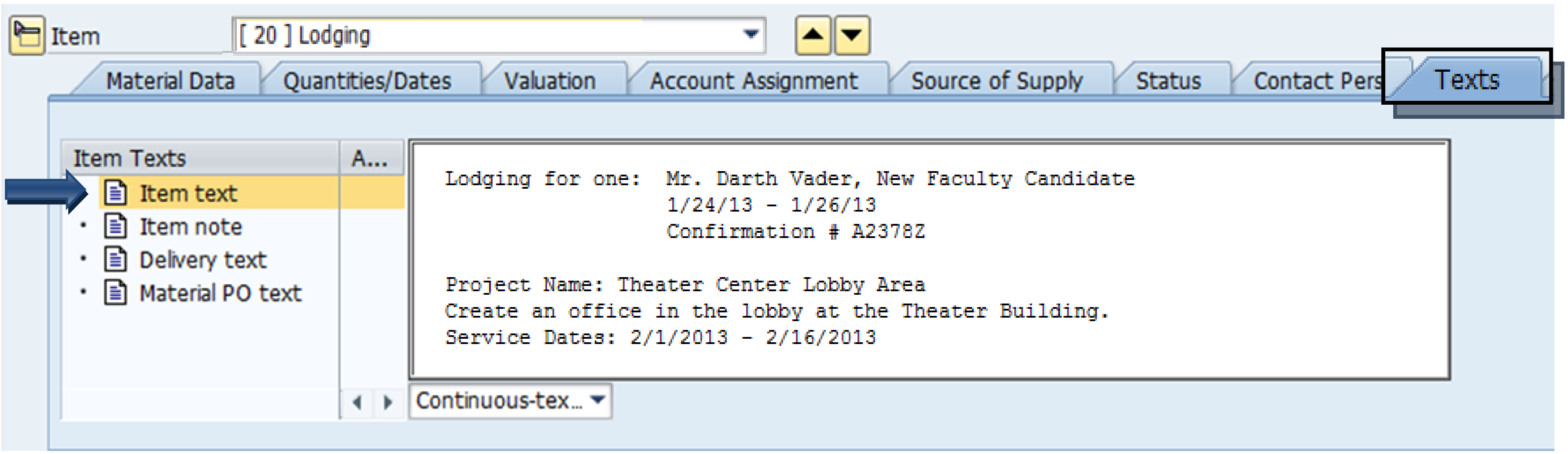


Source of Supply Tab: Verify vendor listed is correct.



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



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.**

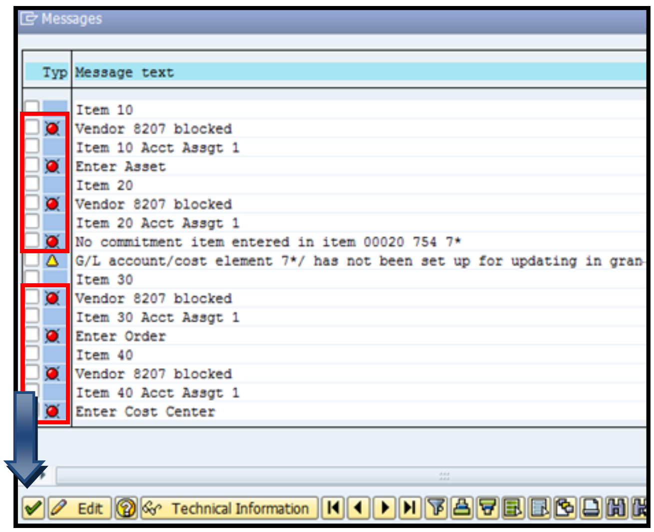
Create a Limit Framework Requisition - Check, Save, and Submit

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**.

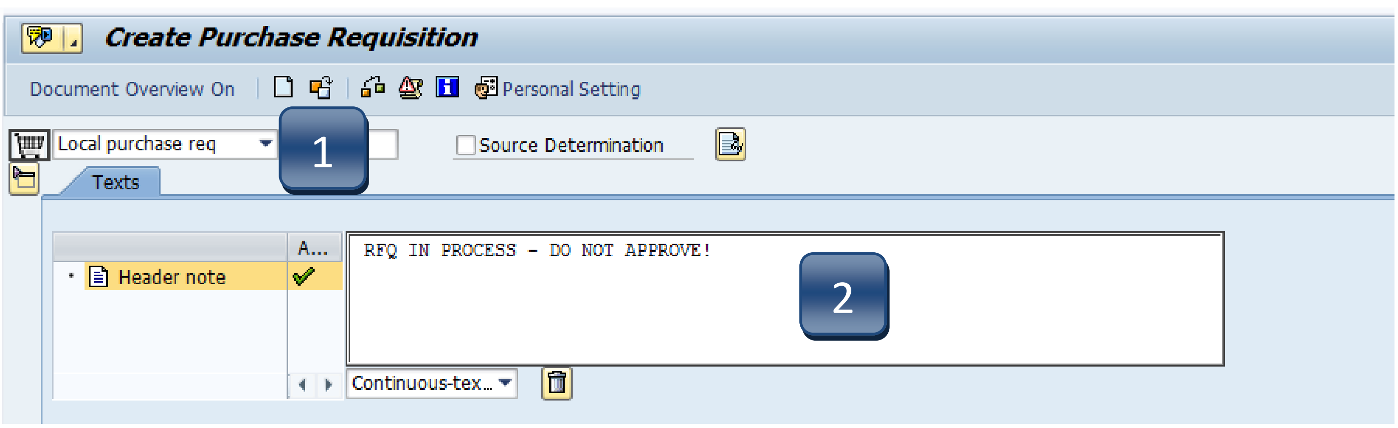
STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with **14** and follow with six additional numbers, example: 14057615

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.

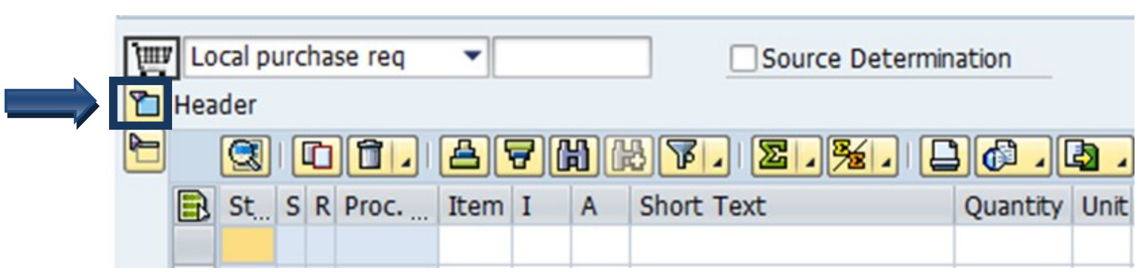
STEP 1: Create either a **LOCAL** or standard **FRAMEWORK** requisition.

**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.

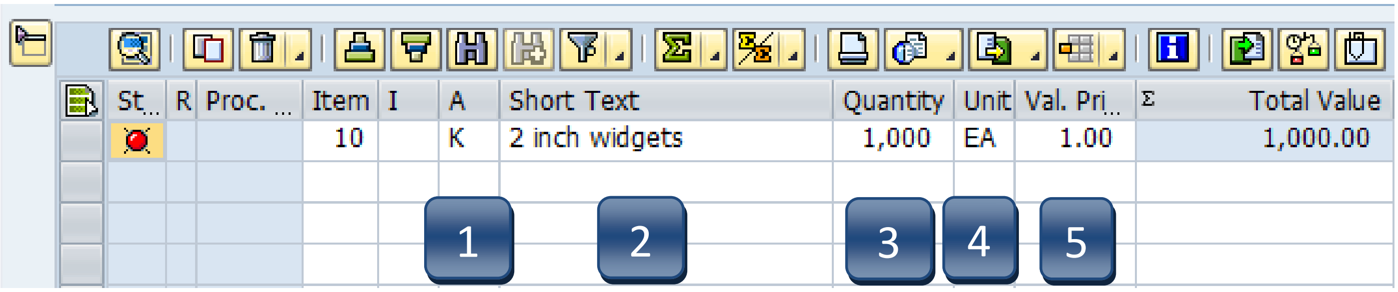


STEP 2: In **Header note** section, state that an RFQ is in process so the Account Manager *will not* approve the requisition.

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



Create an RFQ - Requisition Creation

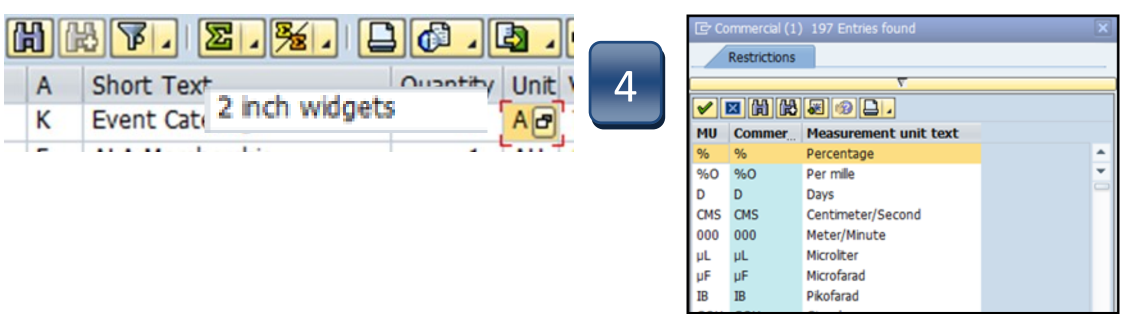


STEP 1: **A (Account Assignment Category) column:** Depending on your funding, enter **A (Asset)**, **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item. (Use down arrow on keyboard to move between lines.)

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

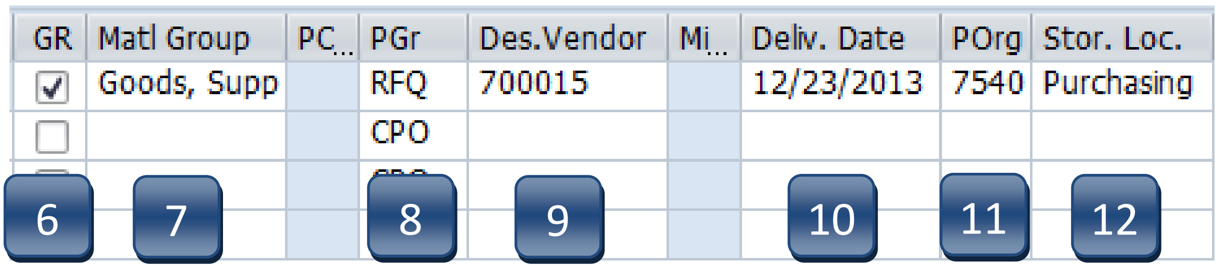
STEP 3: **Quantity column:** Enter quantity. (1 if using AU as Unit of Measure.)

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



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**

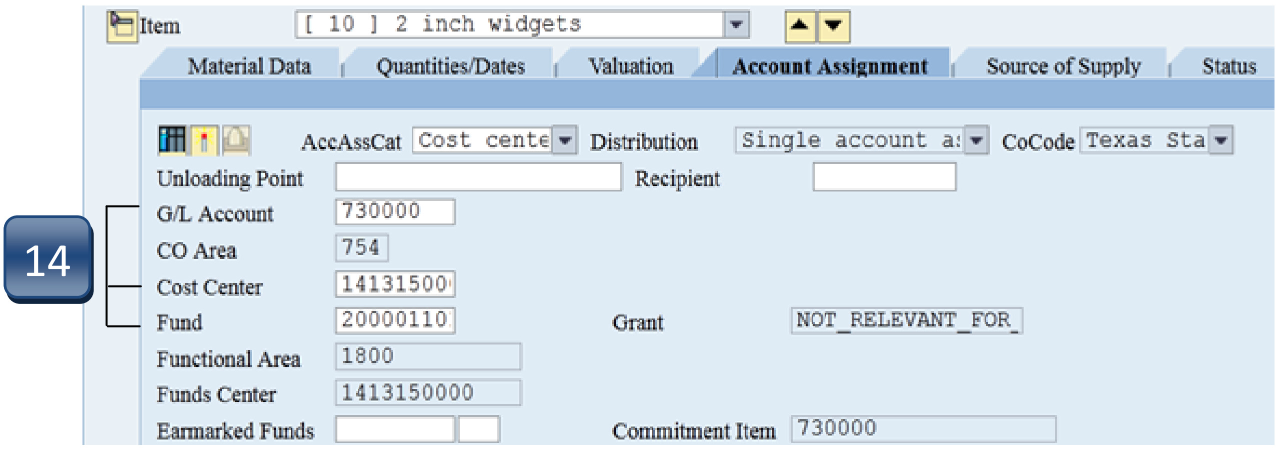
STEP 10: **Delivery Date column:** Enter date goods will be delivered or services completed. **(mm/dd/yyyy)**

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.

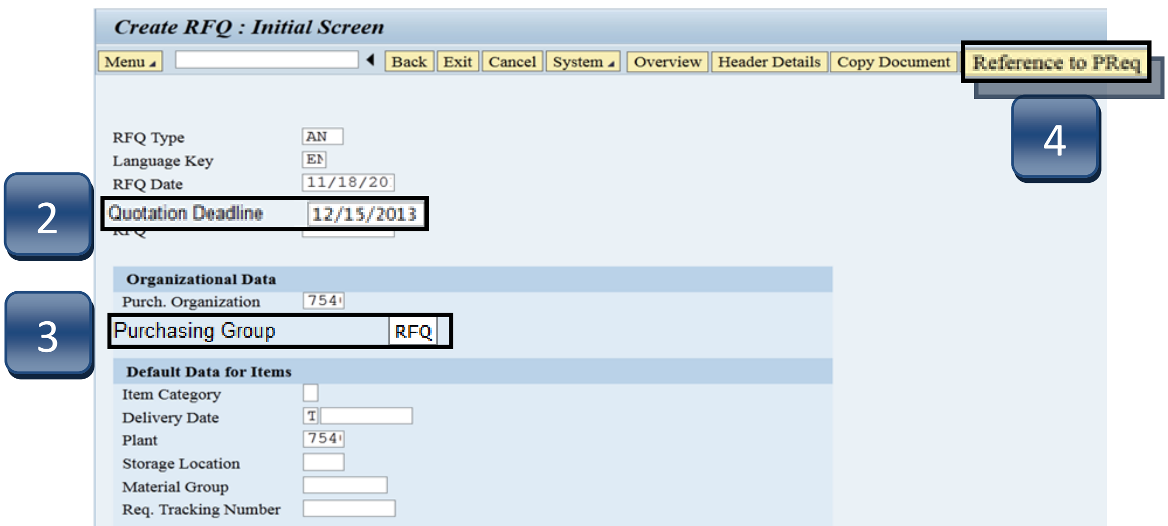


STEP 14: Enter **GL** and **account information** in the Account Assignment tab for each line item.

