Office of Procurement &
Strategic Sourcing

REQ TO CHECK USER GUIDE

TEXAS STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

REV 01/2020

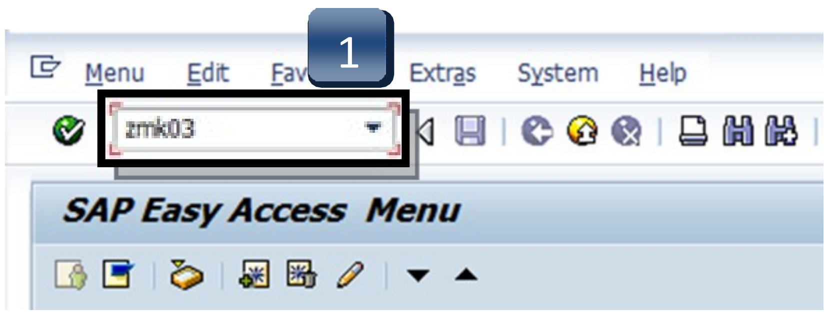
Table of Contents

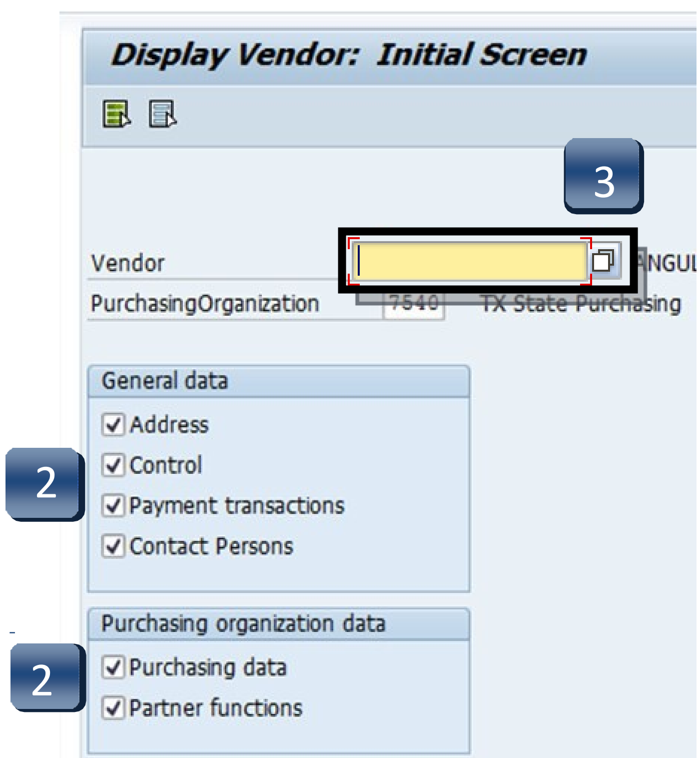
Search for Existing Vendor

STEP 1: Enter transaction code **ZMK03** in main menu search field.
Press **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:



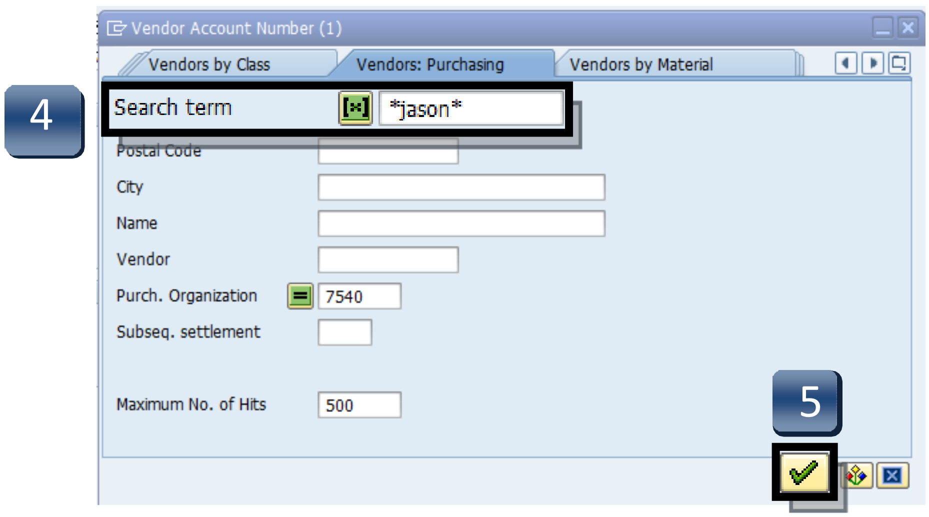


Search for Existing Vendor

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 press ENTER.

