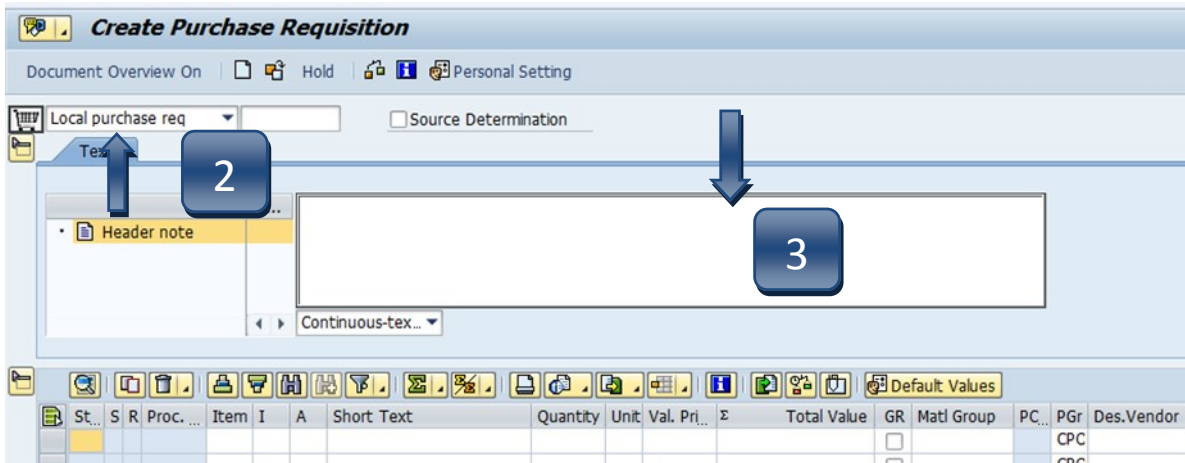
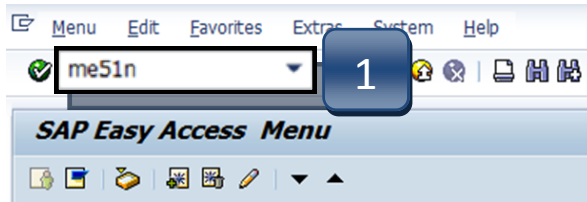


# Create a Local Requisition

Used for requests for goods only

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

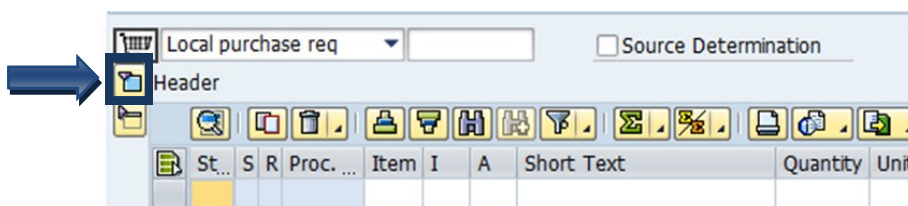


**STEP 2:** Verify that **Local purchase req** is selected as document type.

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

- Note giving clear explanation of the purchase. What are you purchasing?  
*Example: Furniture for Boko Room*
- **Part Numbers**
- **CONTRACTS/CONSORTIUMS** you are buying off of. (TXMAS, E&I, etc.)
- Other instructions, e.g. needing a check cut or vendor requests deposit.
- Requisitioner or Department contact information

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



## Create a Local Requisition - Line Items

St...	S	R	Proc. ...	Item I	A	Short Text	Quantity	Unit
					A	Death Star Plans	2	EA
					K	Zombie Survival Guidebook	15	EA
					F	Doomsday Device	7	EA
					S	Shipping	1	AU

- 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.)

A	Short Text	Quantity	Unit
F	Doomsday Device	7	EA
S	Shipping	1	A




**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		<input checked="" type="checkbox"/>	G1		CPO	12644		12/31/2013	
10.00		<input checked="" type="checkbox"/>	G1		CPO	12644		12/31/2013	
10000.00		<input checked="" type="checkbox"/>	G1		CPO	12644		12/31/2013	
7.50		<input type="checkbox"/>	S1		CPO	12644		12/31/2013	
					CPO				
					CPO				