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.**

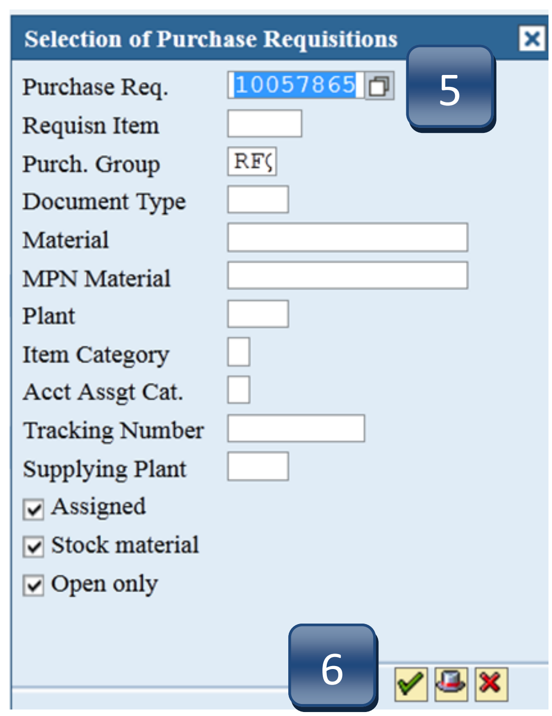
STEP 2: Enter **Quotation Deadline** date. (Date the bids are due.)

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

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

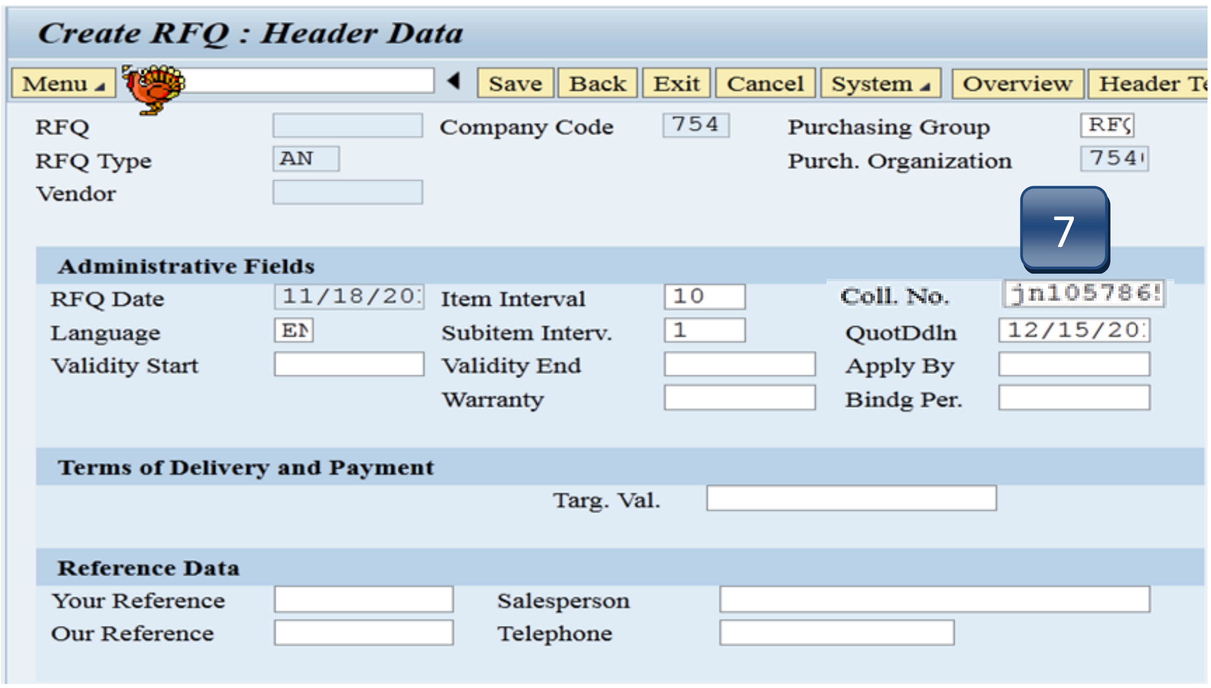
STEP 5: Enter requisition number in **Purchase Req.** field.

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



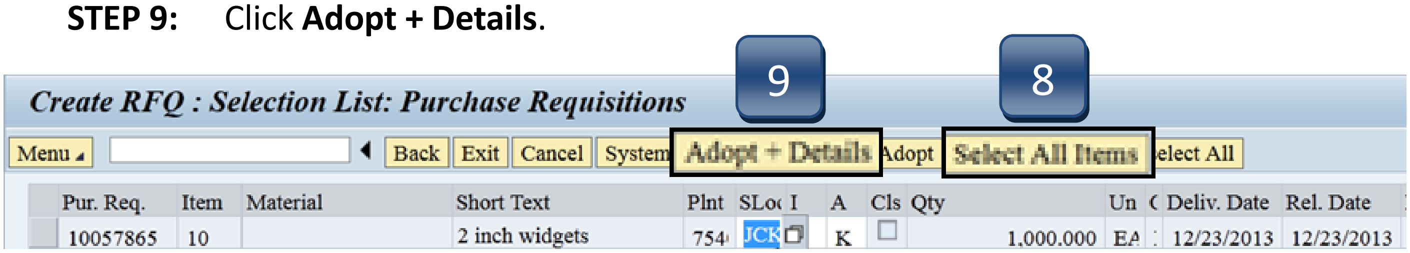
Create RFQ

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

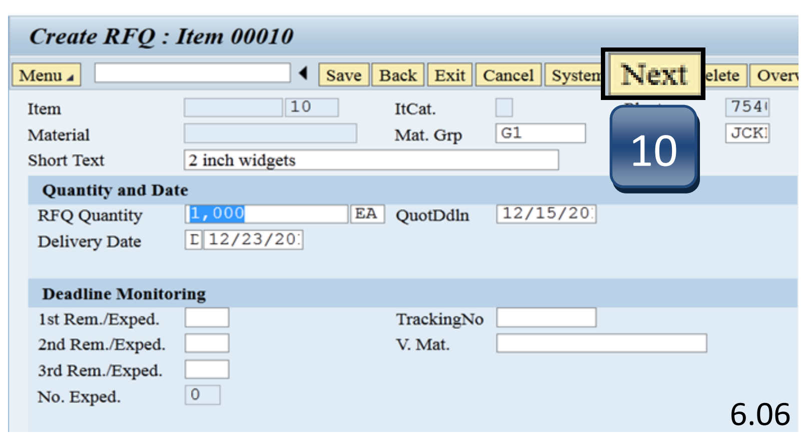


STEP 8: Click **Select All Items**.

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

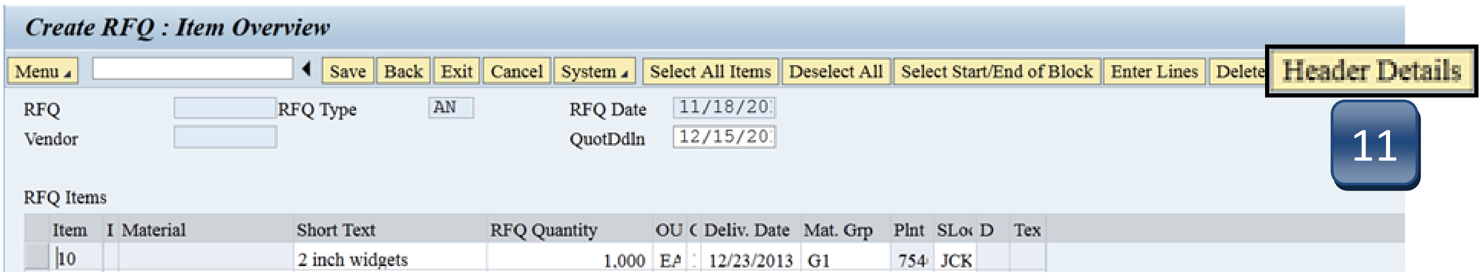


STEP 10: Click **Next** button until you are back at the **Create RFQ** Item Overview screen.

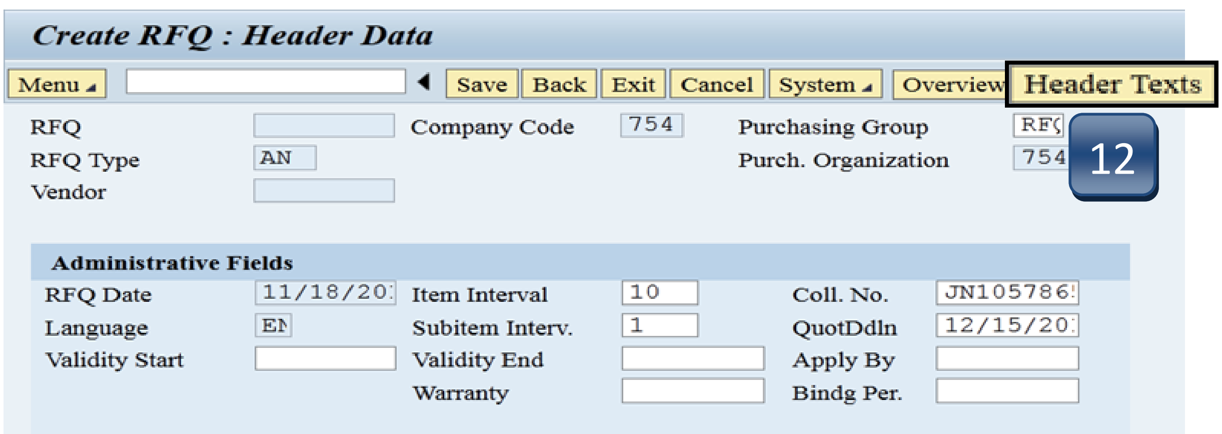


Create RFQ

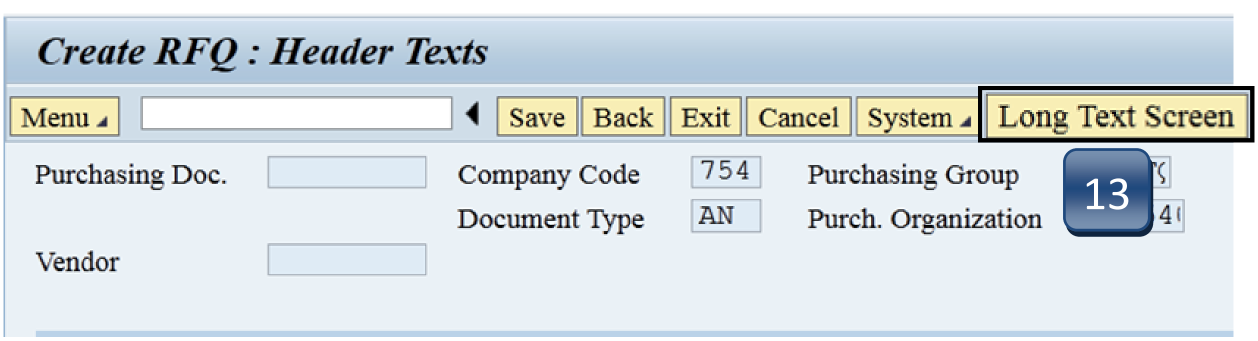
STEP 11: Click **Header Details**. (This option may be located under the **More** button.)



STEP 12: Click **Header Texts**.



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



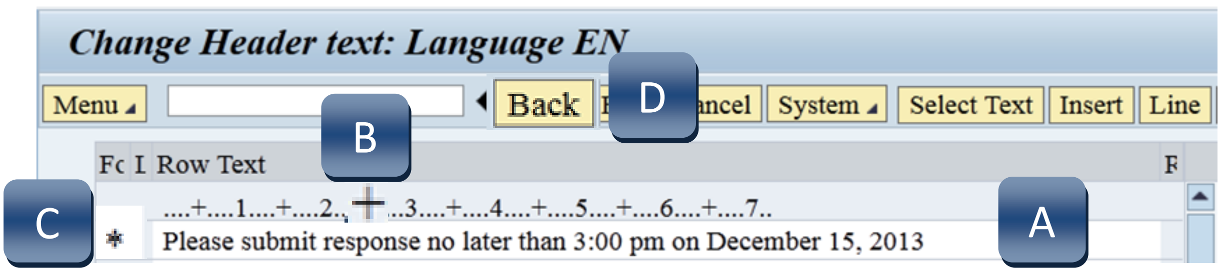
Create RFQ

STEP 14: **A.** Enter any message you want the respondents to know; this will appear on the RFQ.

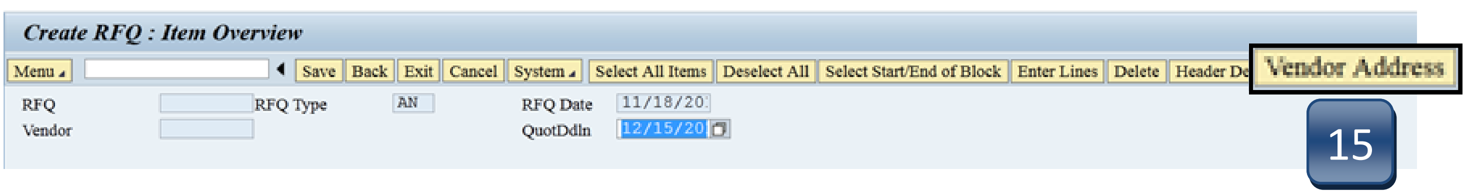
B. If you use more than one line, enter the **+ sign** in the space next to the subsequent lines.

C. Leave the * on the first line.

D. Click the **Back** button until you get to **Item Overview**.



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



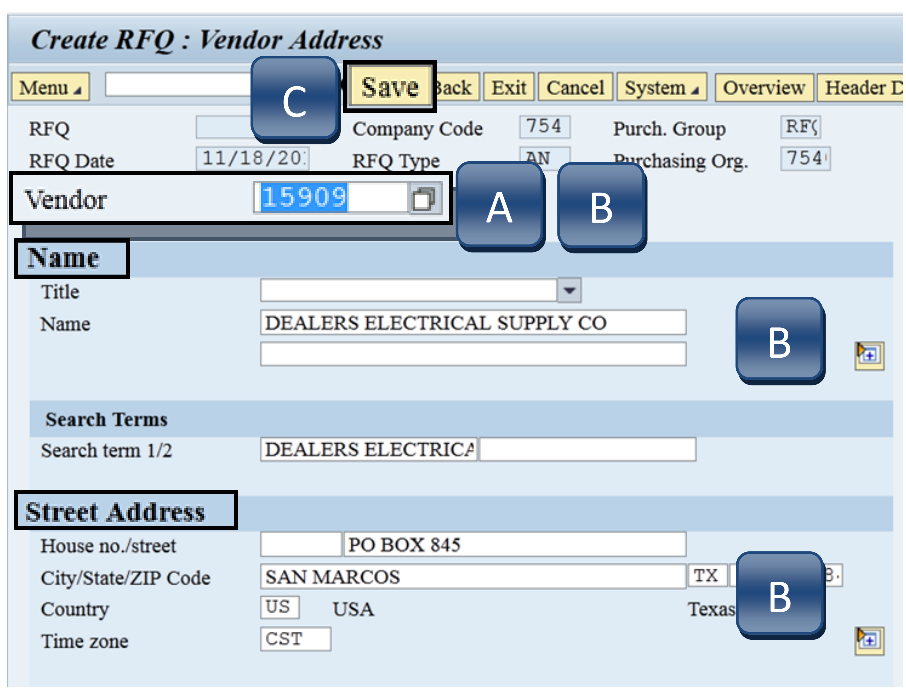
STEP 16:

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.)

