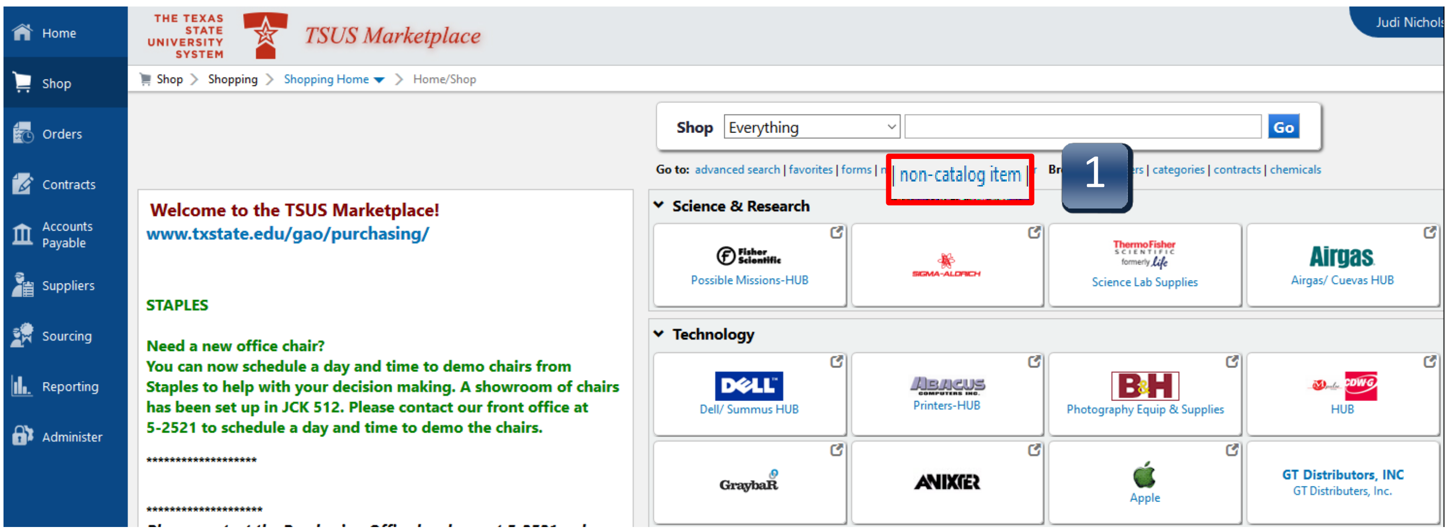
# Create a Limit Framework Requisition

Limit Framework requisitions can be created in the TSUS Marketplace **for Non-Catalog SERVICES orders only.**

**Step 1:** Click on **Non-Catalog item.**



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A pop-up screen will appear titled **Non-Catalog Item**.

**Step 2:** Enter Supplier- This is an active search field. Begin typing the name and the vendor will appear below. Select the vendor. If you do not see the vendor, contact purchasing to have the vendor **activated** for shopping. Once it has been activated, start from Step 2 and proceed forward.