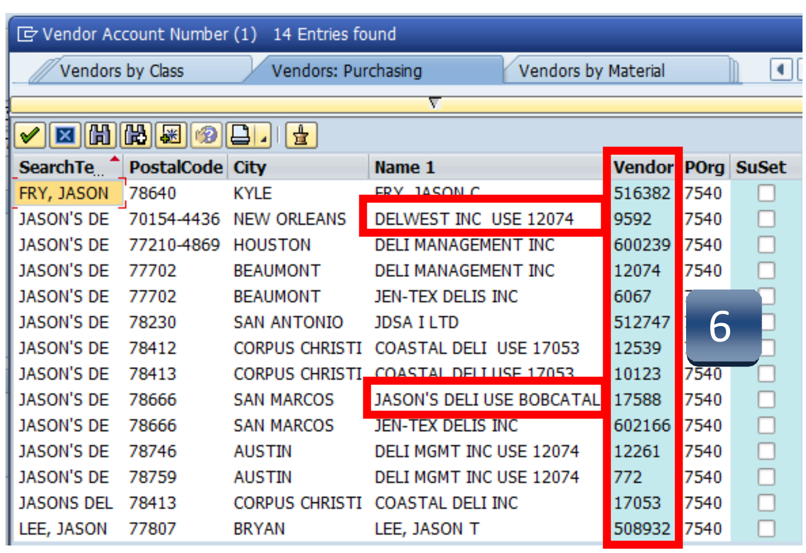
STEP 6: A listing of all the vendors with the term *jason* in their profile for the field you searched will appear. **Vendor number is located in the Vendor column; this number is required for requisition entry.** To view more information about a particular vendor, double-click vendor number and proceed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



- NOTE -

Any "**USE ######**" or "**USE TSUS Marketplace**" tags in the vendor search:

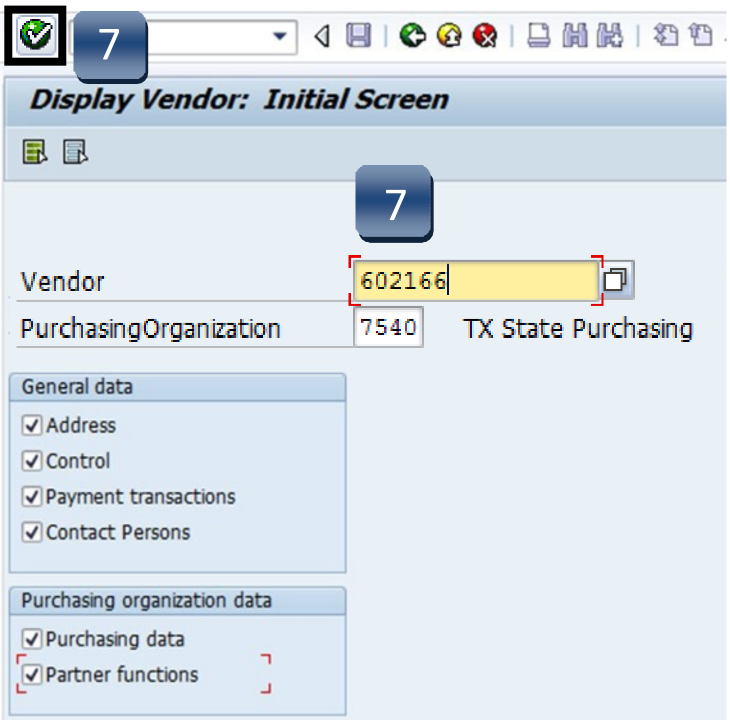
- If the record references another vendor number, use the referenced number.
- If the record notifies you that this is a *TSUS Market Place* vendor, please enter the requisition through **TSUS Marketplace**!

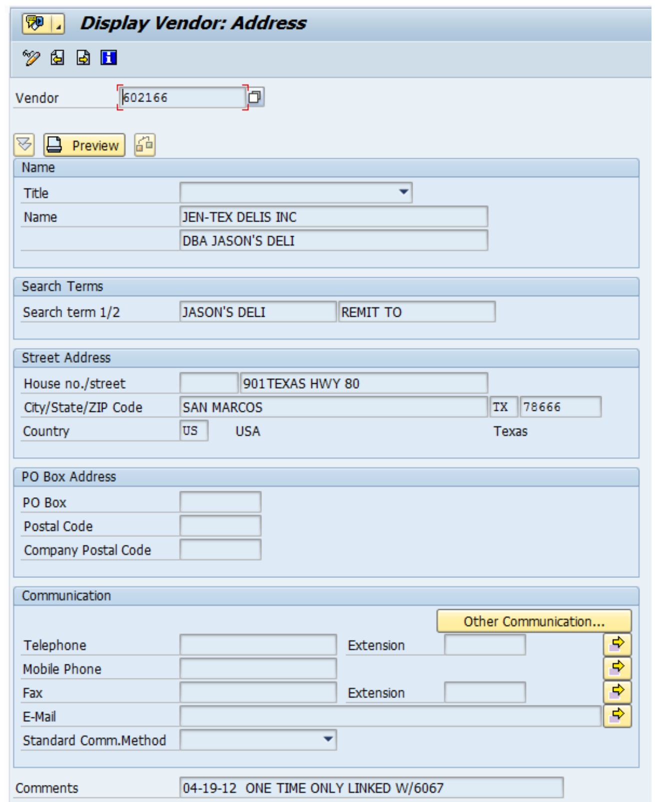


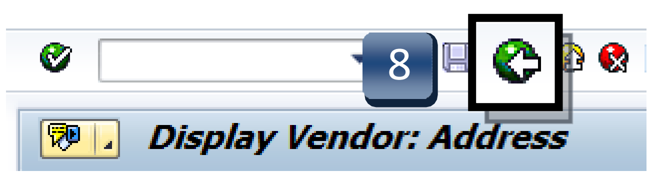
Search for Existing Vendor

STEP 7: Once you have double-clicked a vendor it will be added to the search field. Press **Enter** on your keyboard or 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.