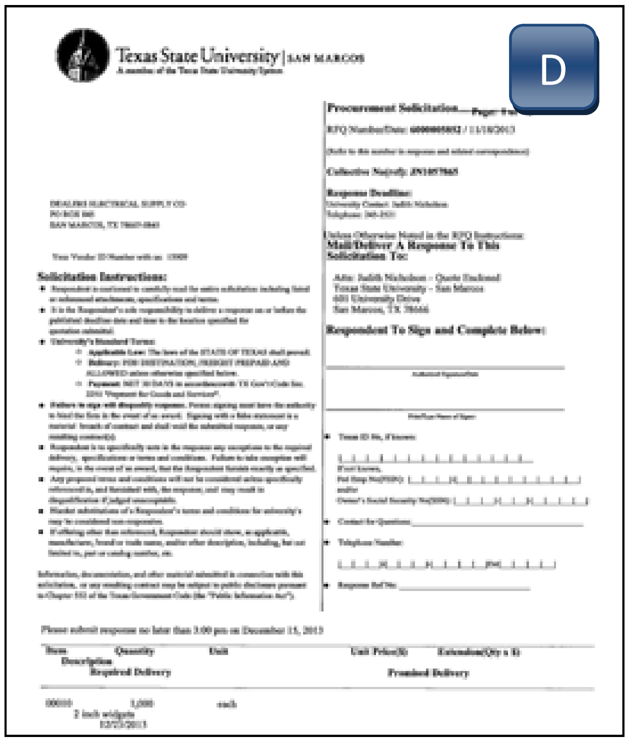


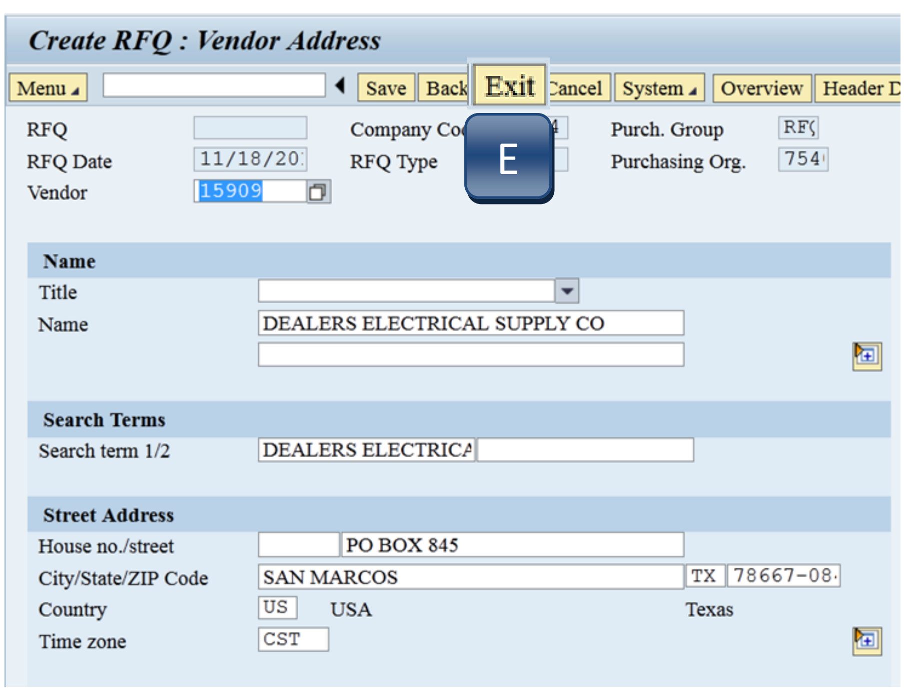
rev 5/14

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.

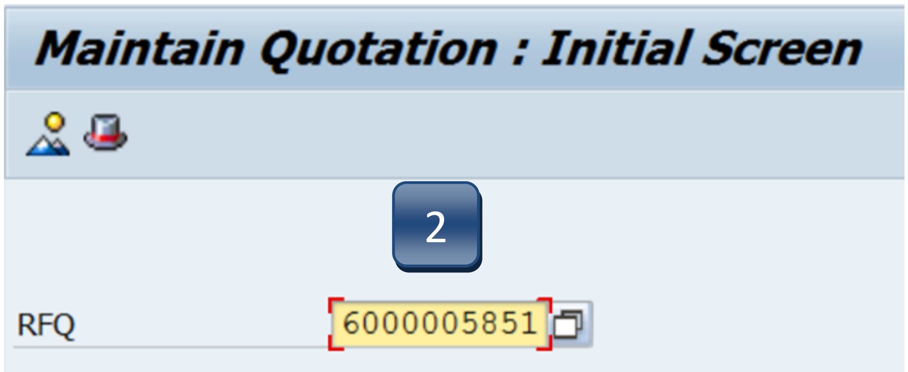




Create an RFQ - Maintain Quote

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

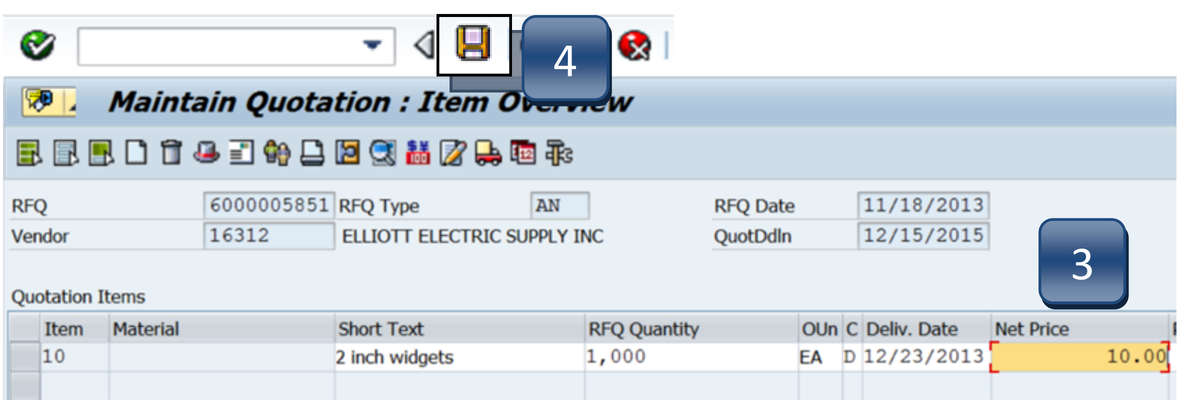
STEP 2: In the **RFQ** field, enter one of the RFQ numbers and hit **Enter** on your keyboard.



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**.



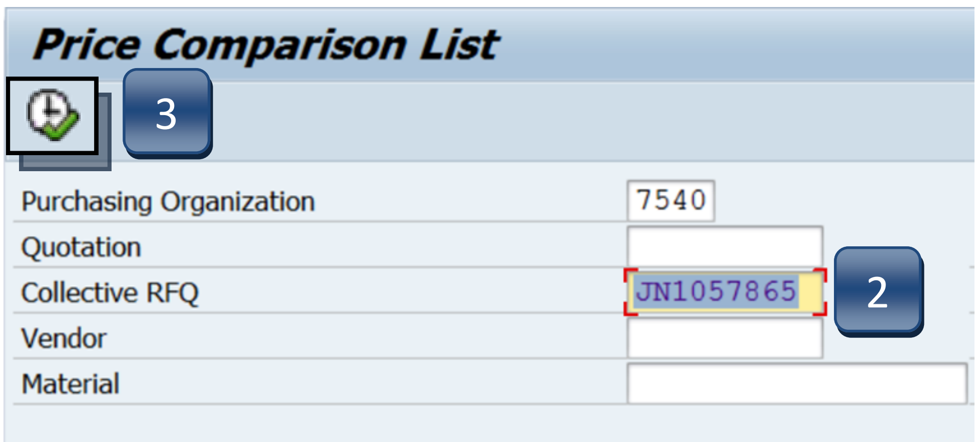
****Repeat steps 1 - 4 until all RFQ responses have been entered.****

Create an RFQ - Price Comparisons

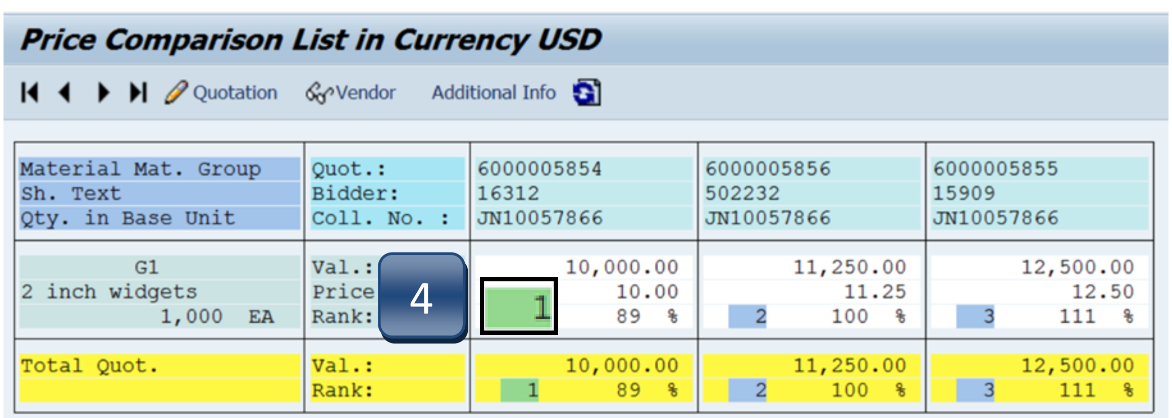
STEP 1: In the SAP Portal or GUI, enter transaction code **ME49**.

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

STEP 3: Click **Execute**.



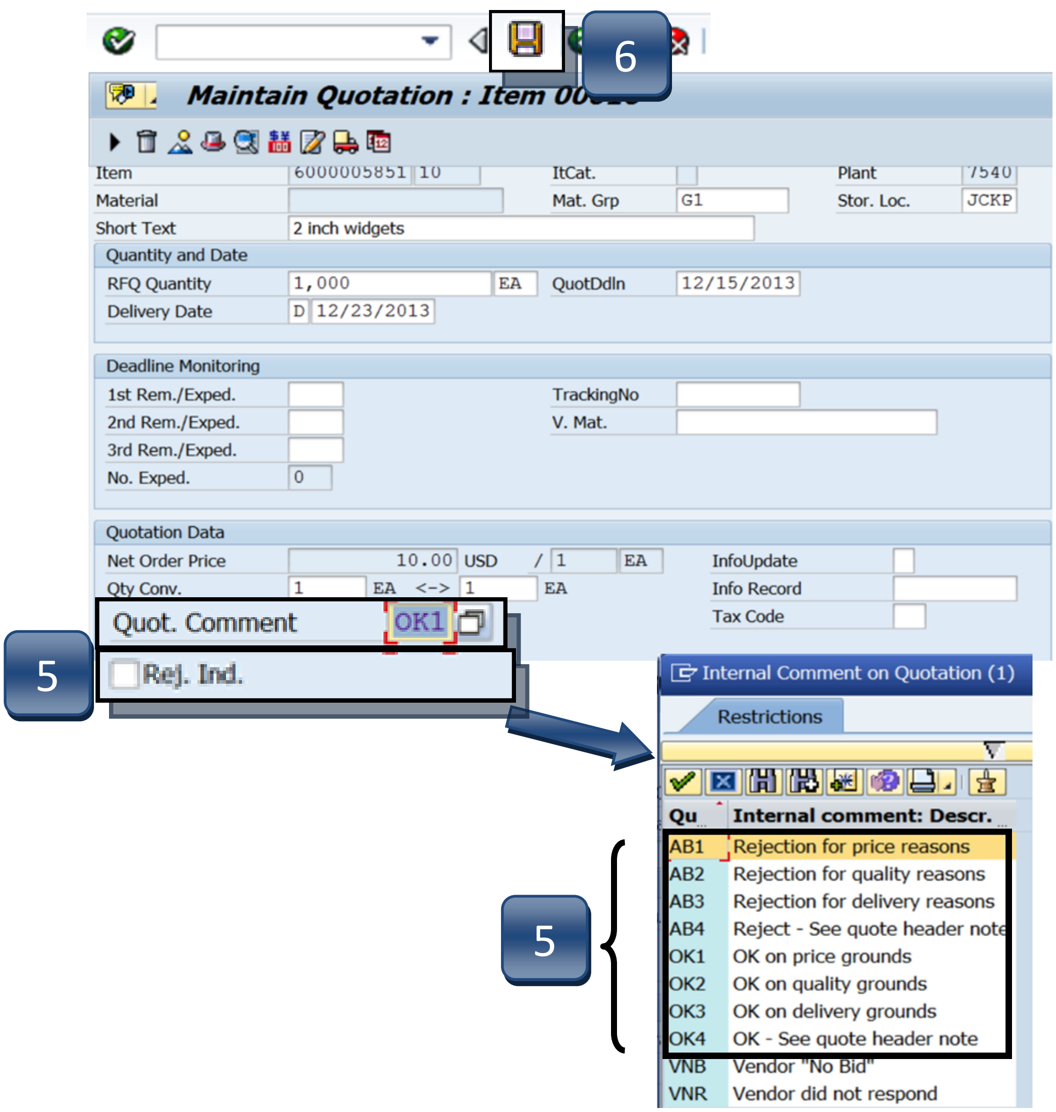
STEP 4: Double click in the area where the bid is.



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.



Create an RFQ - Review & Revise RFQ

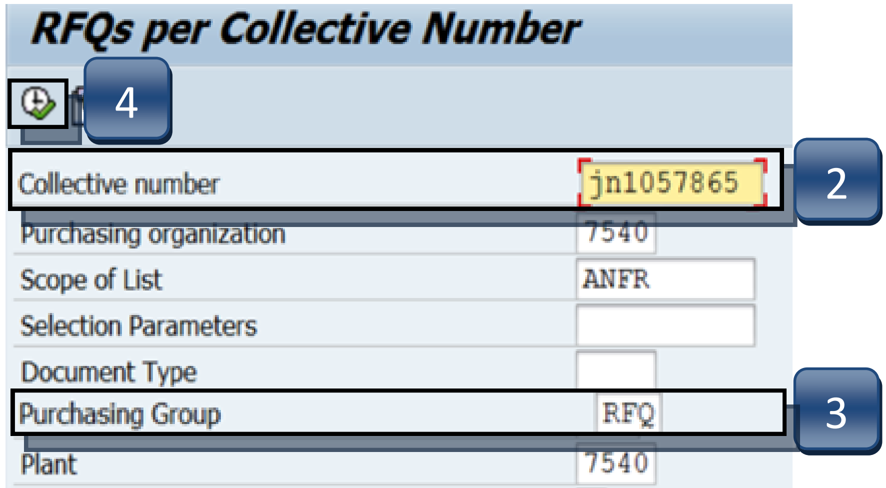
REVIEW

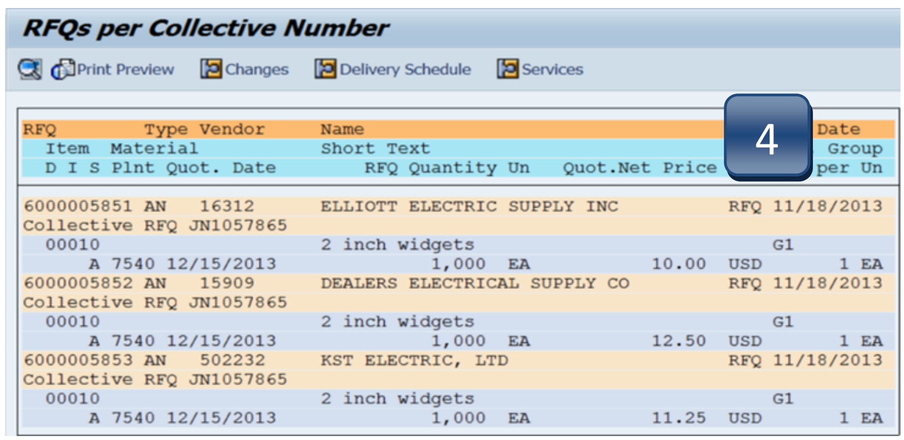
STEP 1: Enter transaction code **ME4S**.