**Step 2A:** Enter a description in **Product Description**.

**Step 2B:** Leave **Catalog No**. blank.

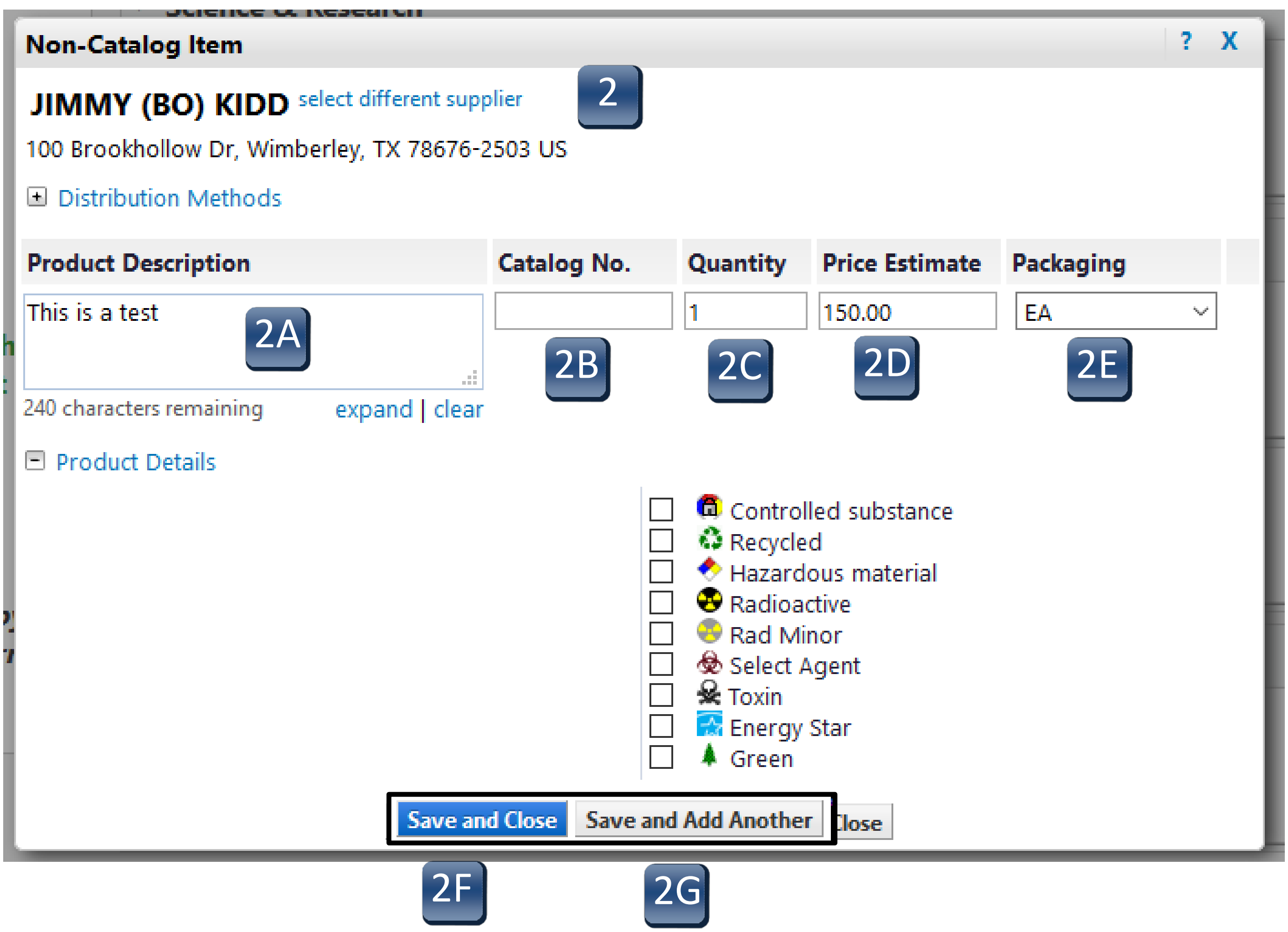
**Step 2C:** Enter one (1) in the **Quantity.**

