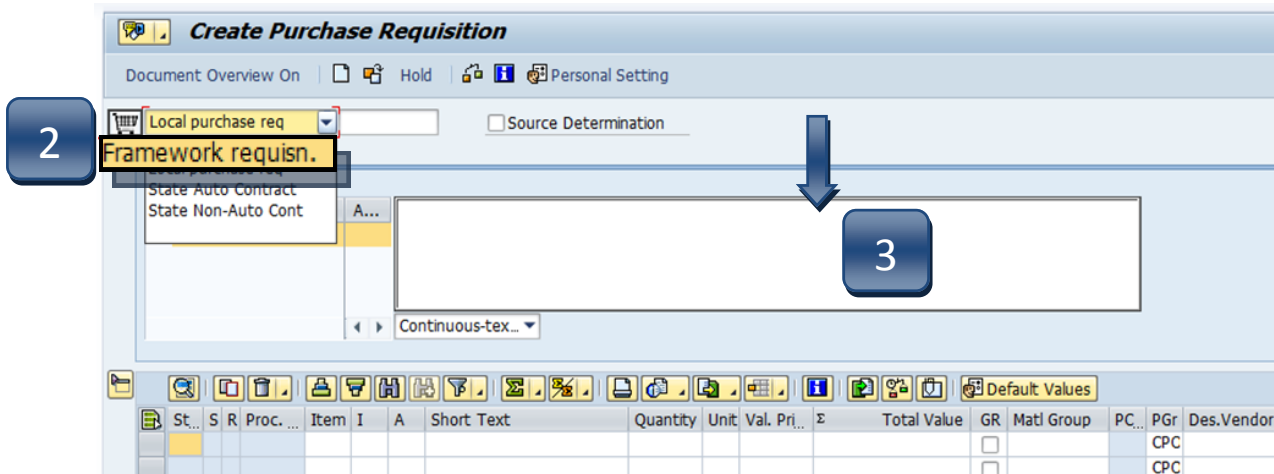
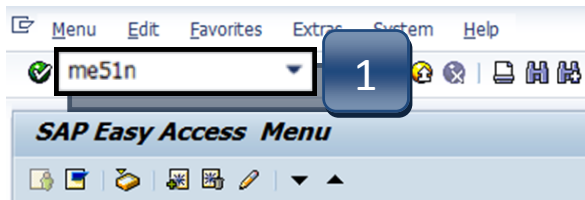


Create a Framework Requisition

Used for the creation of Service request

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

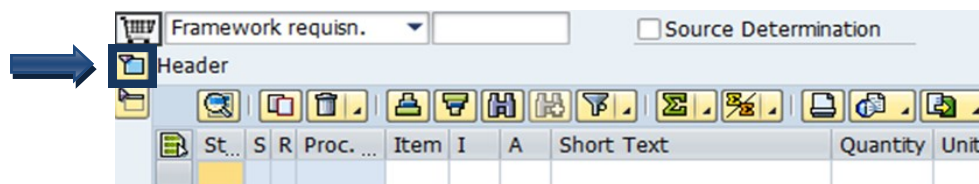


STEP 2: Select **Framework requis.** as document type from the drop-down menu.

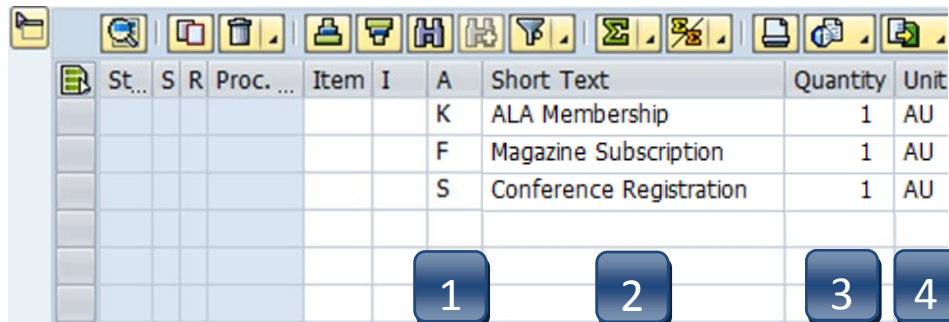
STEP 3: In **Header note** section add:

- Notes giving a clear explanation of the purchase. What are you purchasing?
- **DATES** of service. **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.