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.

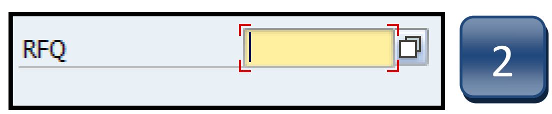




REVISE

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.

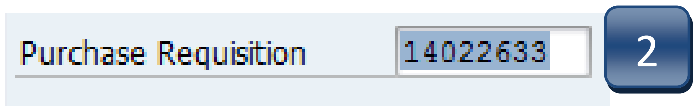


STEP 3: Click **Save**.

Create an RFQ - Update Requisition & Finish

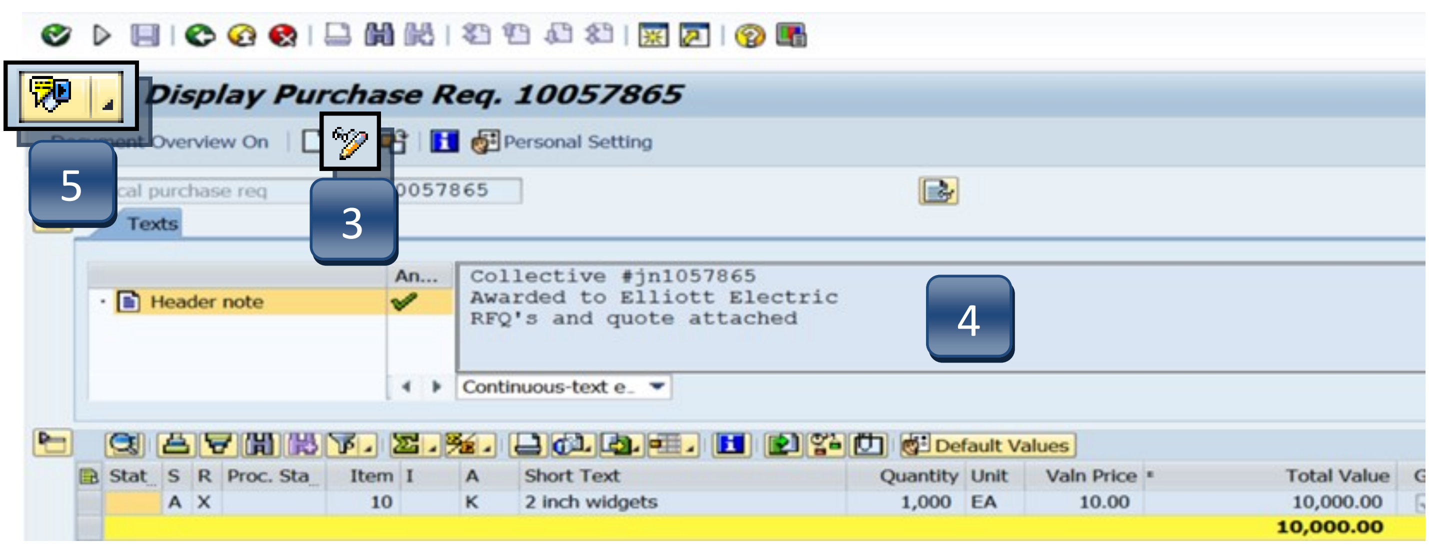
STEP 1: Enter transaction code **ME53**.

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



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

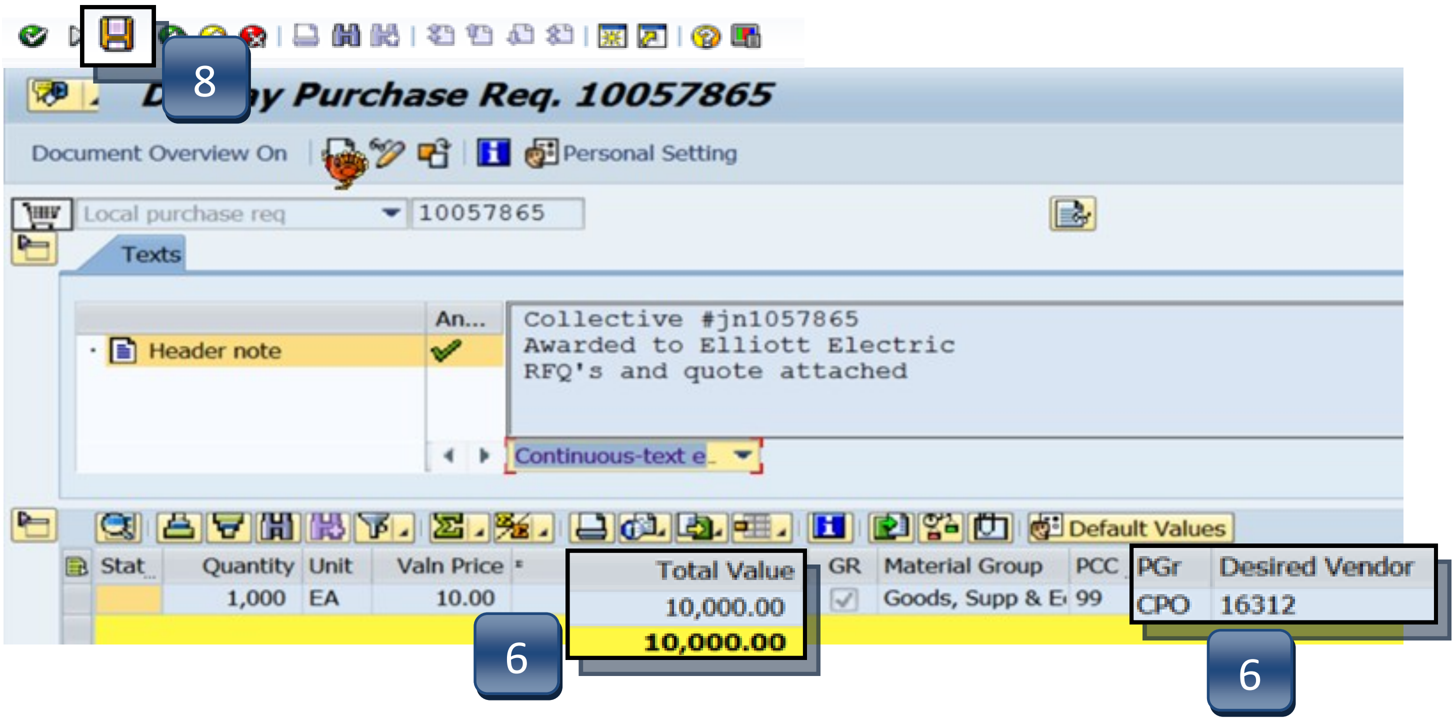
STEP 4: In the **Header note** section, enter the **Collective Number**, **Vendor Awarded**, and that the **RFQs and Quote are attached**.



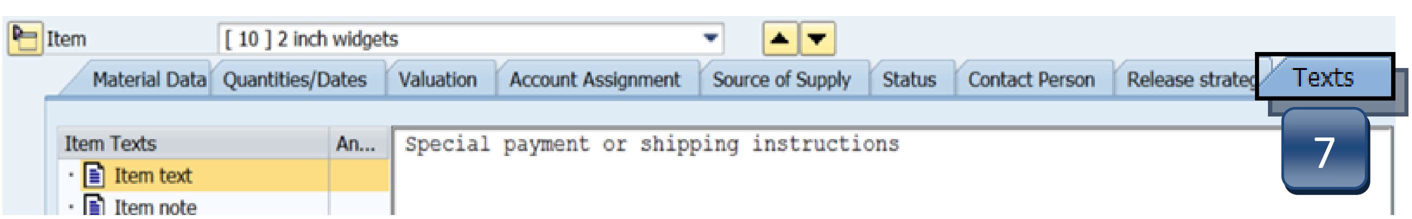
STEP 5: Attach all RFQ documents to the requisition. If unsure how to attach documents to a requisition, see **Attaching Documents Section**.

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**.



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



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

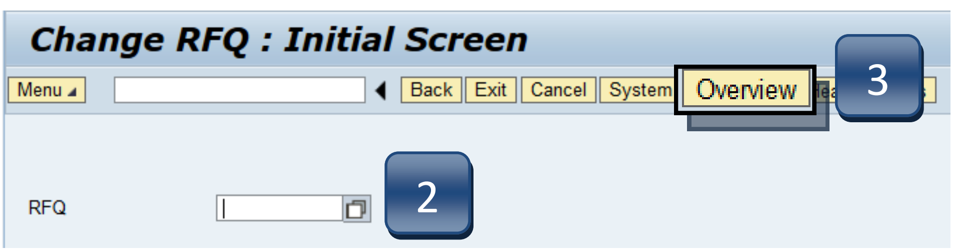
Reprint an RFQ

The following 10 steps must 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).

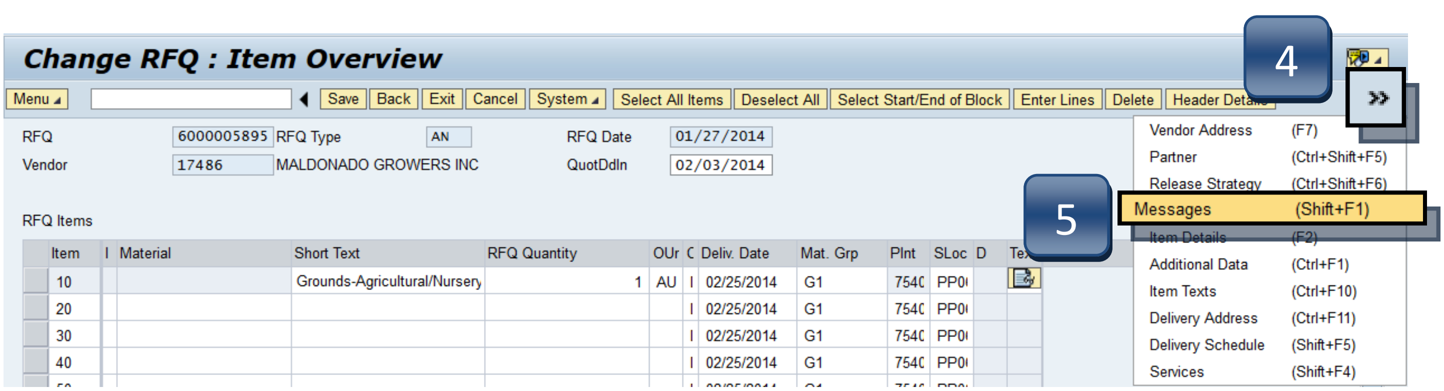
STEP 2: Enter RFQ number.

STEP 3: Select **Overview**.



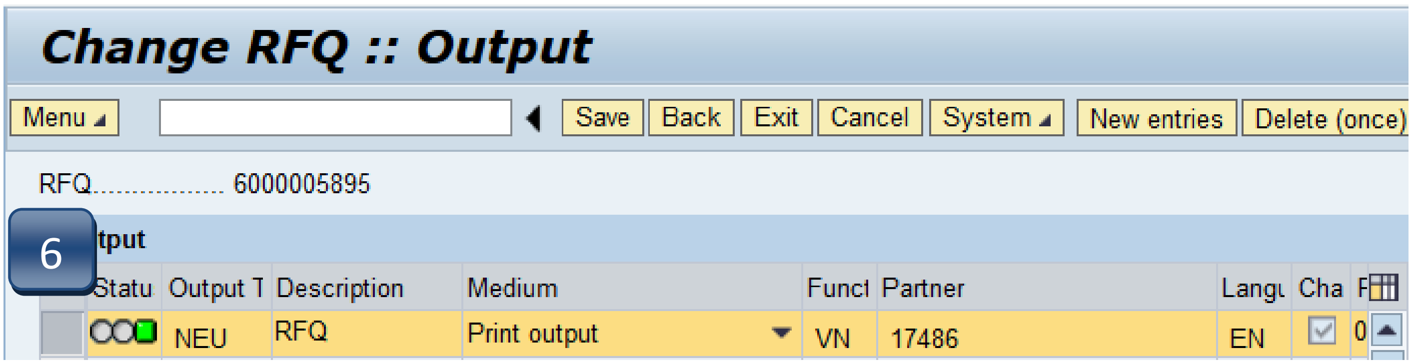
STEP 4: Select **More** (**double arrow** to the right of **Header Details** button).

STEP 5: Select **Messages**.



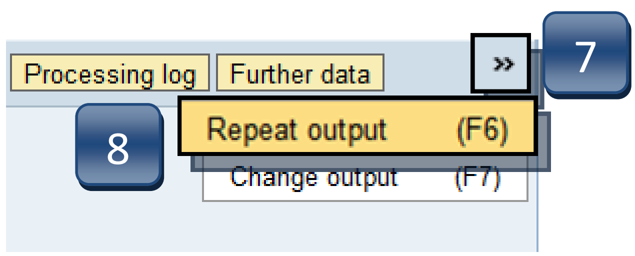
Reprint an RFQ

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



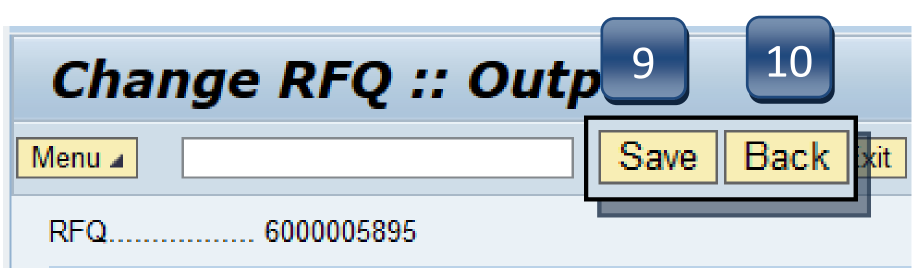
STEP 7: Select **More** (**double arrow** to the right of **Header Details** button).

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.