**Step 2D:** Enter the amount to be paid for the first line in **Price Estimate.**

**Step 2E:** Select **EA** as an option under **Packaging.**

**Step 2F:** If you are adding another item select **Save and Add Another**.

**Step 2G:** If you are only ordering one item, click **Save and Close** when complete.



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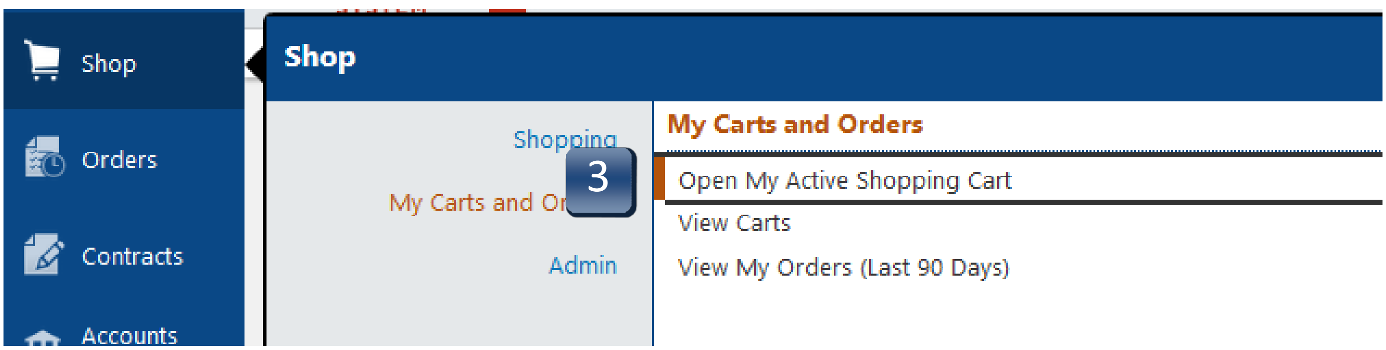
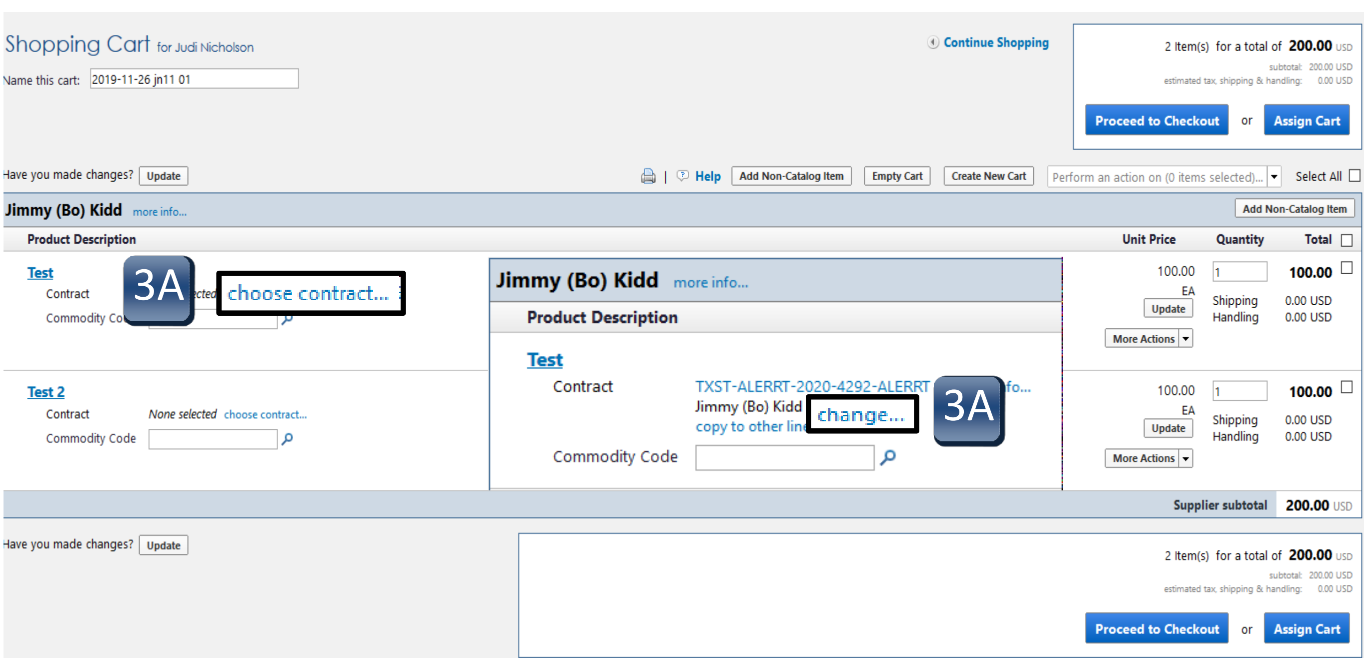
**Step 3:** On the left-hand menu ribbon, chick on the **Shop** icon, then choose the **My Carts and Orders** option and choose the **Open My Active Shopping Cart** option. This will list all your active shopping carts. Choose the one from which you want to create a limit framework requisition.