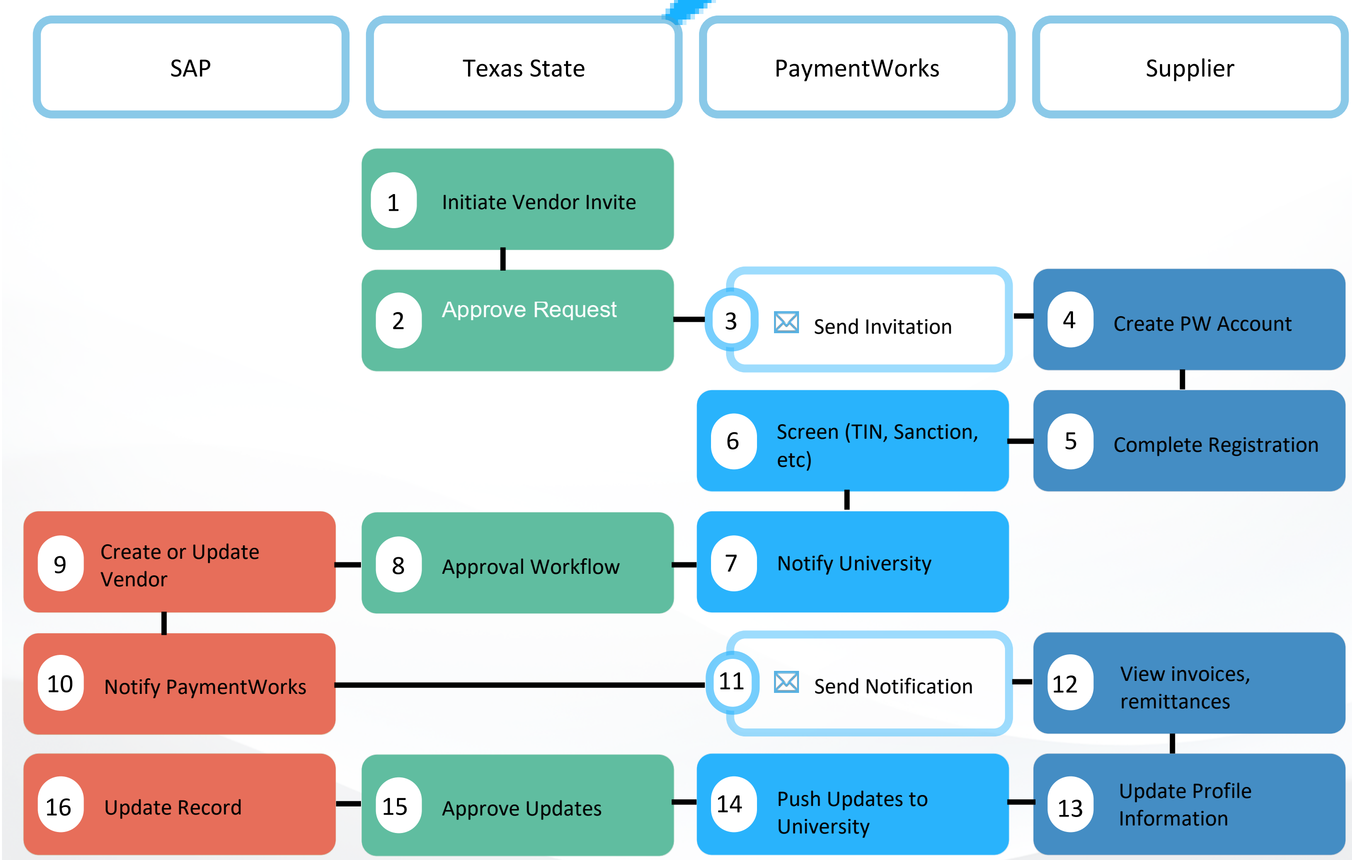


If vendor is not found using the ZMK03 search, proceed to <u>Vendor Self Service Portal (PaymentWorks)</u> section.

Vendor Self-Service Portal (PaymentWorks)

PaymentWorks is the electronic replacement for the paper FS-01 Vendor Request form. If a vendor is not set up in SAP a representative of the University will send an invitation to the vendor via the PaymentWorks portal. The vendor will then create an account and enter their information. This is then electronically sent to the office of Procurement and Strategic Sourcing for approval and migration into SAP. If an existing vendor needs to make changes to their profile, they will log into PaymentWorks and make the changes. If they have not set up an account, an invitation will need to be sent by a representative of the University.

Onboarding Process



If you have questions, contact the Purchasing Office at (512) 245-2521.