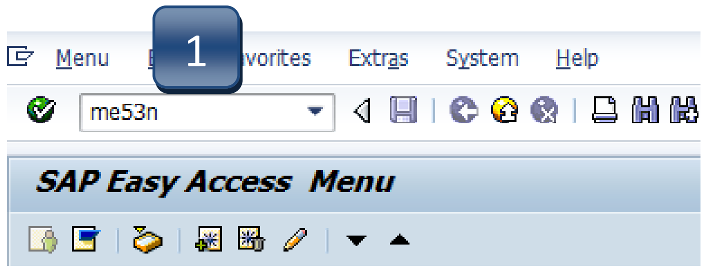


Create an RFQ - Generic Vendor Numbers

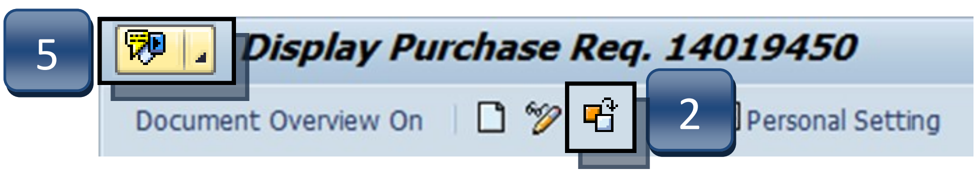
700005	Native American, Female Owned
700006	Native American, Male Owned
700007	Asian, Female Owned
700008	Asian, Male Owned
700009	Black, Female Owned
700010	Black, Male Owned
700011	Hispanic, Female Owned
700012	Hispanic, Male Owned
700013	Women Owned
700015	Not a HUB

Attach Document to Requisition - GUI

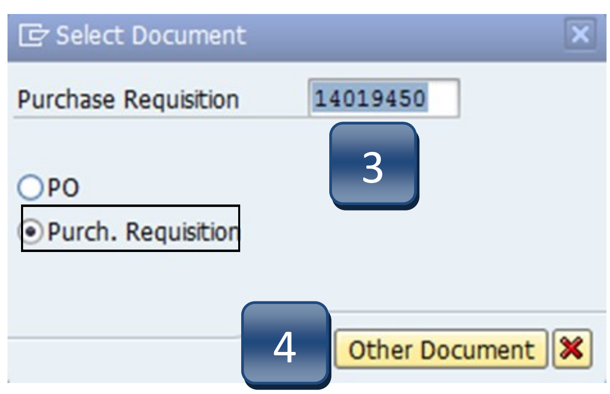
STEP 1: Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard. The last requisition accessed will appear.



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.

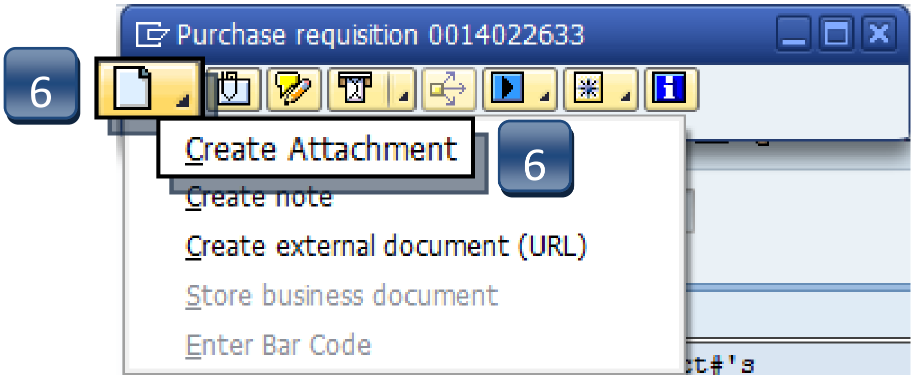


STEP 4: Click **Other Document** button. Requisition will appear.

STEP 5: In upper left corner, next to the words Display Purchase Req., select **Services for Object** button.

Attach Document to Requisition - GUI

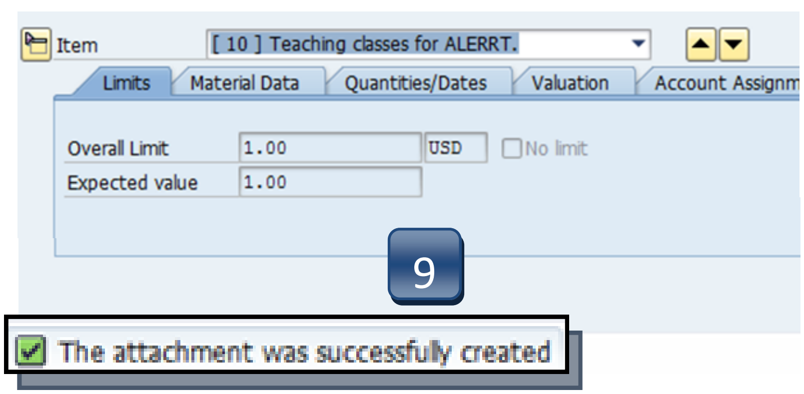
STEP 6: Select **Create**, then **Create Attachment** from drop-down menu.



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

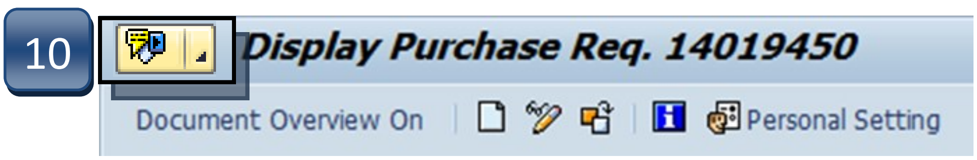
STEP 8: Click **Open**.

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



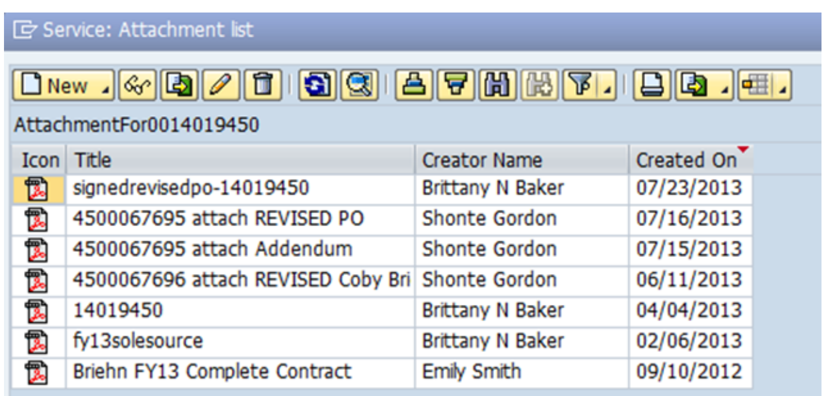
Attach Document to Requisition - GUI

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.

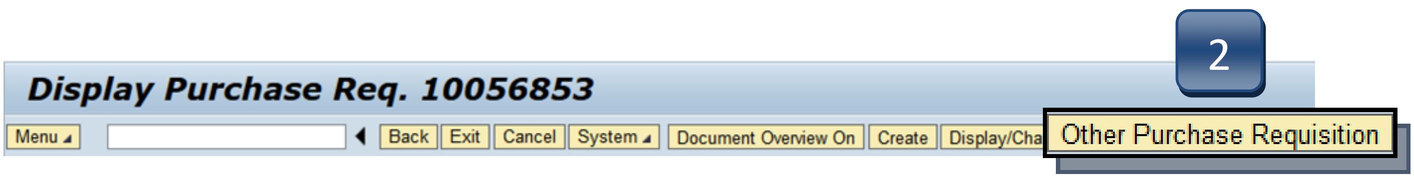


STEP 13: Click **green check** or **red x** button to close window. 

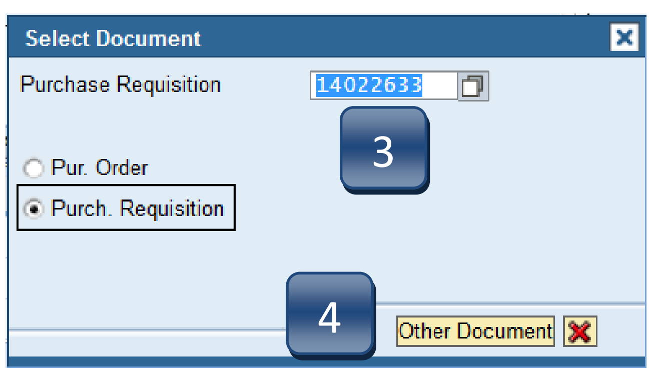
Attach Document to Requisition - Portal

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.

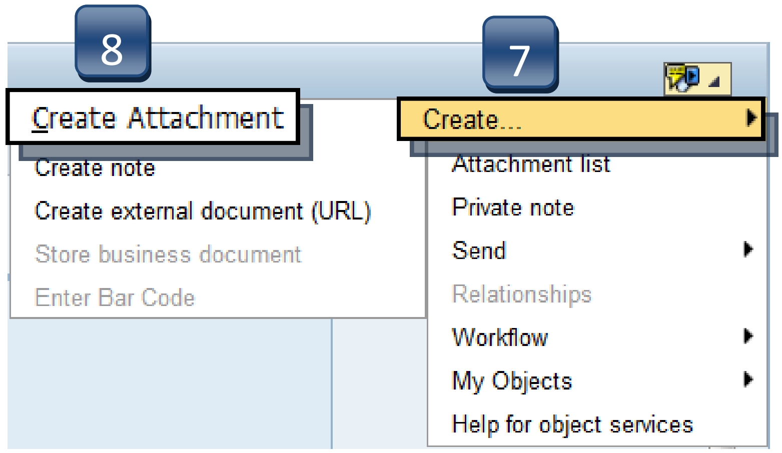
STEP 5: In upper right corner, select **Services for Object** button.

Attach Document to Requisition - Portal

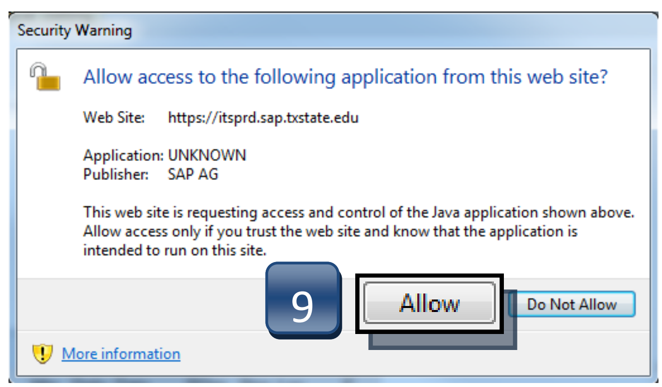
STEP 6: Select **Run**, **Don't Block**, '**not only for this session, but always.**', and **Yes** in the Java Applet windows if they appear.

STEP 7: Select **Create…**

STEP 8: Select **Create Attachment**.



STEP 9: Select **Allow** if Security Warning pops up.

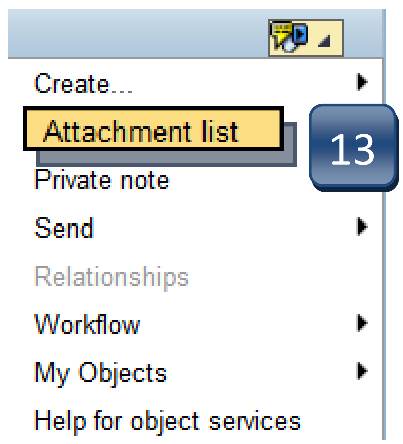


STEP 10: **Import File** box will appear. Select file from wherever you have it saved.

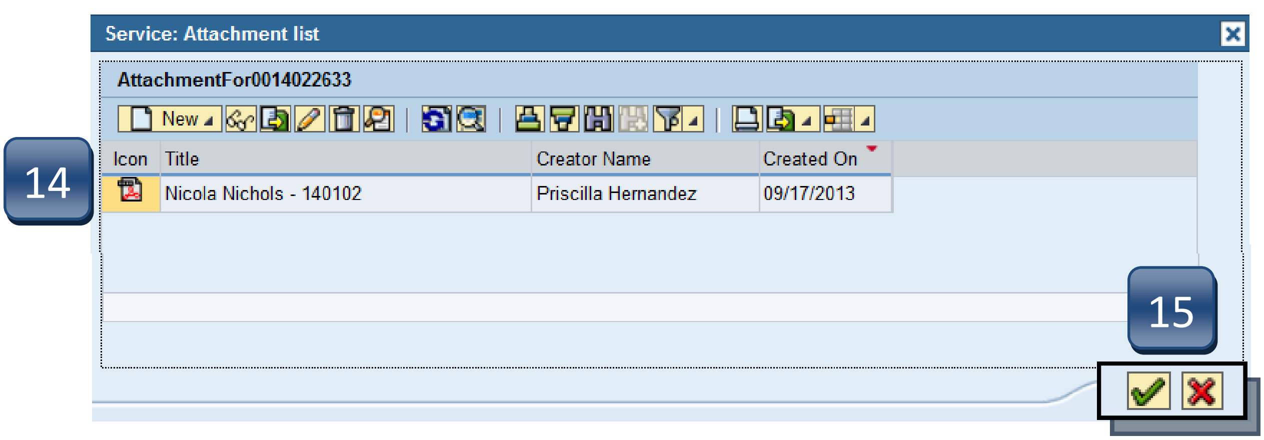
STEP 11: Click **Open**. Attachment has been saved to the requisition.

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

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



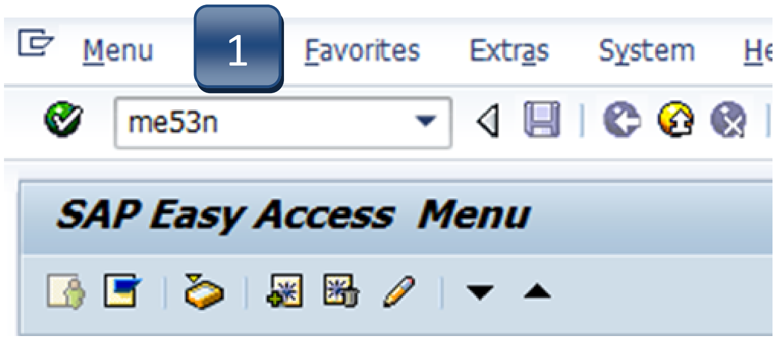
STEP 14: Attachment list will appear with your new attachment.



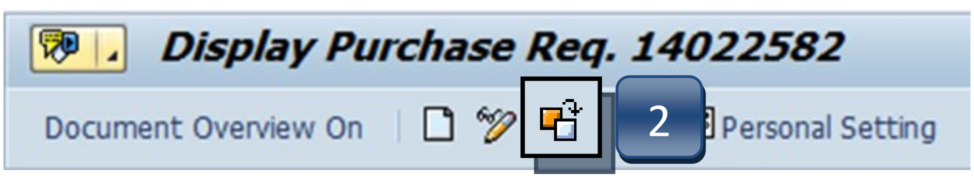
STEP 15: Click **green check** or **red x** button to close window.

Check Requisition Status

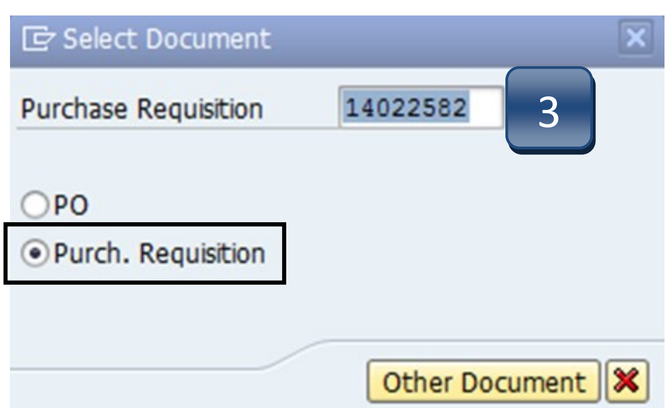
STEP 1: Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard.