**Step 3A:** Before clicking **Proceed to Checkout**, check to see if there is a contract associated with the entity. Click on **Choose Contract**. A screen will pop-up with possible matches. Make sure you select the correct contract if there is one and click on **OK**. If there is not a contract, select **No Contract** and click on **OK**. If you have selected an incorrect contract, you can click on **Change Contract** to make changes. Do this for each line.



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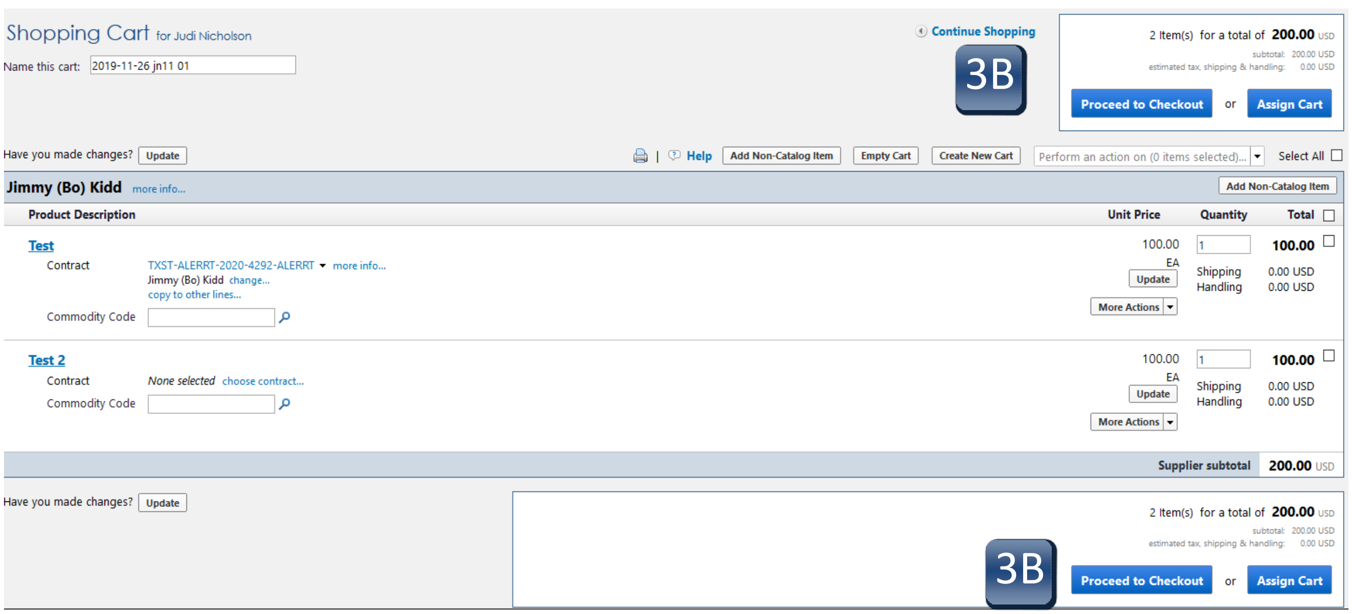
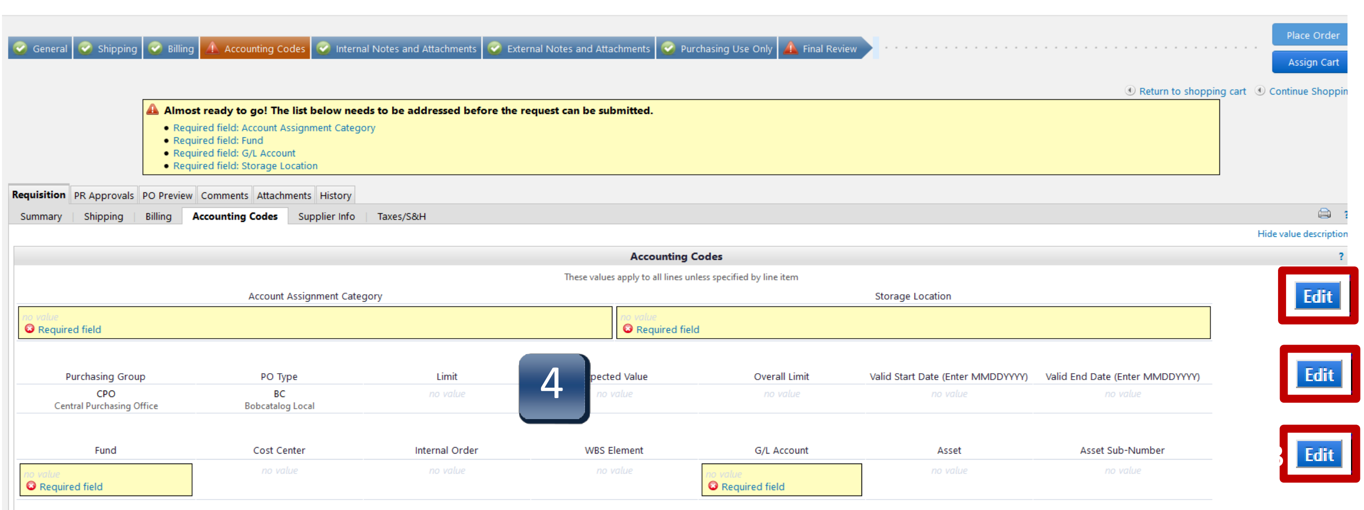
**Step 3B:** At the next screen click on **Proceed to Checkout**.