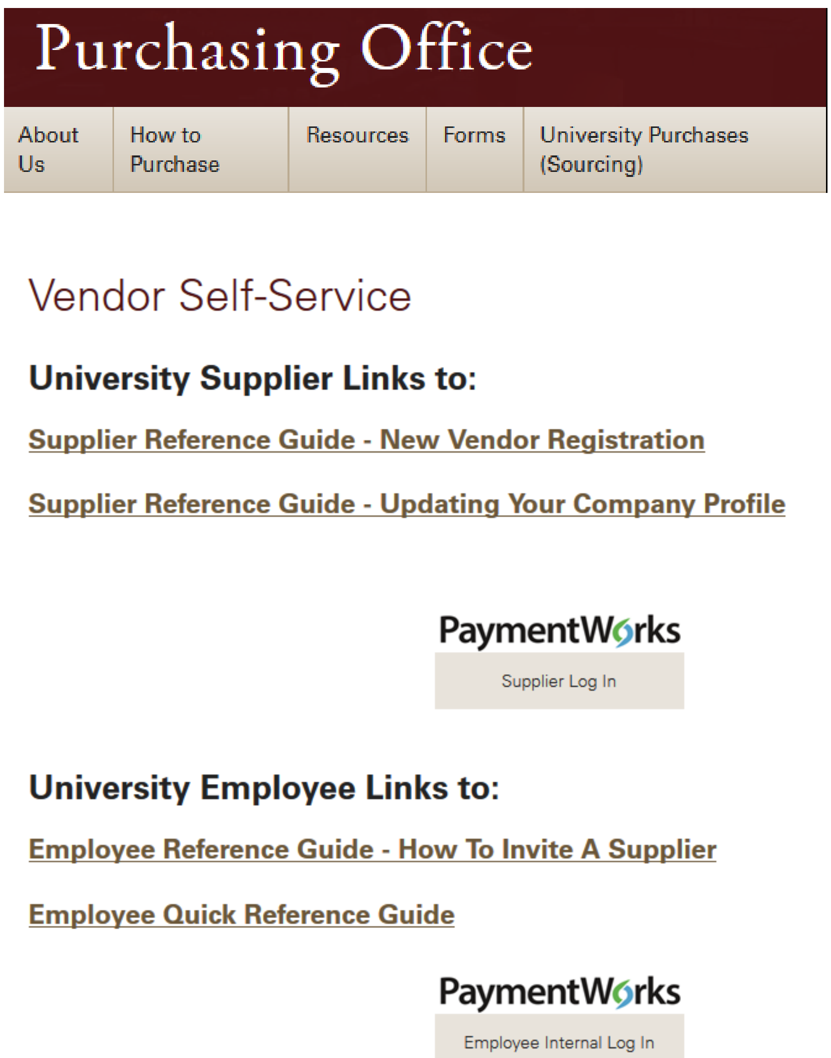
Vendor Self-Service Portal (PaymentWorks)

Step 1: On the Purchasing Office website, click on the **FORMS** tab.

Step 2: Scroll down to the **Vendor Maintenance** section and click on the **Vendor Self Service** link.

Step 3: Click on PaymentWorks to access the portal.

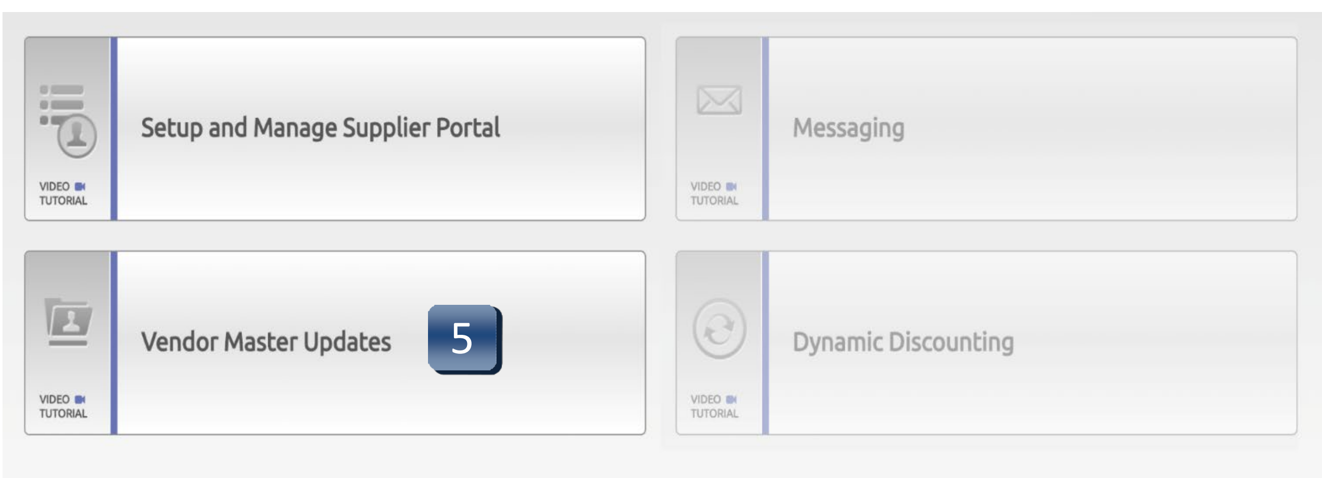
https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html



Vendor Self-Service Portal (PaymentWorks)