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

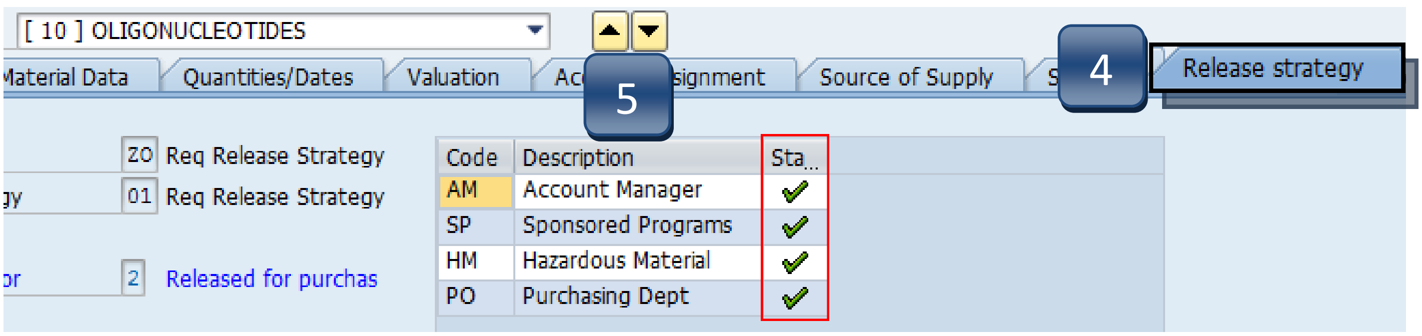


STEP 3: Type number into **Purchase Requisition** field and select **Other Document**.
Make sure **Purch. Requisition** is selected.



Check Requisition Status

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



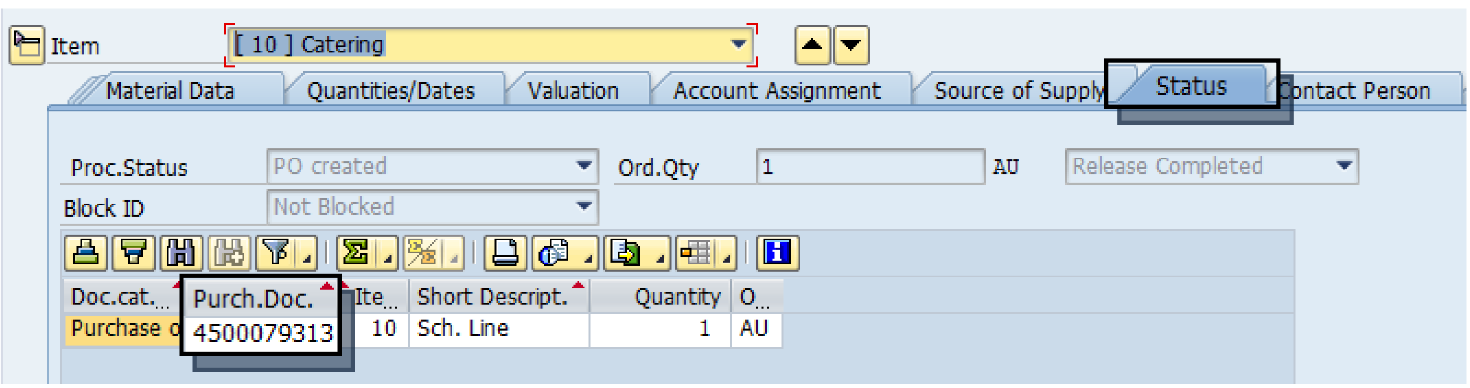
STEP 5: Use the navigation arrows to move between lines and check their status. All lines must complete the workflow and have green checks in their Status column before a Purchase Order will be issued.

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



Tip

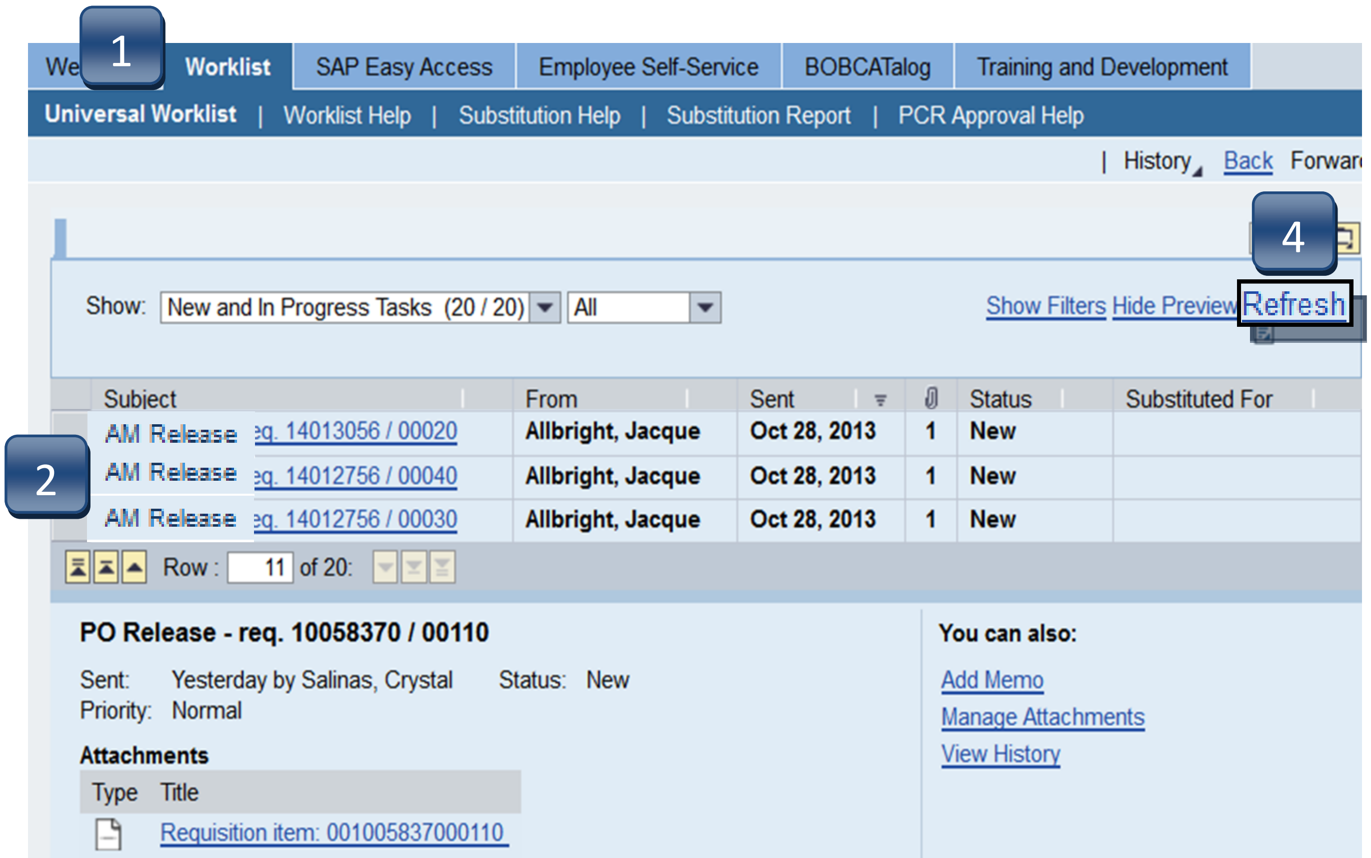
LOCAL Requisitions

- **If your requisition is a LOCAL and has been approved by the Purchasing Dept. but no PO exists, please call the Office of Procurement & Strategic Sourcing at 245-2521 or 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.

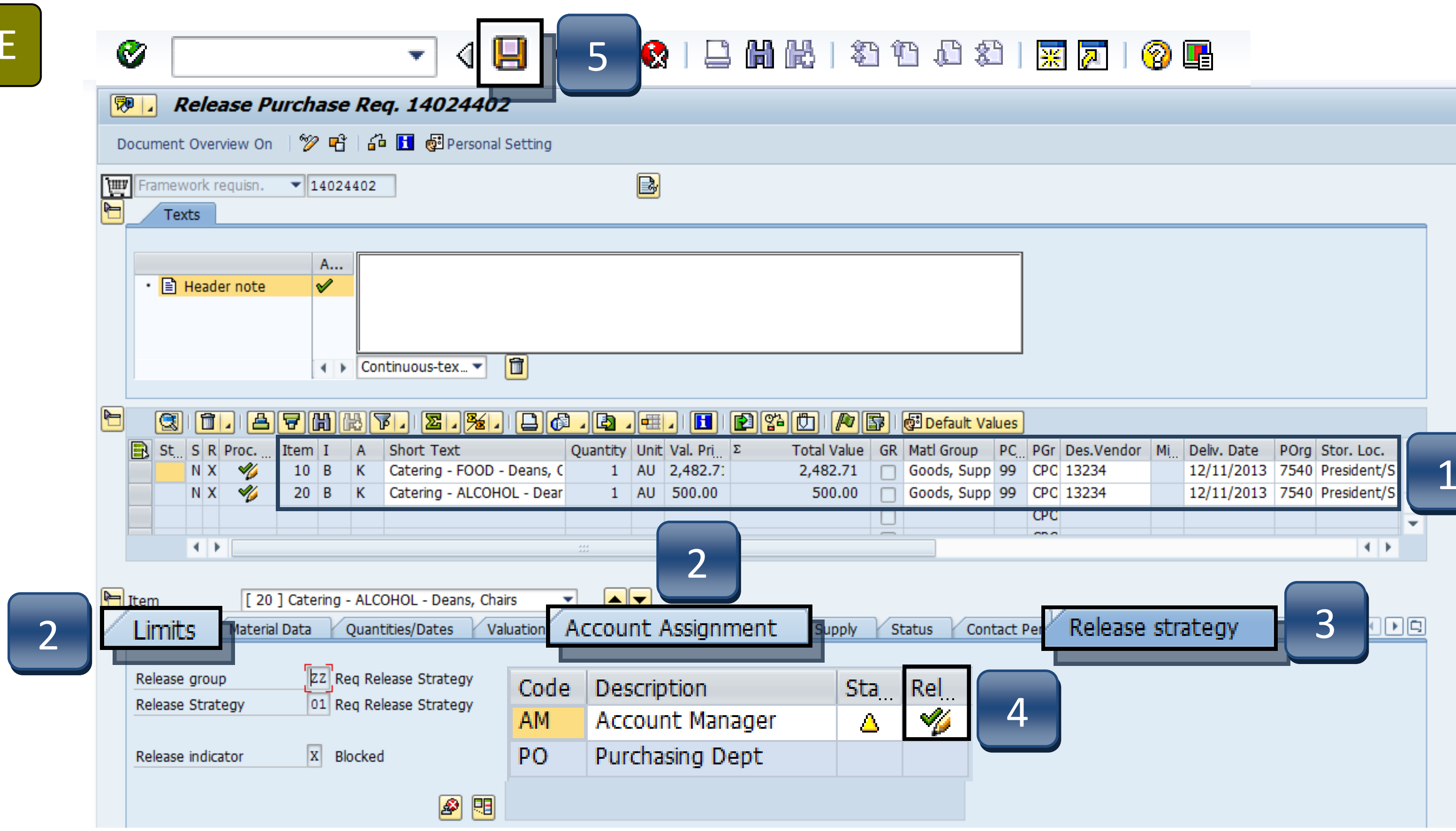


STEP 3: Follow **Approve** or **Reject** steps (pages 9.02 - 9.03).

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

Approve or Reject Requisition

APPROVE



STEP 1: Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.

STEP 2: Click **Account Assignment** or **Limits** (if Limit Framework requisition) tab to review accuracy of account information.

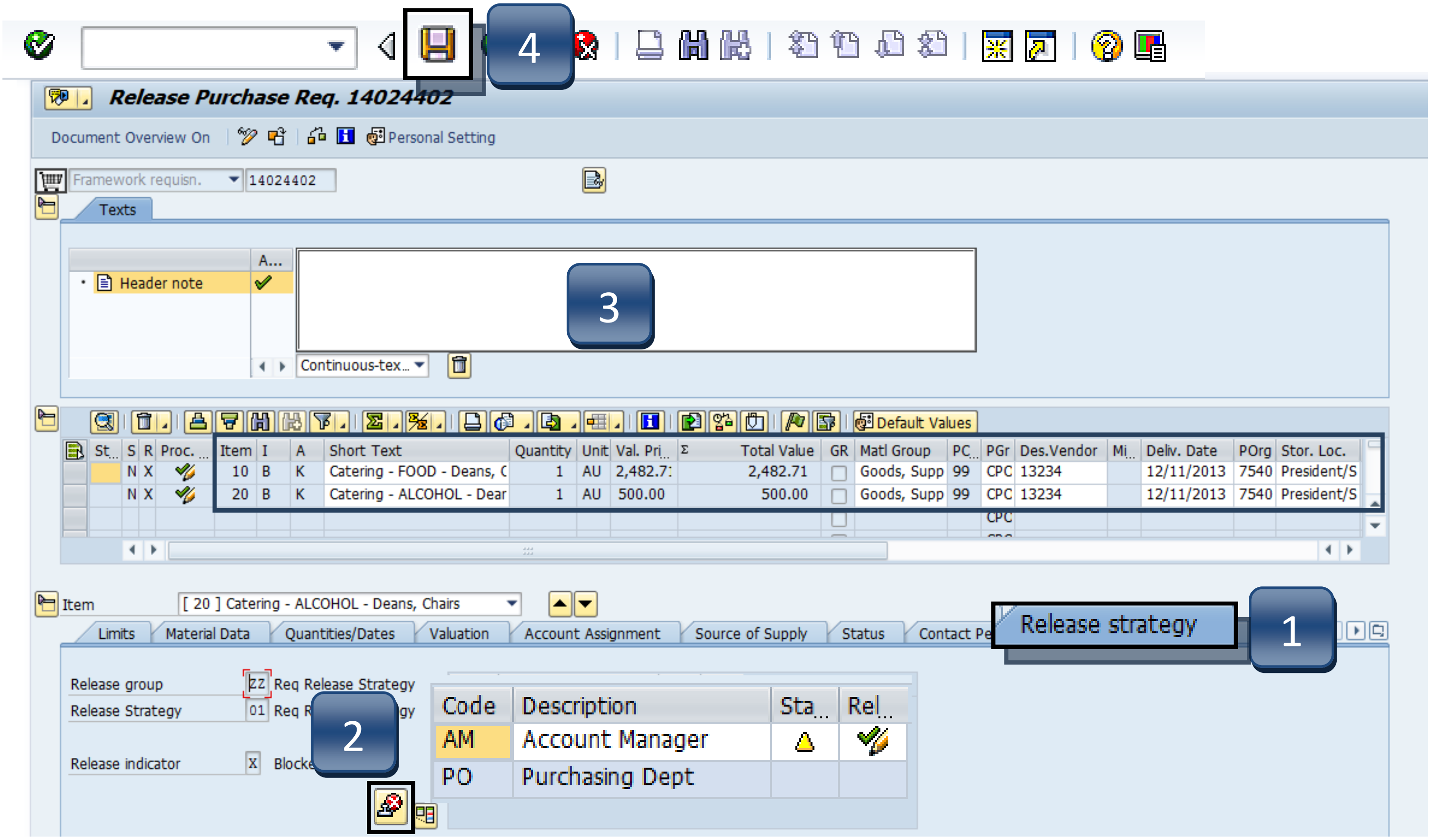
STEP 3: Select **Release Strategy** tab to continue with the release.

STEP 4: Click **green check with pencil** to release. Repeat **STEPS 1-4** for each line.

STEP 5: Click **Save**.

Approve or Reject Requisition

REJECT



STEP 1: Select **Release Strategy** tab.

STEP 2: Click **Reject** button.

STEP 3: Enter appropriate comments to requisitioner in the **Header note** section. The requisitioner will use these comments when correcting the requisition.

STEP 4: Click **Save**.