**Step 4:** The **Header Accounting Code** section, as shown below, applies to every line. If you need different accounting codes on different lines, then you must change each line's accounting codes on the requisition. Only lines that **differ** from the Header Accounting Code section will need to be changed. Enter in the information in all the **Required Field** areas making sure that the correct account combination is entered; and then click **Save**. Click on the **Edit** button to the right of each accounting code lines.



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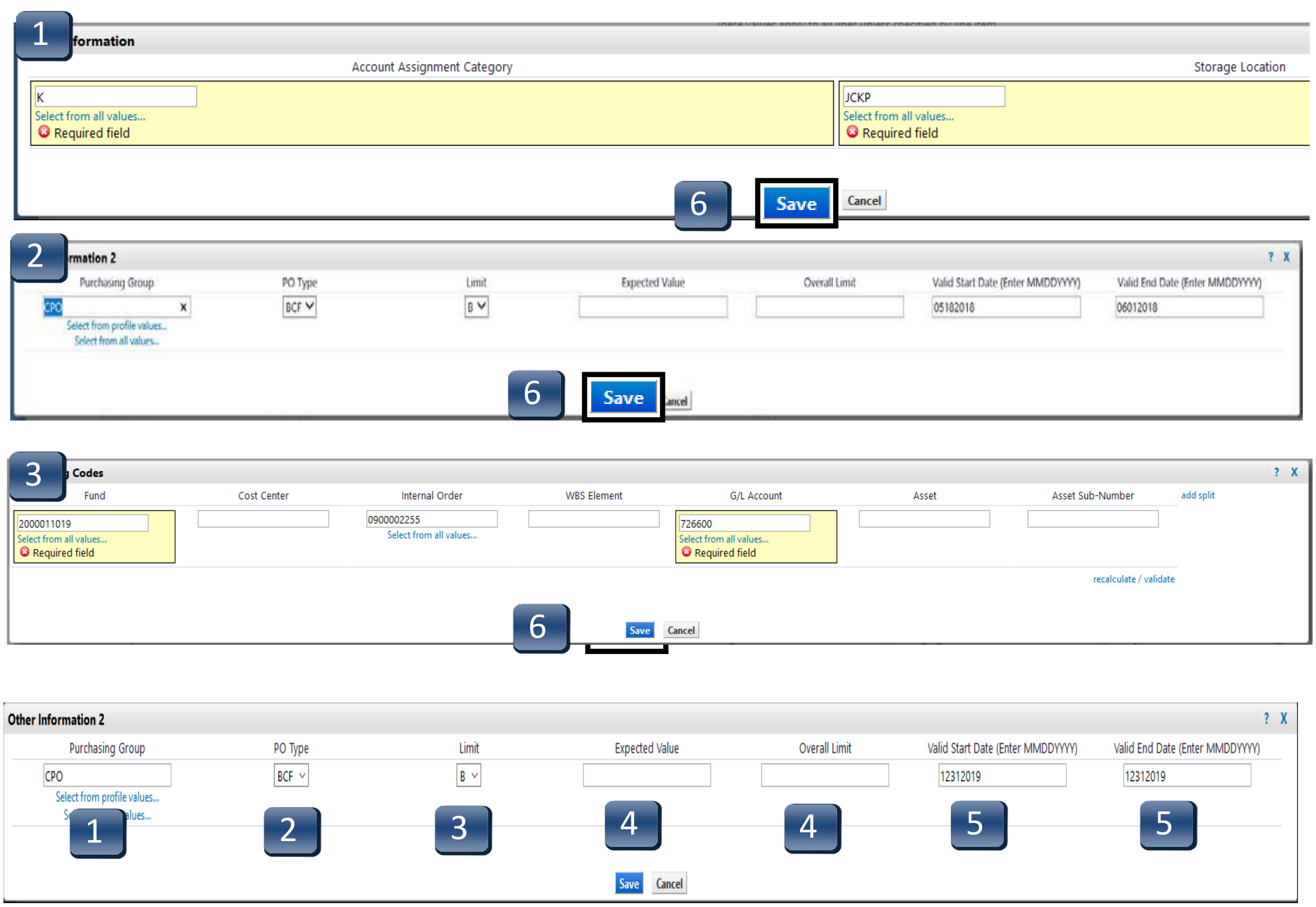
**Step 5:** To setup the Limit Framework, select **edit** on the second line in the **Header Accounting Codes** section and enter the following:

1. Select the correct **Purchasing Group**; CPO for most of the campus.
2. Change the **PO Type** to **BCF**;
3. Under **Limit** Select **B**.
4. Leave **Expected Value** and **Overall Limit** blank.
5. Enter a valid start date and end date for the Framework.
6. Click **Save** after all data in the **Header Accounting Codes** is entered correctly.

*****It is critical that the dates are entered as shown in the example MMDDYYYY. The framework order will fail and not post into SAP if entered incorrectly.*****