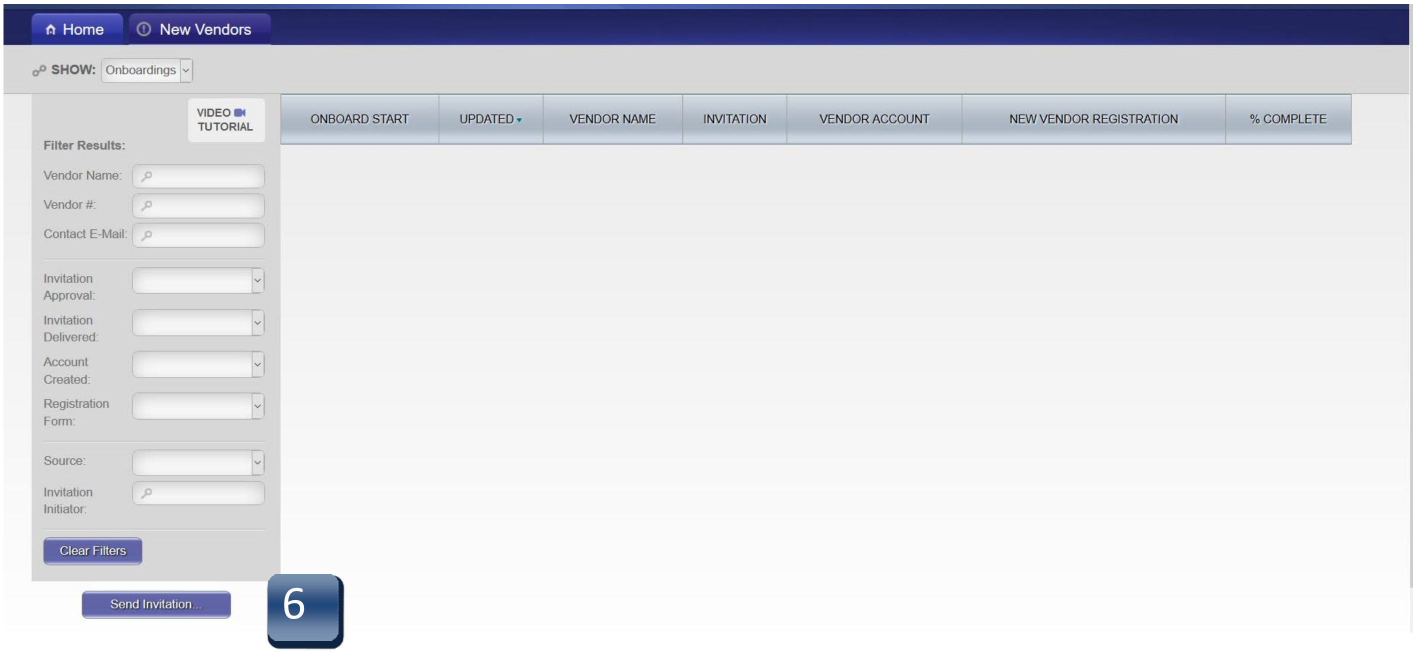
Step 4: Log into the system.

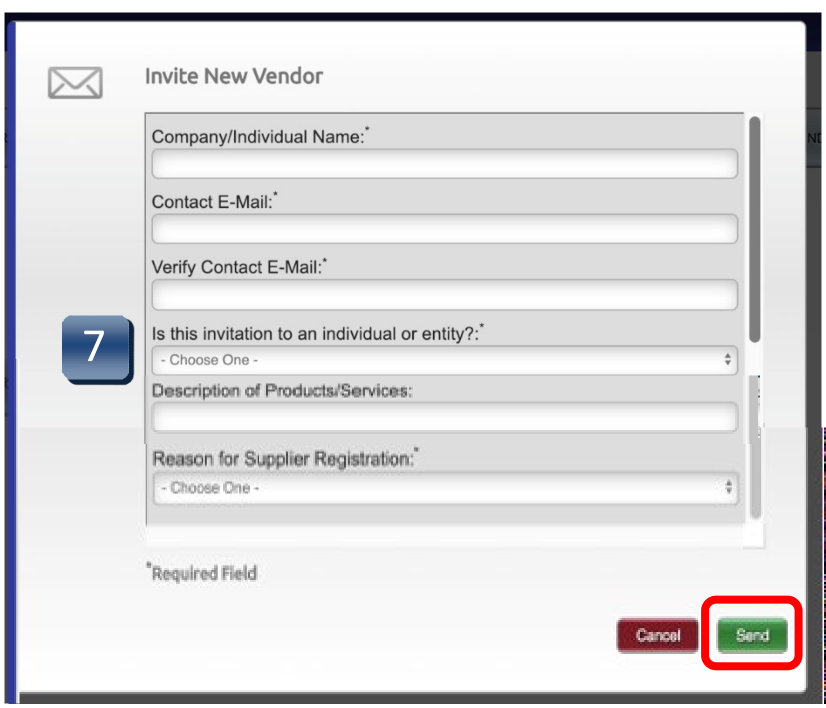
Step 5: Inviting a Vendor. Click on Vendor Master Updates to access the onboardings screen.



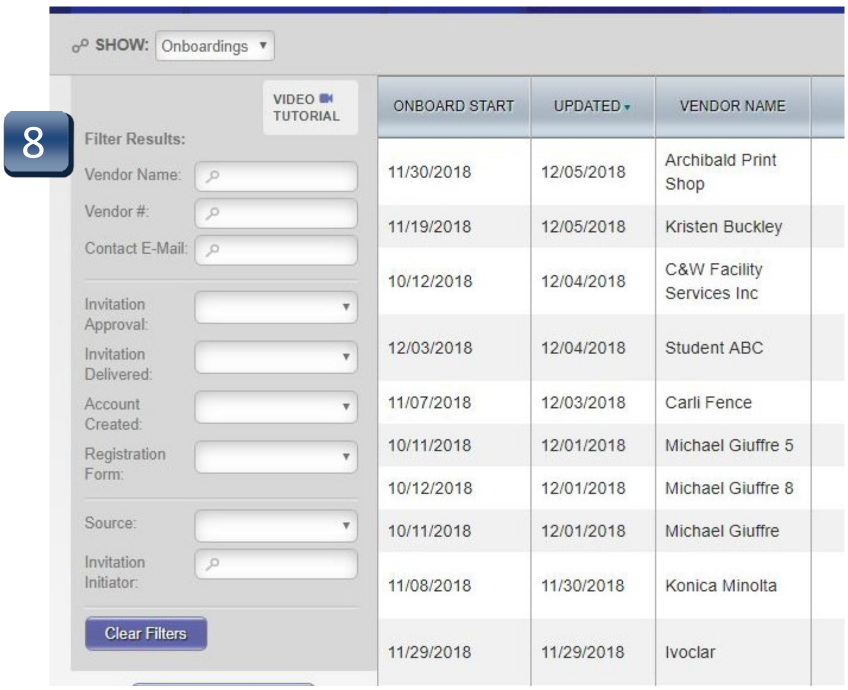
Step 6: Click **Send Invitation** to access the invitation request form