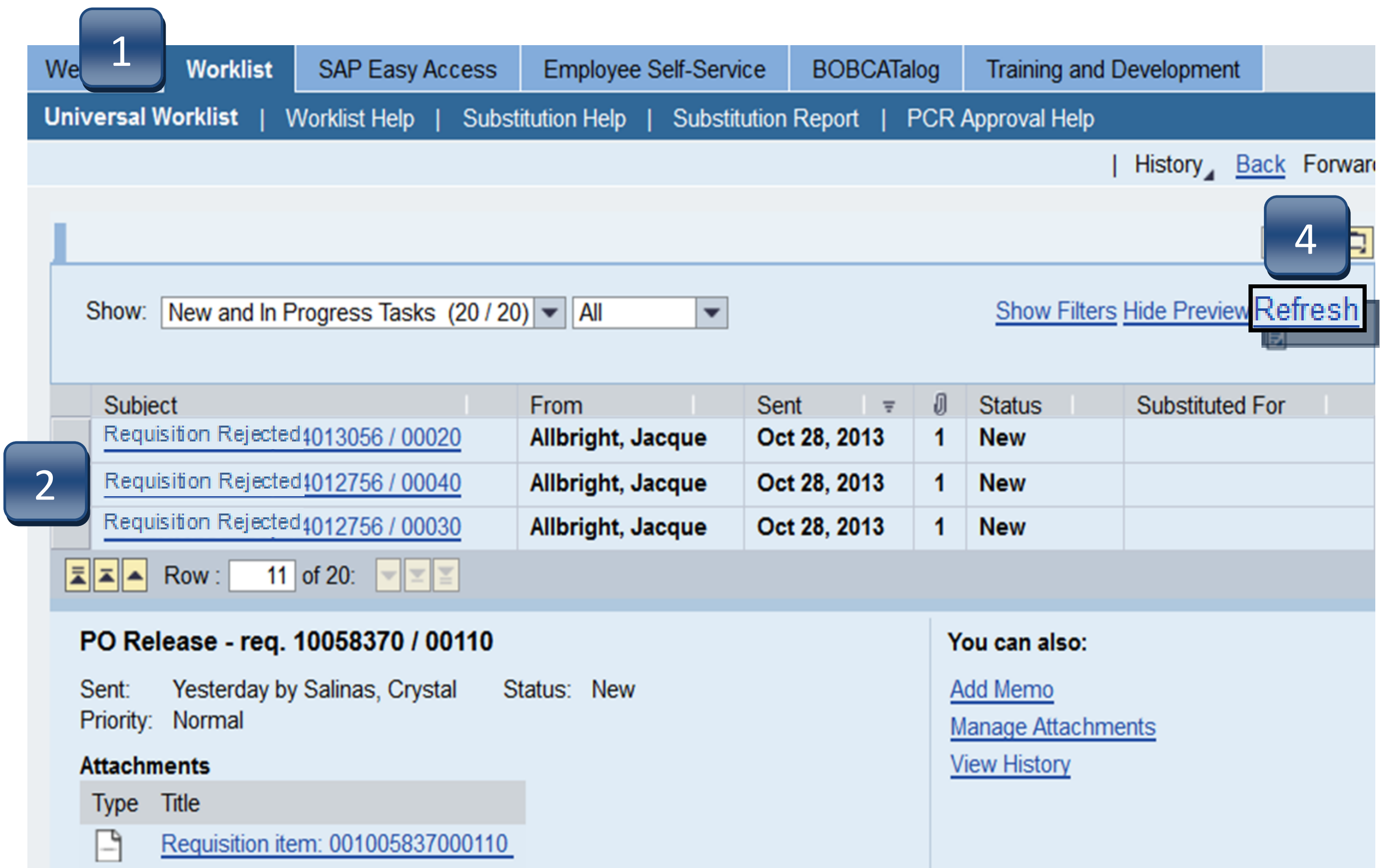
Tip

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.



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:

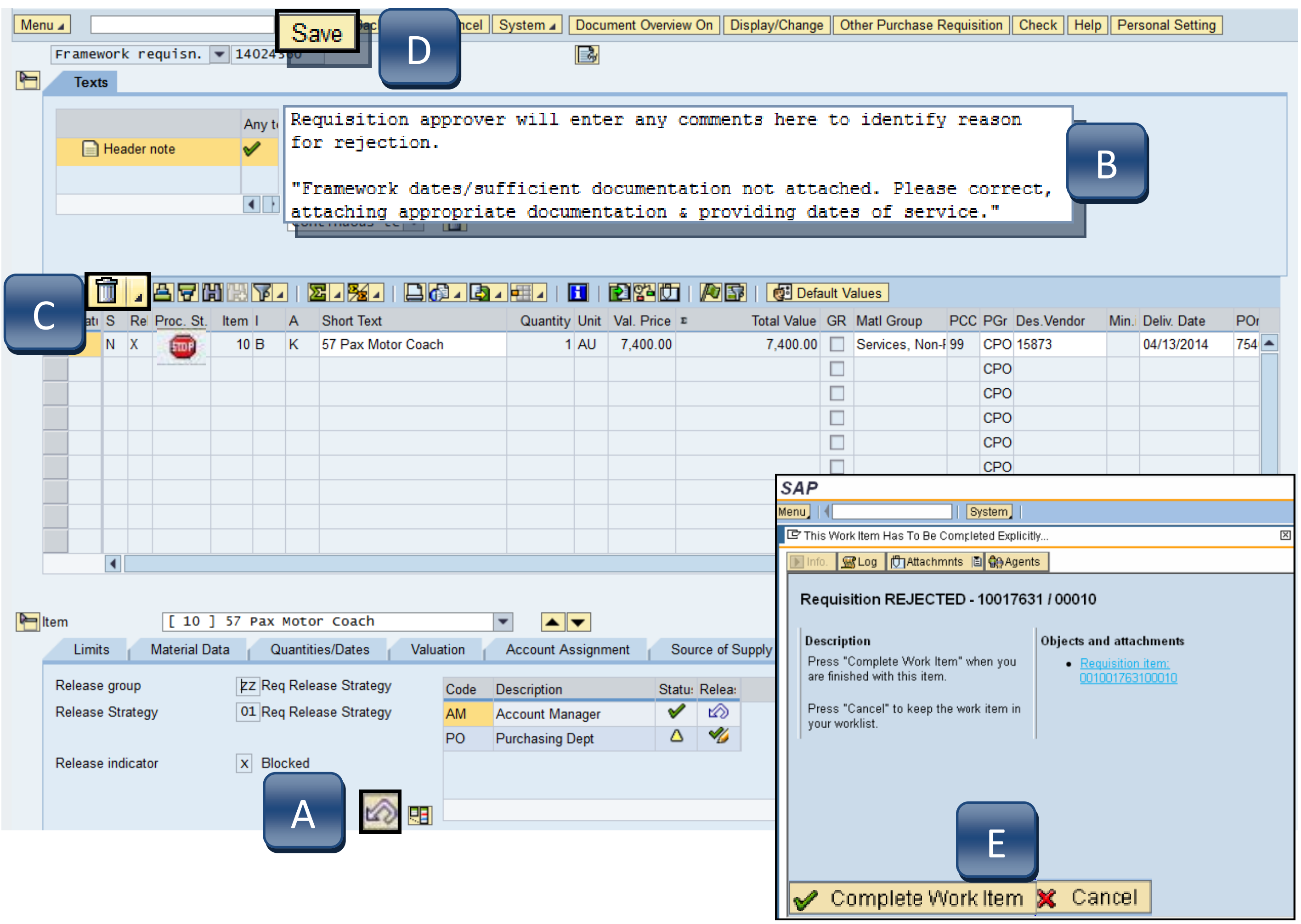
A. Click button to cancel the rejection.

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.



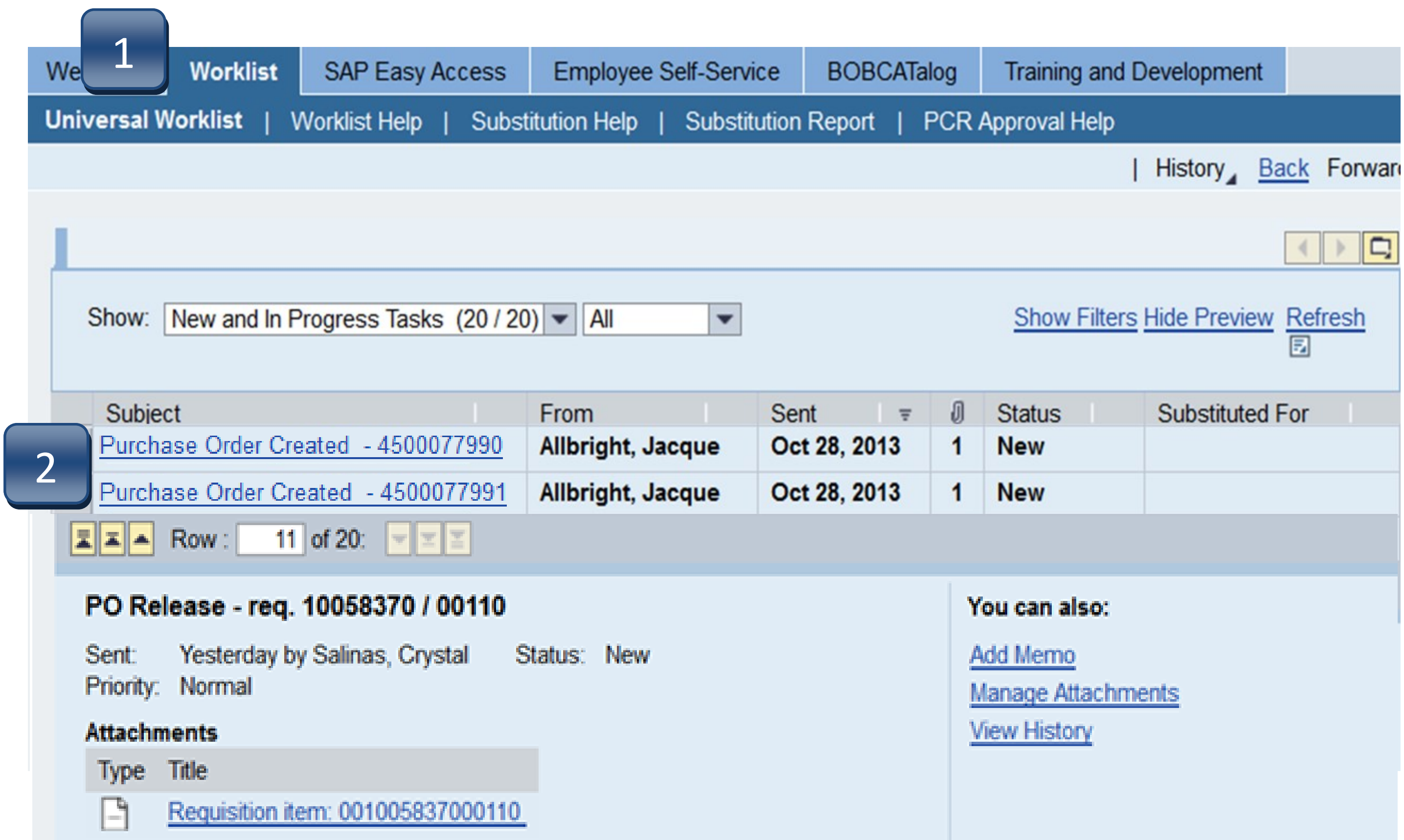
STEP 4: Following task completion, click **Refresh** to see the task removed from your worklist. (See previous page.)

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.

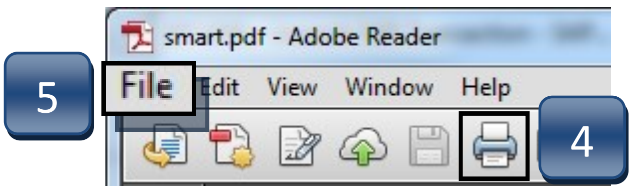
STEP 2: Select **Purchase Order Created** task to process.



Review and Print Purchase Orders

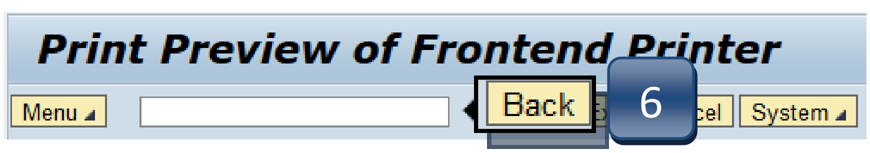
STEP 3: Select **Print Preview**. Purchase Order will open in Adobe as PDF.

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.

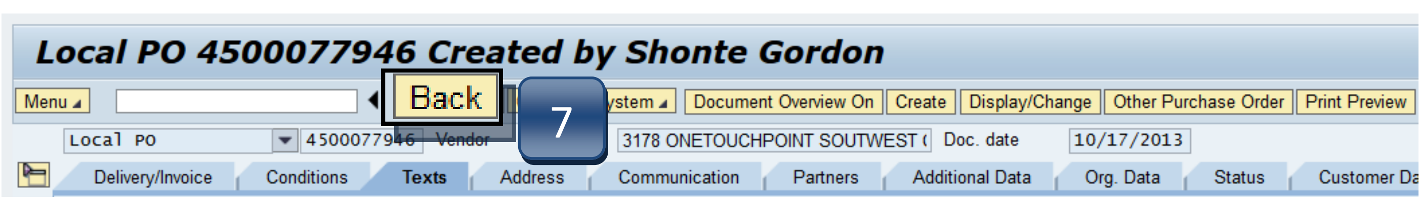


STEP 5: Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.

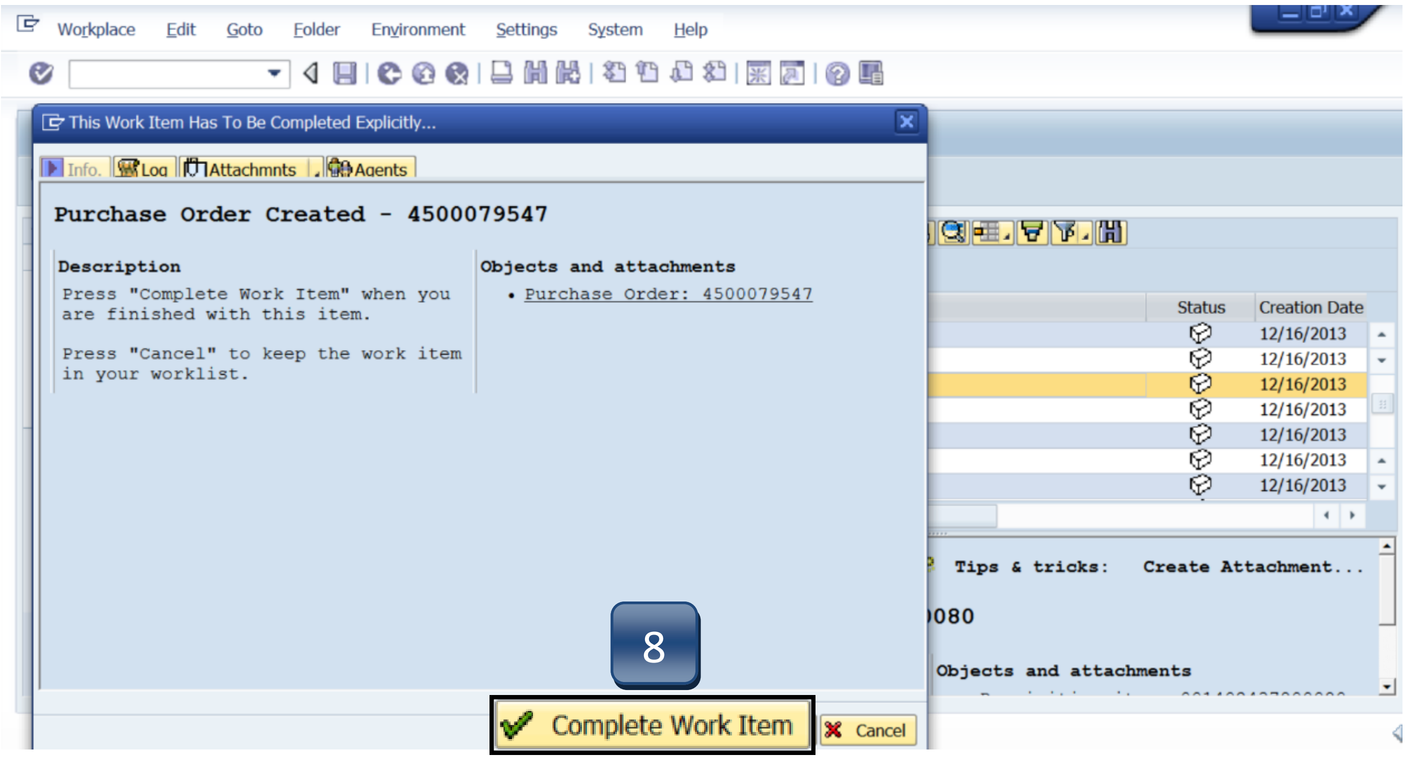
STEP 6: Select **Back** when finished to return to the prior screen.