- STEP 5: Valuation Price column:** Enter the price per item.  
**\*\*Total Value column** will populate when all line items have been entered.  
**If Total Value is \$5,000 or greater, you must attach justification documentation to the requisition. (See Attaching a Document section.)**
- STEP 6: GR column:** Place a checkmark in the Goods Receipt column if you will be receiving a *tangible* item. Do not check this box if the line is for a *Service* such as shipping or a fee associated with the goods purchase.
- STEP 7: Material Group column:** Enter **G1** for Goods, Supplies, & Equipment or **S1** for Services. Use the drop-down menu for additional options.
- STEP 8: Desired Vendor column:** If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. (See **Search for Existing Vendor** section for instructions.) 
- \*\*Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.**
- STEP 9: Delivery Date column:** Enter date goods will be delivered (**mm/dd/yyyy**).
- STEP 10: POrg column:** Leave blank.  
**\*\*7540** should populate once all STEPS are complete.

---

## Create a Local Requisition - Line Items

---

Default Values							
Stor. Loc.	Plant	D...	Auto...	TBPC ...	TBPC ...	Tracking...	Requisnr.
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
	Texas State U	NB					
<b>11</b>	Texas State U	NB				<b>12</b>	<b>13</b>
	Texas State U	NB					

**STEP 11: Storage Location column:** Use the database search menu to select the storage location if you do not know the code for the location.

**STEP 12: Tracking Number column:** Enter your NetID.

**STEP 13: Requisitioner column:** Enter the NetID of the person for whom you are creating the requisition.

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

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

## Create a Local Requisition - Item Tab Detail



- After pressing ENTER to complete the line item additions in the previous section, you will be taken into the Item Tabs area where funding information is entered.
- The error message *'No commitment item entered in item...'* means that your account information is required in the Account Assignment tab.

The screenshot shows the SAP Account Assignment tab for item [ 10 ] Death Star Plans. The 'Fund' field is highlighted in yellow. A red error message box at the bottom states: "No commitment item entered in item 00010 754 7\*".

Field	Value
Item	[ 10 ] Death Star Plans
Material Data	
Quantities/Dates	
Valuation	
Account Assignment	
Source of Supply	
Status	
Contact Person	
AccAssCat	Cost center
Distribution	Single account assignme...
CoCode	Texas State ...
Unloading Point	
Recipient	
G/L Account	7*
CO Area	
Cost Center	
Fund	
Functional Area	
Funds Center	
Earmarked Funds	
Grant	
Commitment Item	

! No commitment item entered in item 00010 754 7\*

SAP

## Create a Local Requisition - Item Tab Detail

Navigation between line items in the Tabs section can be executed by clicking the up or down arrows or selecting the item field drop-down menu.

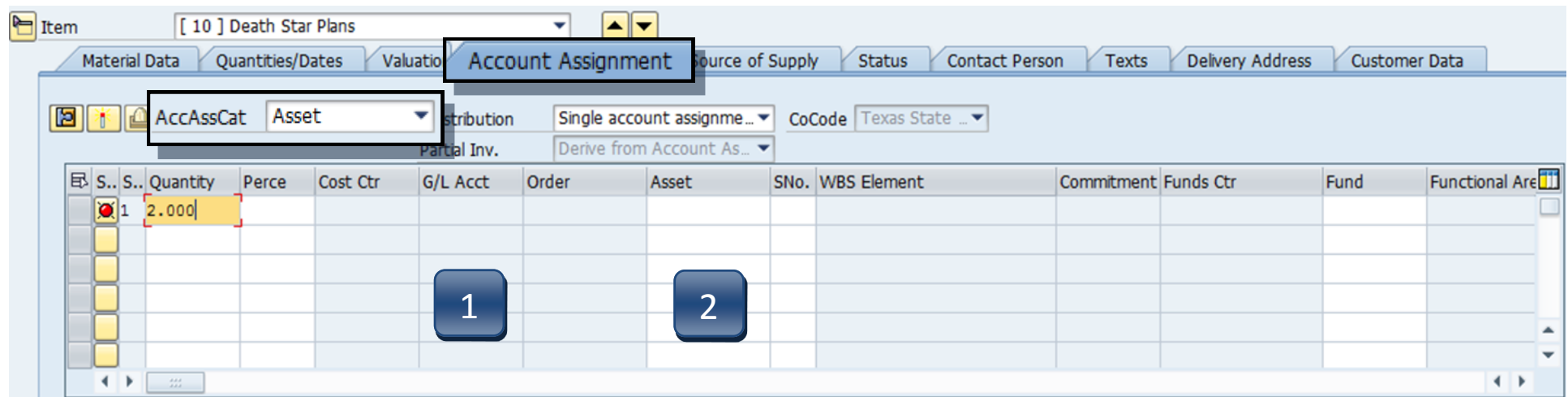
The screenshot displays the SAP Item Tab Detail interface. The top portion shows a list of items with columns for Item I, A, Short Text, Quantity, Unit, Valn Price, Σ, Total, GR, Matl Group, PC..., PGr, and Des.Vendor. The items listed are:

Item I	A	Short Text	Quantity	Unit	Valn Price	Σ	Total	GR	Matl Group	PC...	PGr	Des.Vendor
A		Death Star Plans	2	EA	30000.00			<input checked="" type="checkbox"/>	G1		CPO	3005
K		Zombie Survival Guidebook	15	EA	10.00			<input checked="" type="checkbox"/>	G1		CPO	3005
F		Doomsday Device	7	EA	10000.00			<input checked="" type="checkbox"/>	G1		CPO	3005
S		Shipping	1	AU	7.50			<input type="checkbox"/>	S1		CPO	3005

The bottom portion shows the detailed view of the selected item, "[ 10 ] Death Star Plans". The "Item" field is highlighted, and a drop-down menu is open, showing the list of items: [ 10 ] Death Star Plans, [ 20 ] Zombie Survival Guidebook, [ 30 ] Doomsday Device, and [ 40 ] Shipping. Red arrows point to the drop-down menu and the up/down arrows. The "Quantity" field is also highlighted, showing a value of 2.000. The "CoCode" is set to "Texas State".



# 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

Item [ 20 ] Zombie Survival Guidebook

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

AccAssCat Cost center Distribution Single account assignme... CoCode Texas State ...

Unloading Point Recipient

1 G/L Account 7\* ←

CO Area

Cost Center 2

Fund Grant

Functional Area

Funds Center

Earmarked Funds Commitment Item

### Account Assignment Tab – Cost Center (K)

**STEP 1:** Enter **GL** number.

*\*\*GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

**STEP 2:** Enter **Cost Center** and **Fund**.

*\*\*Earmarked Funds will be left blank.*



## Create a Local Requisition - Item Tab Detail

The screenshot shows the 'Account Assignment' tab of a software interface. The 'Item' dropdown is set to '[ 30 ] Doomsday Device'. The 'AccAssCat' is 'Internal Order', 'Distribution' is 'Single account assignme...', and 'CoCode' is 'Texas State ...'. 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' field is highlighted with a blue box and the number '2'. Other fields include 'Unloading Point', 'Recipient', 'CO Area', 'Fund', 'Functional Area', 'Funds Center', 'Earmarked Funds', 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 Local Requisition - Item Tab Detail

The screenshot shows the 'Account Assignment' tab of a requisition system. The 'Item' dropdown is set to '[ 40 ] Shipping'. The 'AccAssCat' dropdown is set to 'Stat. Internal ...'. The 'Distribution' dropdown is set to 'Single account assignme ...'. The 'CoCode' dropdown is set to 'Texas State ...'. 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.

### Account Assignment Tab – Statistical Internal Order (S)

**STEP 1:** Enter **GL** number.

*\*\*GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

**STEP 2:** Enter **Cost Center**, **Order**, and **Fund**.

*\*\*Earmarked Funds will be left blank.*

## Create a Local Requisition - Item Tab Detail

Item [ 40 ] Shipping

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

Valuation Price 7.50 USD / 1 AU Total Value 7.50 USD

Promotion

Goods Receipt

Inv. Receipt

GR Non-Val.

### Valuation Tab

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

GOODS

LOCAL REQUEST

SERVICES

FRAMEWORK  
REQUEST

Item [ 30 ] Doomsday Device

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

Valuation Price 10,000.00 USD / 1 EA Total Value 70,000.00 USD

Promotion

Goods Receipt

Inv. Receipt

GR Non-Val.

## Create a Local Requisition - Item Tab Detail


Item [ 40 ] Shipping

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

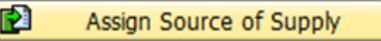
Agreement   Purch. Org. 7540 Order Unit

Fixed Vendor  Suppl. Plant

Info Record

Desired Vendor 12257 BEST BUY GOV LLC 


Vendor Material No.