Step 7: Complete the vendor information. Click on the **Send** button.





Step 8: Tracking Onboardings. Use the search on the Onboardings page and enter the payee's email address. This will bring up the request and you can provide the status of the request. If the request has been completed, you can provide the payee ID.

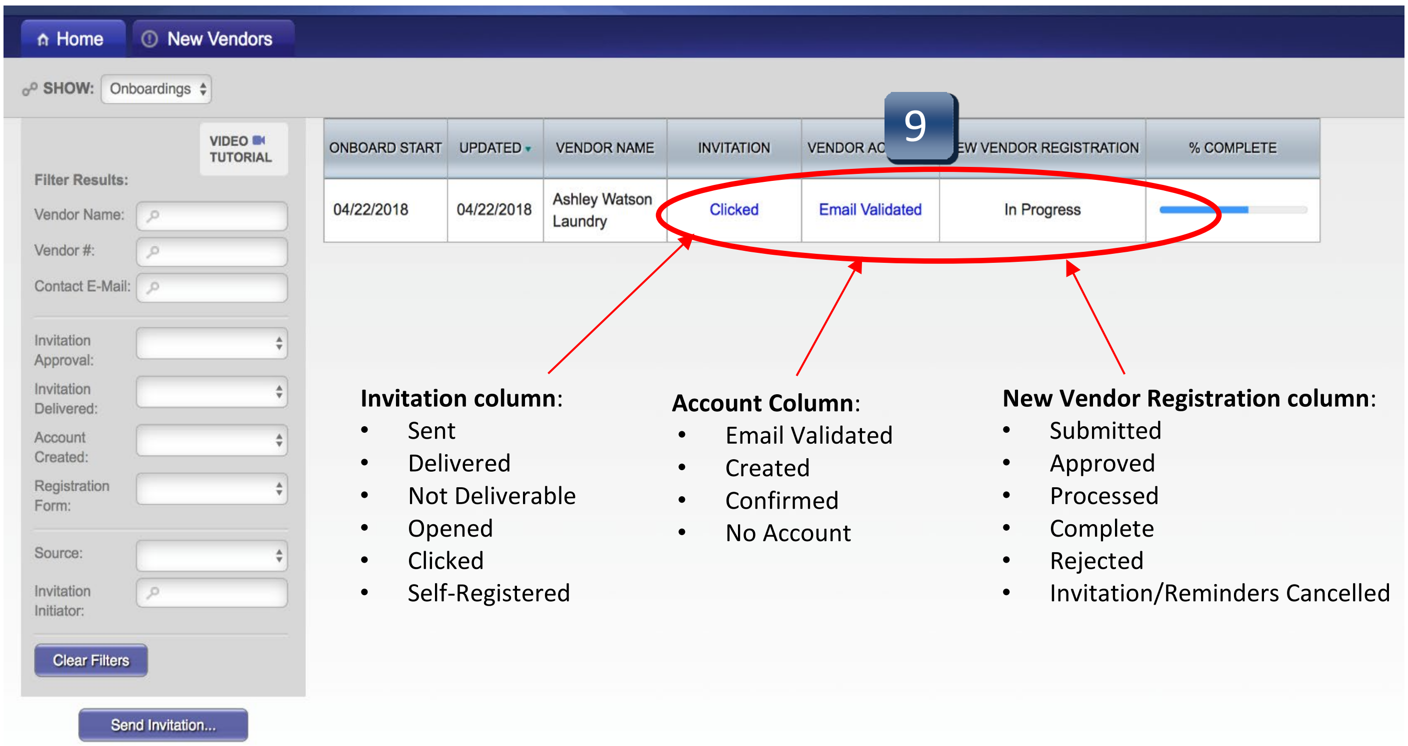


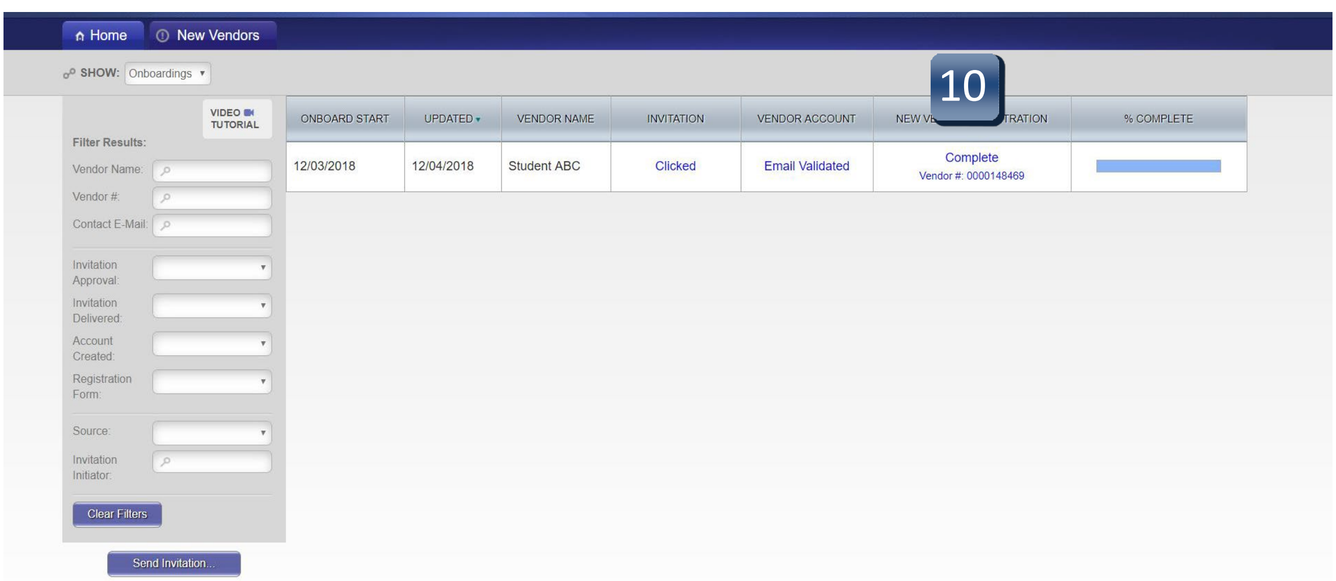
NOTE: The notification will not come from a Texas State University email account. If the vendor states they have not received the invitation, have them check their spam or junk mail.

Vendor Self-Service Portal (PaymentWorks)