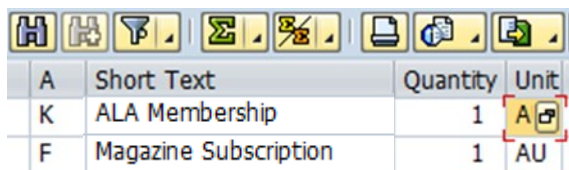



Create a Framework Requisition - Line Items



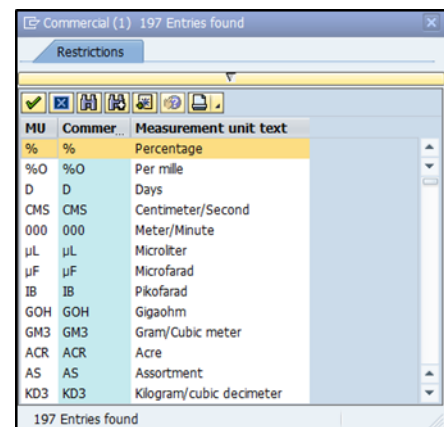
St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit
						K	ALA Membership	1	AU
						F	Magazine Subscription	1	AU
						S	Conference Registration	1	AU

- 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	A 
F	Magazine Subscription	1	AU


4



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

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				

- 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.

A screenshot of a software application window showing the "Account Assignment" tab. The window title is "Item [10] Event Catering". The tab is highlighted in blue. Below the tab are several input fields and dropdown menus. The "AccAssCat" dropdown is set to "Cost center". The "Distribution" dropdown is set to "Single account assignme...". The "CoCode" dropdown is set to "Texas State ...". There are fields for "Unloading Point", "Recipient", "G/L Account" (with value "72*"), "CO Area", "Cost Center", "Fund", "Functional Area", "Funds Center", "Earmarked Funds", "Grant", and "Commitment Item". A bracket groups the "G/L Account", "CO Area", "Cost Center", and "Fund" fields.

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 the toolbar is a table with the following columns: St..., S R Proc..., Item I A, Short Text, Quantity, Unit, Val. Pri..., Σ, and Total Value. The table contains 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 value 0.00. A dropdown menu is open, showing the following options:

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

The dropdown menu is positioned over a field that currently displays [10] ALA Membership. To the right of the dropdown menu are two small arrows (up and down) for navigation. Below the dropdown menu, there are several input fields and labels, including:

- Serial D...
- Source of Supply
- Status
- Contact Person
- CoCode Texas State ...
- ling Point
- Recipient
- count 72*
- ea
- enter
- Grant
- onal Area
- Center
- arked Funds
- Commitment Item

Create a Framework Requisition - Item Tab Detail

The screenshot shows the 'Account Assignment' tab for item [10] ALA Membership. The 'AccAssCat' dropdown is set to 'Cost center'. The 'G/L Account' field contains '7*' and is highlighted with a red box and a blue arrow. A blue box with the number '1' is next to the 'G/L Account' field. Another blue box with the number '2' is next to the 'Cost Center' field.

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

The screenshot shows the 'Account Assignment' tab of a requisition system. The 'AccAssCat' dropdown is set to 'Internal Order'. The 'G/L Account' field contains '7*' and is highlighted with a red box and a blue arrow. A blue box with the number '1' is next to it. The 'Order' and 'Fund' fields are highlighted with a blue box and a blue arrow, with a blue box containing the number '2' next to it. Other fields include Unloading Point, Recipient, Distribution, Single account assignme..., CoCode (Texas State ...), Grant, and 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

The screenshot shows the 'Account Assignment' tab of a software interface. The 'Item' dropdown is set to '[30] Conference Registration'. The 'AccAssCat' dropdown is set to 'Stat. Internal ...'. The 'G/L Account' field contains '7*' and is highlighted with a red box and a blue arrow. A blue box with the number '1' is next to it. A blue box with the number '2' is next to the 'Cost Center', 'Order', and 'Fund' fields. The 'CO Area' field is empty. The 'Cost Center', 'Order', and 'Fund' fields are empty. The 'Functional Area' field is empty. The 'Funds Center' field is empty. The 'Earmarked Funds' field is empty. The 'Commitment Item' field is empty. The 'Grant' field is empty. The 'Distribution' dropdown is set to 'Single account assignme...'. The 'CoCode' dropdown is set to 'Texas State ...'.

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

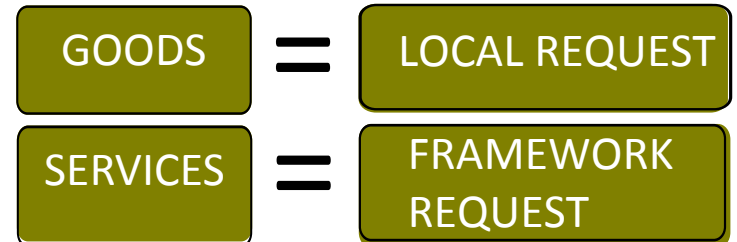
Goods Receipt

Inv. Receipt **1**

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).