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

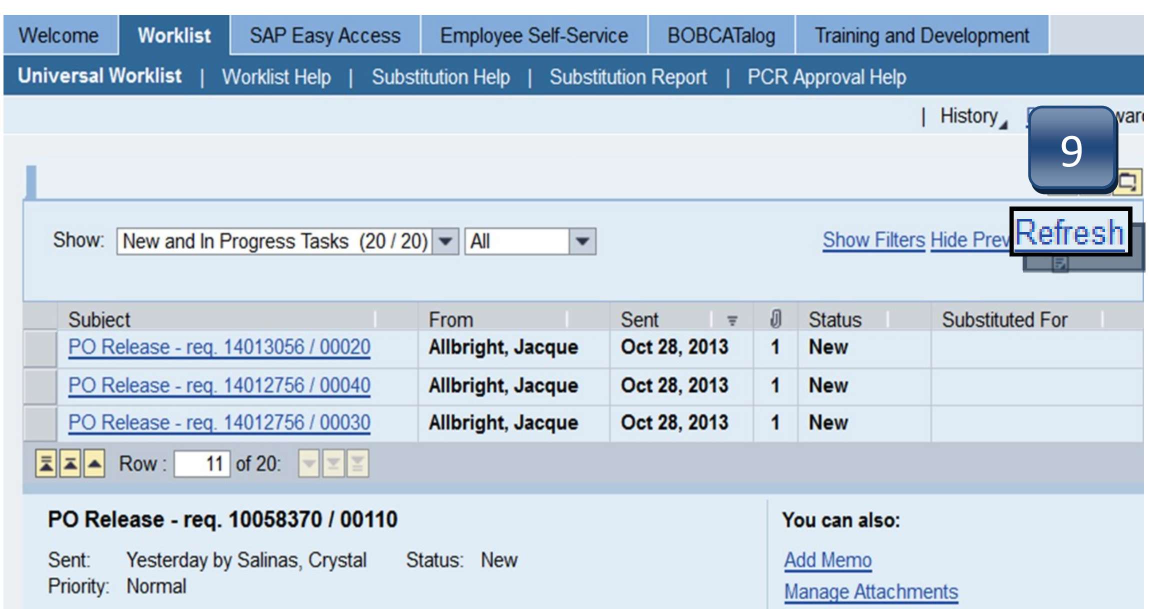


Review and Print Purchase Orders



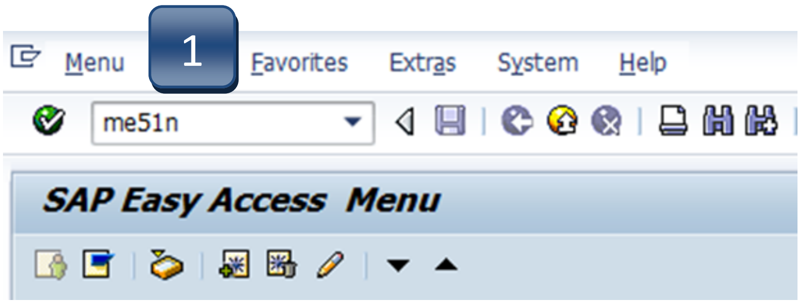
STEP 8: Select **Complete Work Item** to complete this task, then **Close**.

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

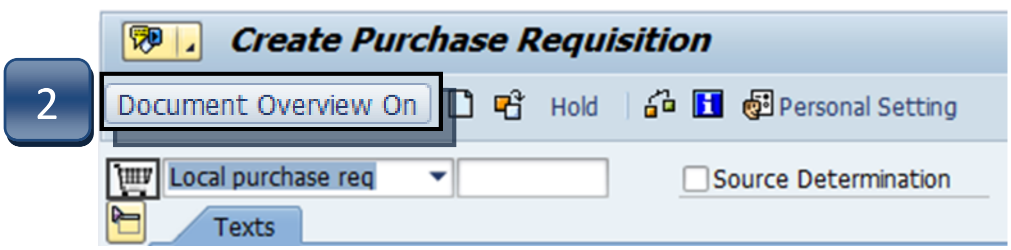


Copy a Requisition

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

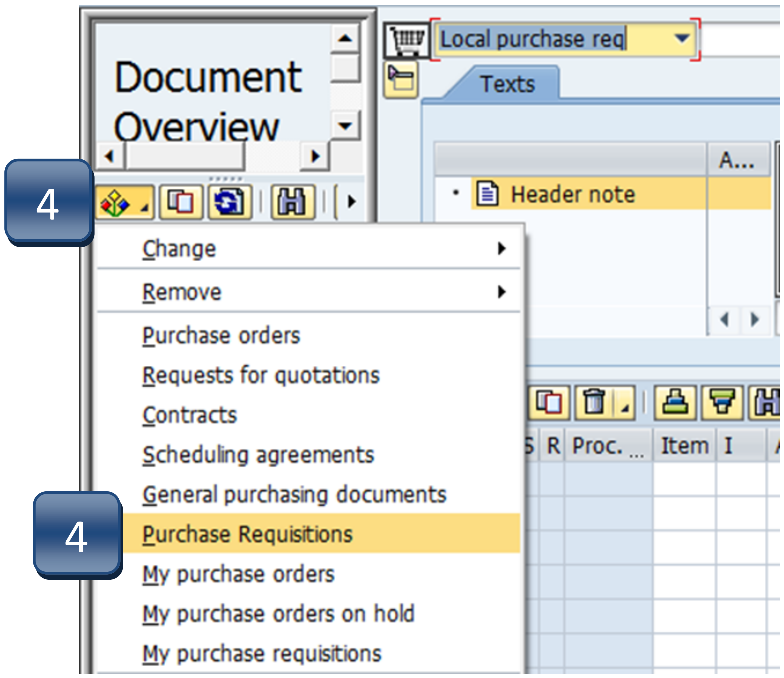


STEP 2: Select **Document Overview On**.



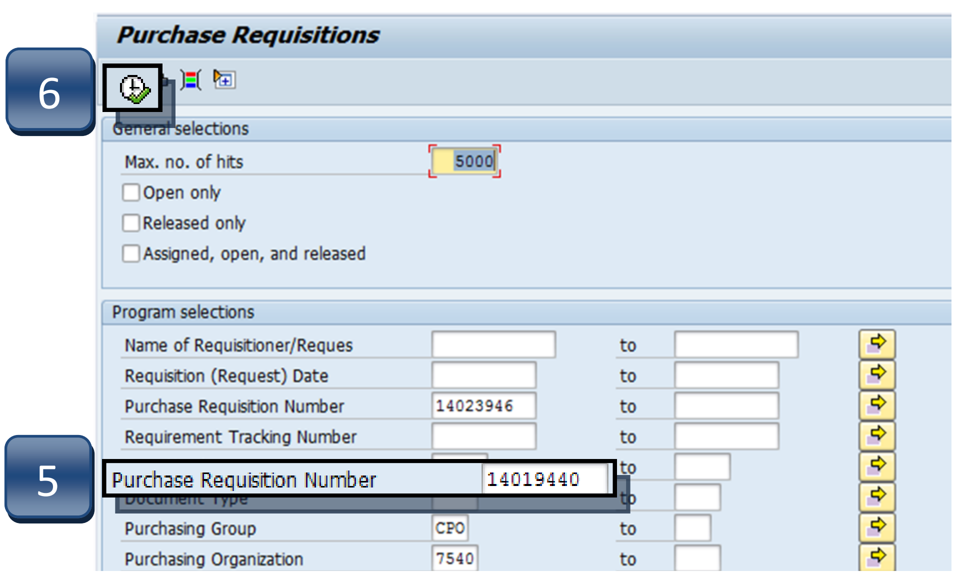
STEP 3: Click green check button.

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



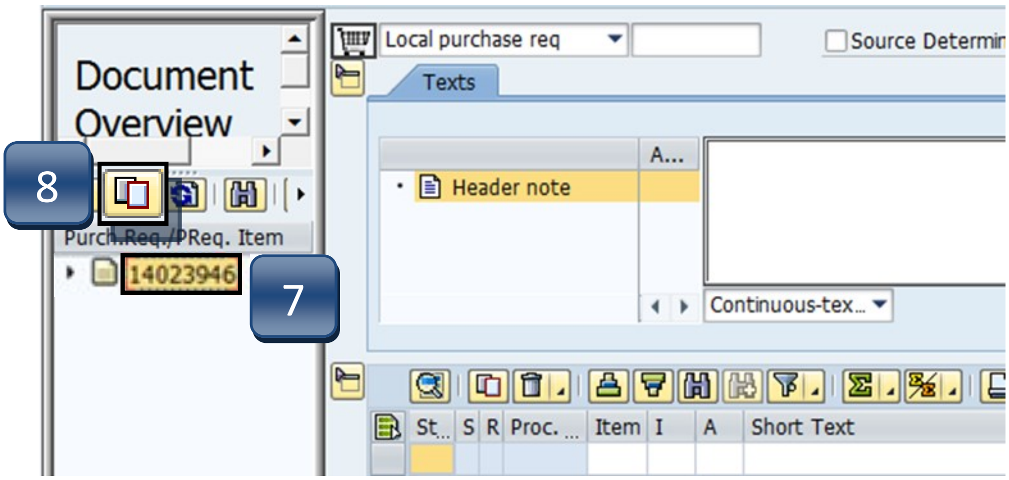
STEP 5: Enter requisition number to be copied in the **Purchase Requisition Number** field.

STEP 6: Click **Execute**.



Copy a Requisition

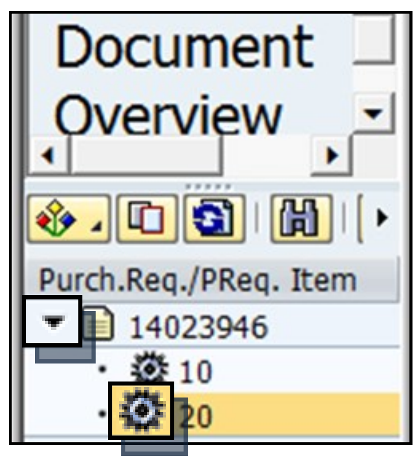
STEP 7: Select requisition number in the Document Overview pane.



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.**

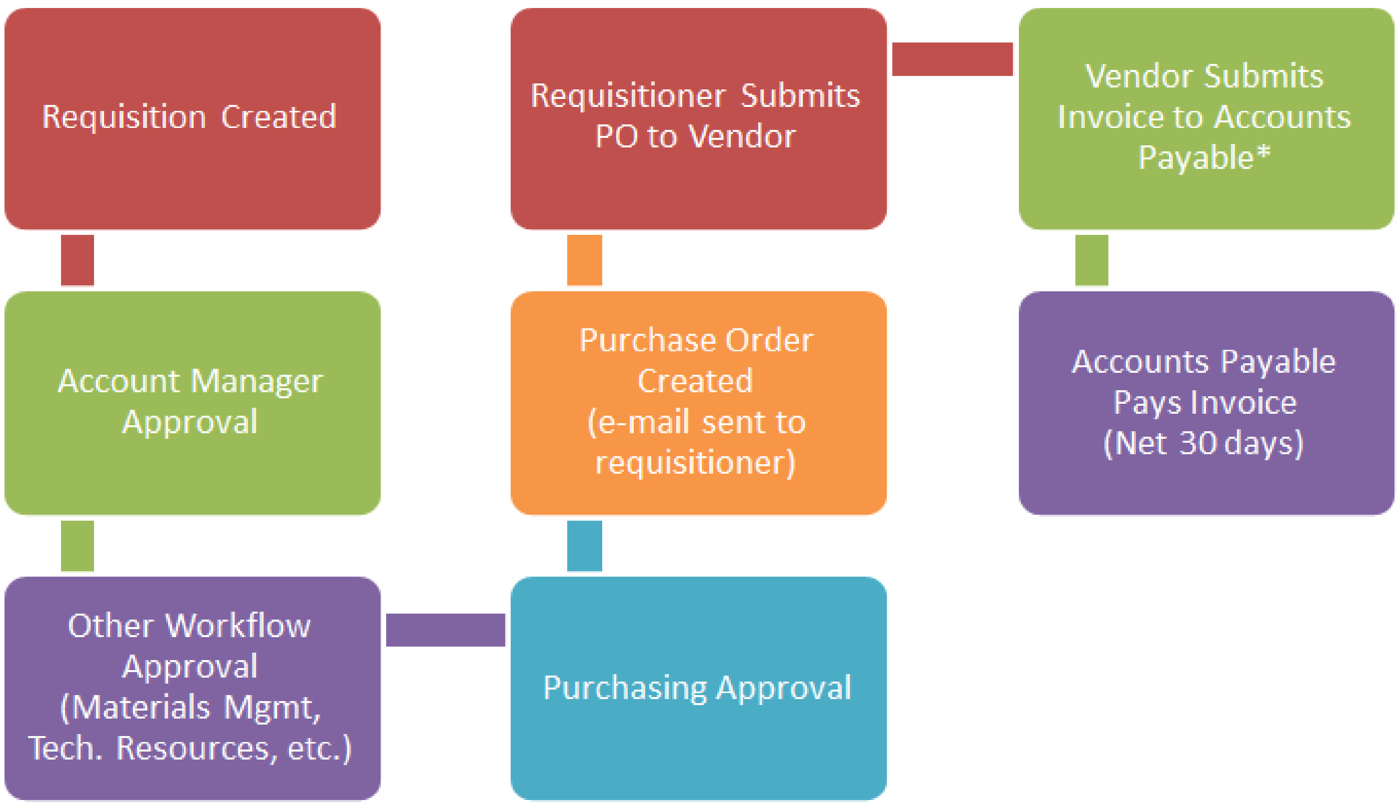


STEP 8: Click **Adopt**.
The copied requisition should now appear in the Create Purchase Requisition screen. Double-check entries to make sure everything is correct, and make any necessary changes. Review the account information, especially the fiscal year. **Header notes are not copied into the new 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.**