Step 9: The initiator can view the progress for their sent invitations. This allows for follow up with the vendor to determine if they are having any issues accessing the system

Step 10: After a vendor account has been approved, the initiator can verify the assigned vendor number using the onboardings screen

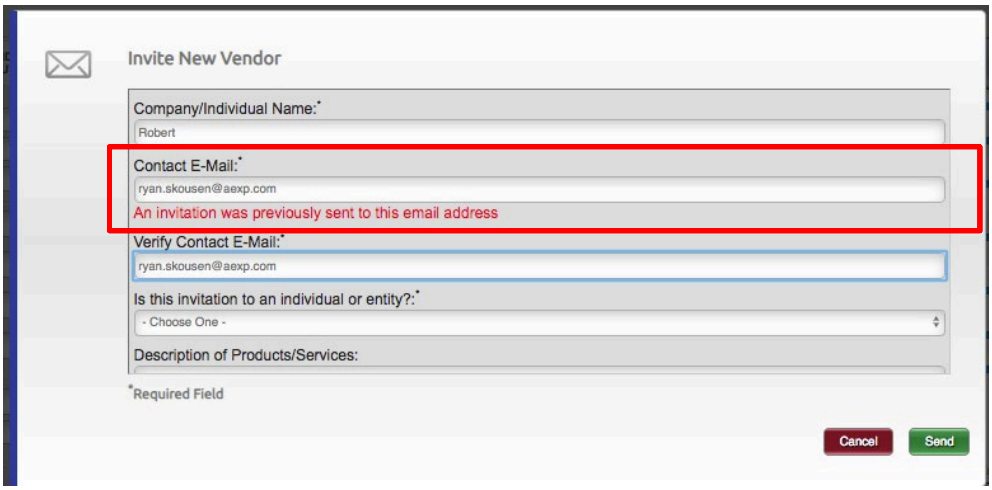




Vendor Self-Service Portal (PaymentWorks)

Question: **Why can I not send an invite, it states that; "An invitation was previously sent to this email address" and I did not send one?**

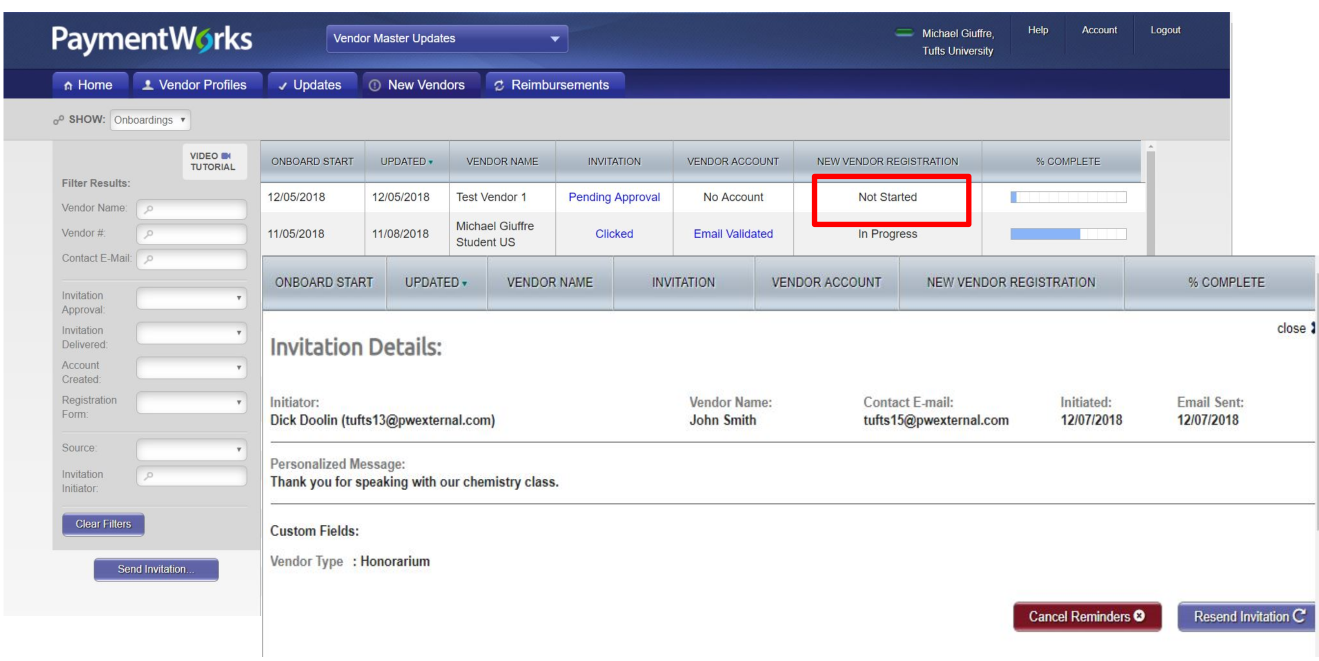
Answer: PaymentWorks does not allow multiple invitations to be sent to the same email. Someone else may have previously sent the invite.