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

2

Create a Framework Requisition - Item Tab Detail

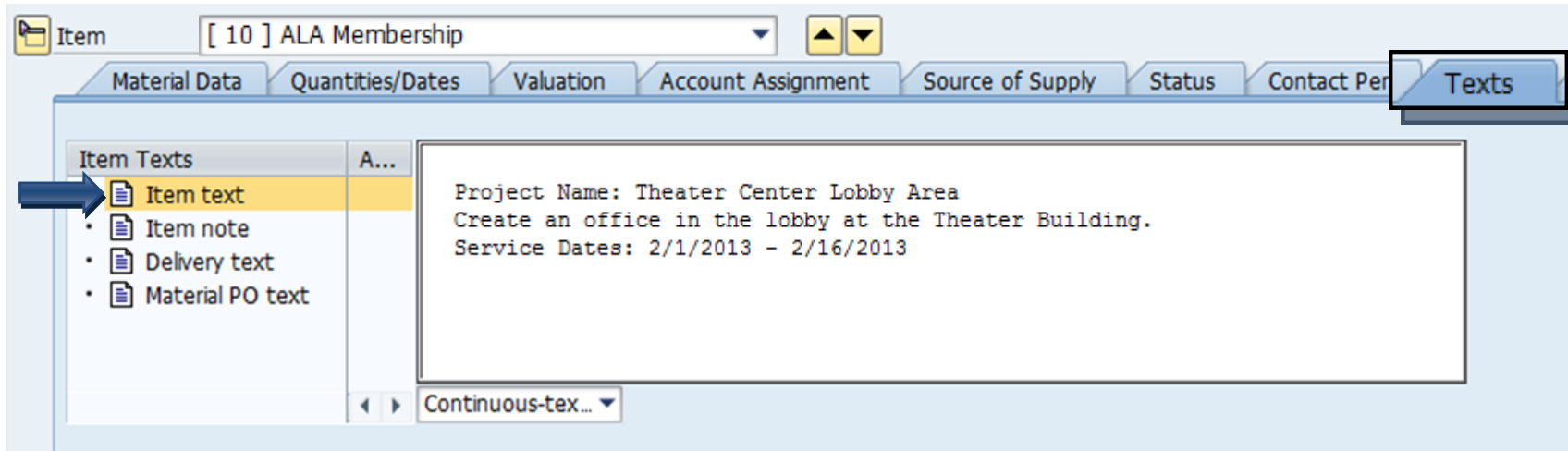
The screenshot shows the 'Source of Supply' tab for item '[10] ALA Membership'. The 'Desired Vendor' field is populated with '500307 AMERICAN LIBRARY ASSOCIATION', indicated by a blue arrow. Other fields include 'Purch.Org.' (7540), 'Order Unit', 'Suppl. Plant', and 'Vendor Material No.'. A yellow button labeled 'Assign Source of Supply' is visible at the bottom left.

Source of Supply Tab: Verify vendor listed is correct.

The screenshot shows the 'Contact Person' tab for item '[10] ALA Membership'. The 'Created by' field is populated with 'Brittany N Baker', and the 'Requisitioner' field is populated with 'ja14', both indicated by blue arrows. Other fields include 'Changed on' (10/29/2013), 'Crea. Ind.' (Realtime (manual)), 'Working Number' (BNB57), 'Purch. Group' (CPO), 'Telephone' (5-2521), and '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



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

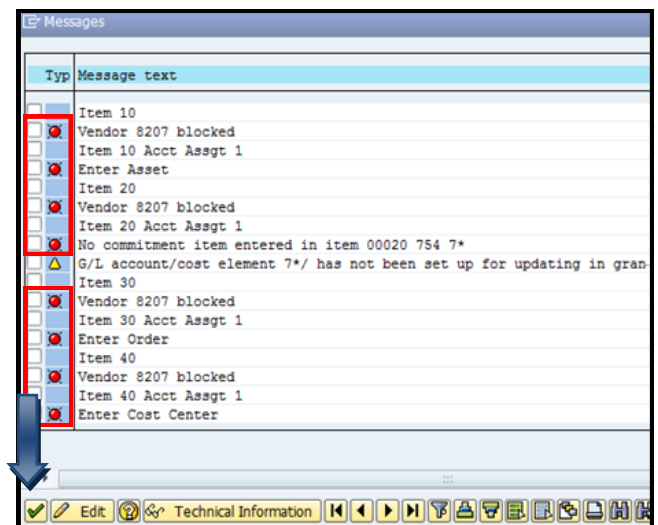
STEP 1: Click the **Check** icon to ensure there are no errors.



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