

Instructions for Completion of SAP Software Requisition

Upon entry of a SAP requisition for software a hard stop message prompt will be displayed at the bottom of the req.

! Please enter Security/ADA information via customer tab - line 00010

See full screen capture below.

The screenshot shows the SAP Requisition Item Overview for item [10] Software By The Book. The table below lists the item details:

| St... | S | R | Proc... | Item I | A | Short Text | Quantity | Unit | Val. Price | Total Value | GR | Matl Group | PC... | PGr | Vendor | Mi... | Delivery Date |
|-------|---|---|---------|--------|---|----------------------|----------|------|------------|-------------|-------------------------------------|------------|-------|-----|--------|-------|---------------|
| ● | N | X | | 10 | K | Software By The Book | 1 | EA | 2,500... | 2,500.00 | <input checked="" type="checkbox"/> | G1 | 99 | CPO | 15437 | NA | 09/20/2018 |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |
| | | | | | | | | | | | <input type="checkbox"/> | | | CPO | | | |

The Account Assignment tab is active, showing the following fields:

- Unloading Point: []
- G/L Account: 738000
- CO Area: 754
- Cost Center: 1212000000
- Fund: 2000011018
- Functional Area: 1700
- Funds center: 1212000000
- Earmarked funds: []
- Grant: NOT_RELEVANT_FOR_GM
- Commitment item: 738000

A red arrow points to a yellow message box at the bottom of the screen: **!** Please enter Security/ADA information via customer tab - line 00010

The message advises to complete the Security/ADA information of the Customer Data tab of the requisition.

The screenshot shows the SAP Requisition Item Overview for item [10] Software By The Book. The Customer Data tab is selected in the navigation menu. The fields shown are:

- Unloading Point: []
- G/L Account: 738000
- CO Area: 754
- Cost Center: 1212000000
- Fund: 2000011019
- Functional Area: 1700
- Funds center: 1212000000
- Earmarked funds: []
- Grant: NOT_RELEVANT_FOR_GM
- Commitment item: 738000

The navigation menu on the right shows the following tabs:

- Material Data
- Quantities/Dates
- Valuation
- Account Assignment
- Source of Supply
- Status
- Contact Person
- Release strategy
- Texts
- Delivery Address
- Customer Data

A red arrow points to the Customer Data tab in the navigation menu.

Go to the Customer Data tab. Note the button identified as "Security & ADA"; click the button.

Item [10] Software By The Book

Valuation Account Assignment Source of Supply Status Contact Person Release strategy Texts Delivery Address Customer Data

Minority Ind. (HUB) NA Not a HUB

Doc. Type/PCC Code 99

Contract Num

Software Questions

Security & ADA ●○○

A pop up data box will appear. Complete data entry in the seven (7) fields.

Create Purchase Requisition

Security and ADA Information

Software Title

Users Count

Version

Contact Name

Contact Email

Renewal?

Customer Use

Return

| St | Val | Price | Total Value | GR | Matl Group | PC | PGr | Vendor | Mi | Delivery Date | POrg | Stor. Loc. | Plant | Do... | Auto Req |
|----|-----|-------|-------------|----|------------|----|-----|--------|----|---------------|------|------------|-------|-------|----------|
| | | | | | | | | | | | 7540 | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |
| | | | | | | | | | | | | UDC1 | 7540 | NB | |

Item [10] Software By The Book

Valuation Account Assignment Source of Supply Status Contact Person Release strategy Texts Delivery Address

Minority Ind. (HUB) NA Not a HUB

Doc. Type/PCC Code 99

Software Questions

Security & ADA ●○○

Create Purchase Requisition

Security and ADA Information

Software Title ABC Software for Higher Ed

Users Count 100

Version 4.6

Contact Name Dr. John Grisham

Contact Email grisham@txstate.edu

Renewal? No

Customer Use Yes

Return

Complete the questions. Note that Renewal is a drop down selection to answer if the software is a renewal or not.

Create Purchase Requisition

Security and ADA Information

Software Title ABC Software for Higher Ed

Users Count 100

Version 4.6

Contact Name Dr. John Grisham

Contact Email grisham@txstate.edu

Renewal? No

Customer Use Classroom

Return

Customer use is a drop down selection to indicate if the software will be used in the classroom, by administrative faculty/staff, single user or small team.

Once complete, click the "Return" button.

Create Purchase Requisition

Security and ADA Information

Software Title ABC Software for Higher Ed

Users Count 100

Version 4.6

Contact Name Dr. John Grisham

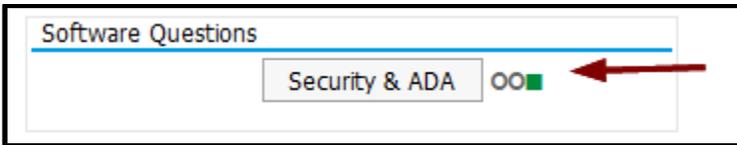
Contact Email grisham@txstate.edu

Renewal? No

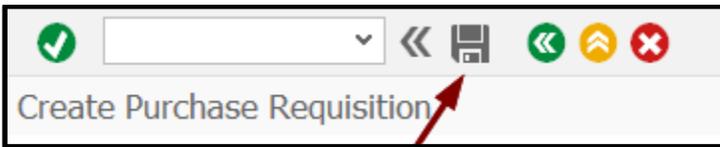
Customer Use Classroom

Return

Note on the requisition that the Security & ADA light is now green to continue.



Save the requisition.



Receive the standard reminder to attach documentation received from the vendor. Click the green check.



The requisition is saved and ready for the workflow approval process.