**Source of Supply Tab:** Verify vendor listed is correct.

Item [ 40 ] Shipping

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

Created by Brittany N Baker  Changed on 10/29/2013

Crea. Ind. Realtime (manual)

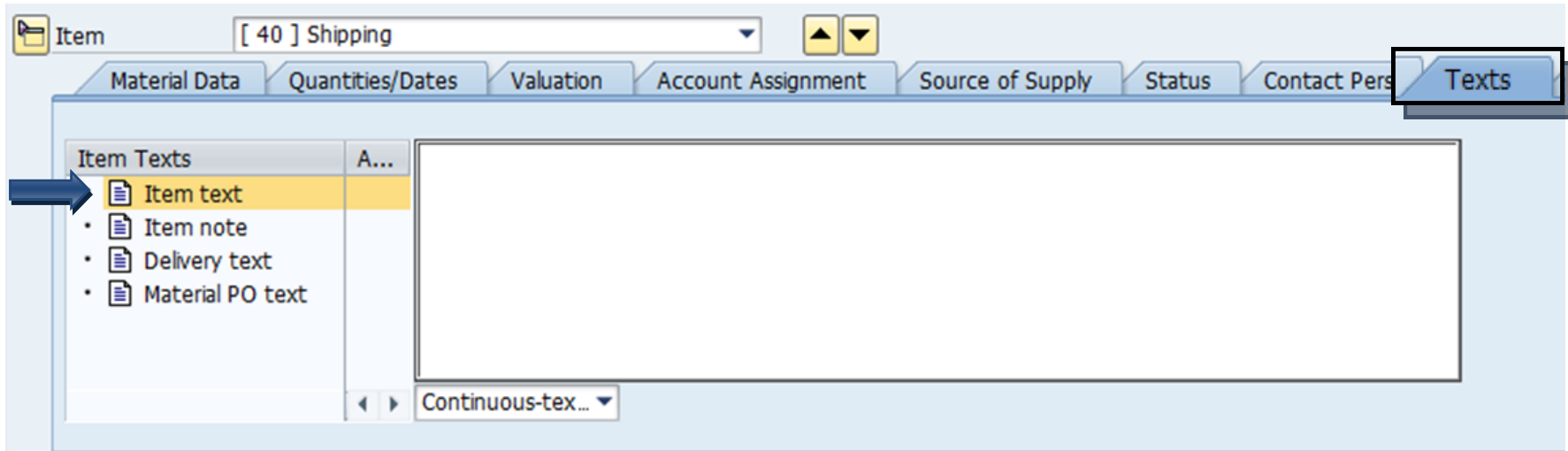
Requisitioner ja14  Working Number BNB57

Purch. Group CPO Cen. Purch. Office Telephone 5-2521 Fax Number 512-245-2393

MRP Controller

**Contact Person Tab:** The person creating the requisition will be listed in the **Created by** field. Requisitioner will be listed in the **Requisitioner** field. Other contact information will be listed. Purchasing will contact this person if there are any questions/issues with the requisition.

## Create a Local Requisition - Item Tab Detail



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

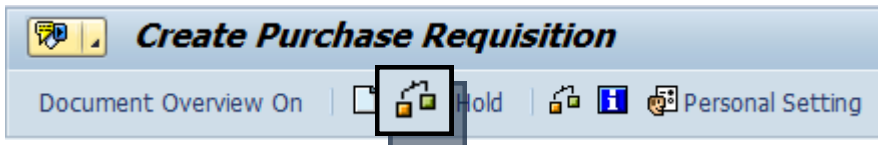
**- Part Numbers**

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

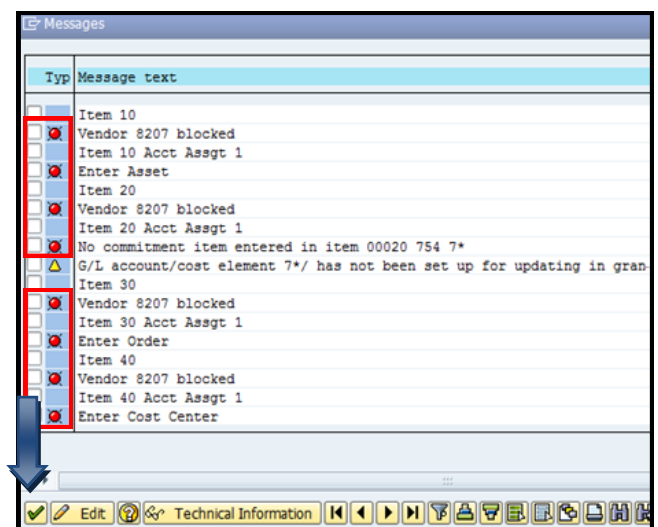
**STEP 1:** Click the **Check** icon to ensure there are no errors.



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.