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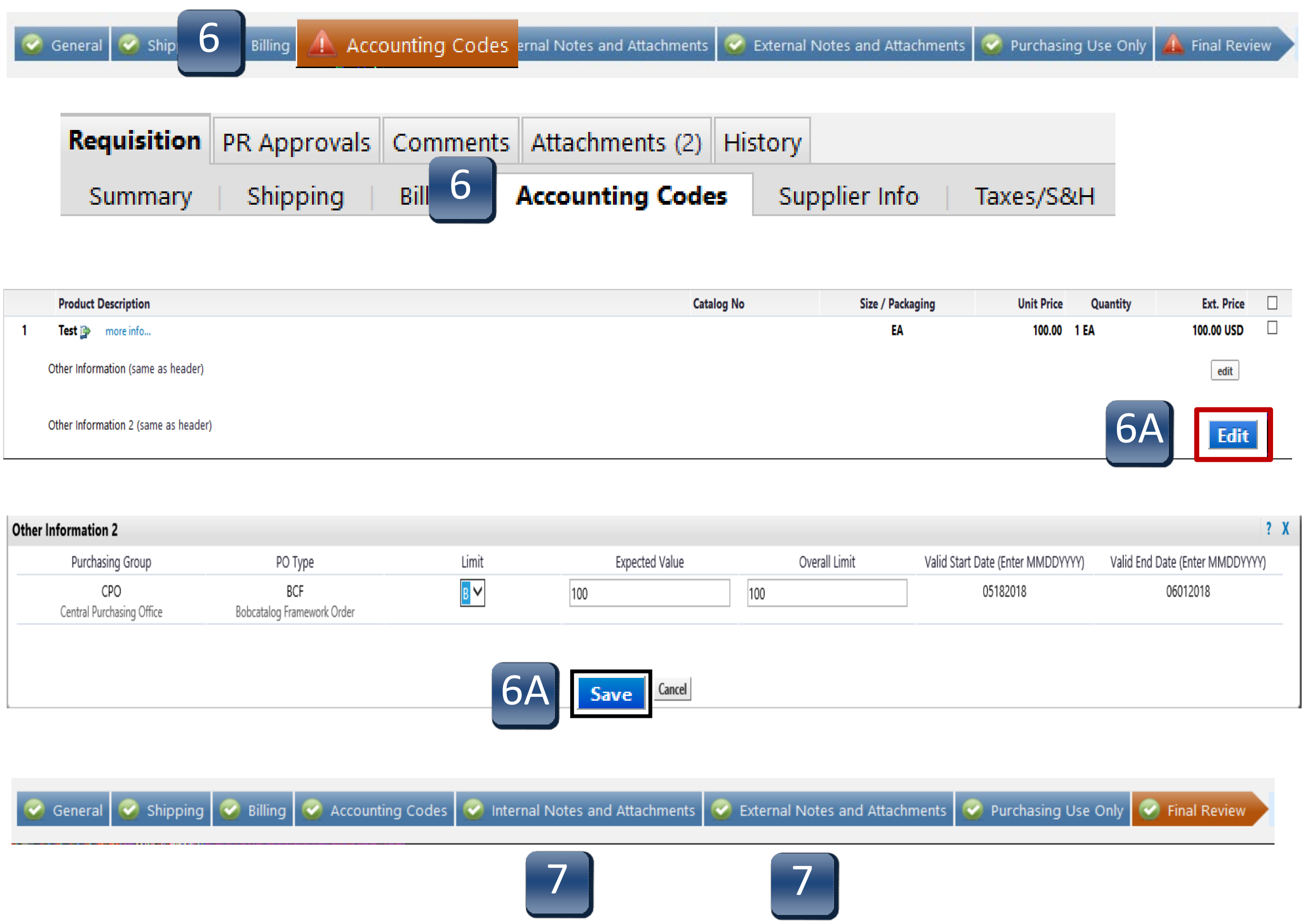
**Step 6:** To set the **Expected Value** and **Overall Limit** for each line, make sure the **Accounting Codes** tab is selected; scroll down to the **Product Description** section.

**Step 6A:** For line **1**, click on the **edit** button to the right of **Other Information 2 (same as header)** line. A pop-up screen will appear that will allow you to enter the **Expected Value** and the **Overall Value**. When you have finished, click on the **Save** button. Make sure that for each line, you click **edit** and enter the **Expected Value** and the **Overall Value**, clicking on the **Save** button after each entry.

**Step 7:** If you need to attach any internal or external notes and or attachment, proceed to those tabs. Once the notes and attachments sections are complete or you do not have any, proceed to the **Final Review** tab. (See Completing the Checkout Process – Internal and External Notes and Attachments)



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**Step 8:** On the **Final Review** it will be noted if you have completed all the required fields. If you have not, you will need to complete them before you can place the order or assign the cart. There may be a note stating that there is an error, but it will not prevent you from placing the order or assigning the cart. Review the **Accounting Code** section to ensure the correct values are entered for the framework values and the account assignment values. Click on **Place Order** or **Assign Cart** as applicable. If not a requisitioner, only the **Assign Cart** option will be available. Once the cart is placed into order, the requisition will go through the standard workflow for approvals. After approvals, the order is sent to the vendor and imported into SAP. Login into SAP and view the framework order.