Question: **My payee did not receive the invite, what do I do?**

Answer:

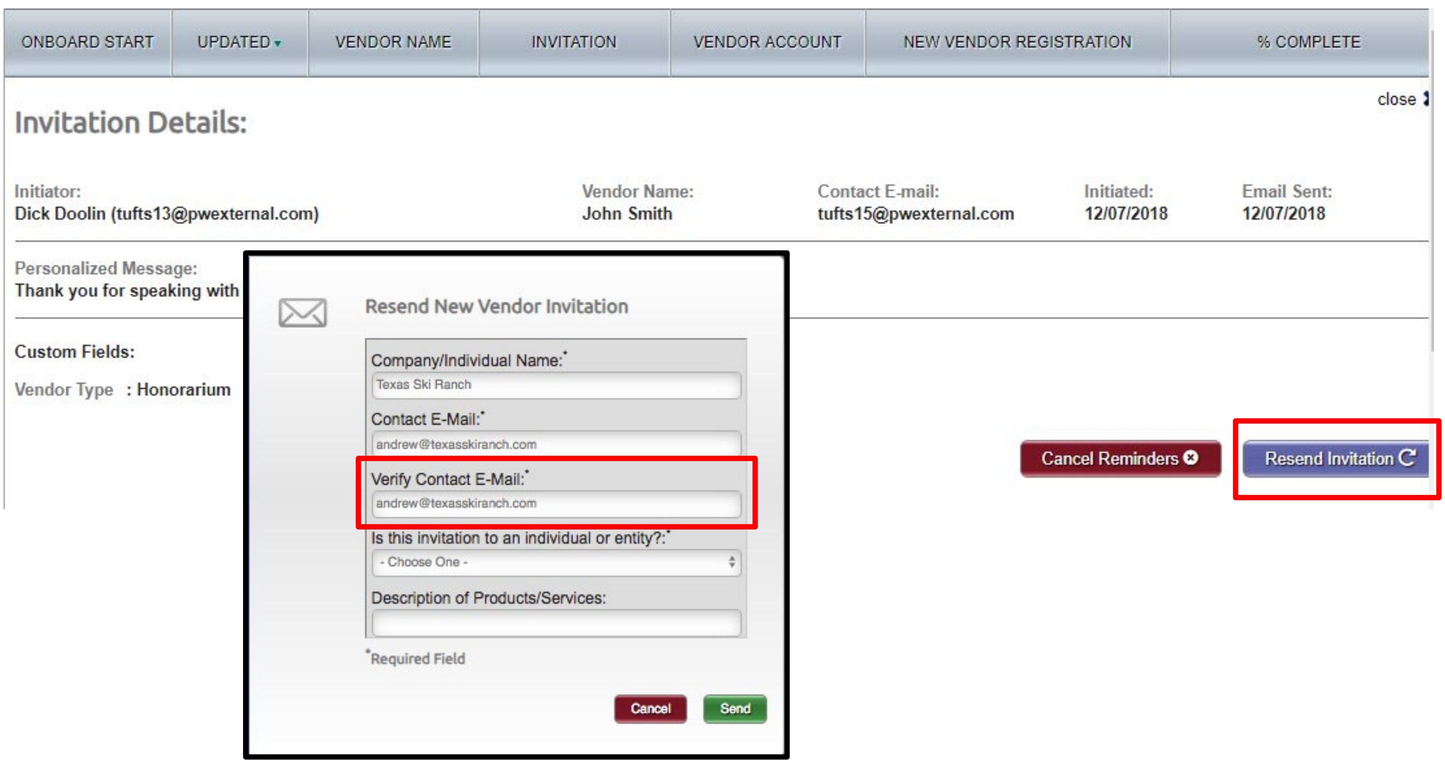
- Verify that the payee has checked their spam folder. The invitation email will come from PaymentWorks and not Texas State.
- Initiators have the ability to re-send an invitation



Question: I entered the wrong email address, now what?

Answer:

- Departments can correct and re-send invitations with the following invitation statuses: Sent, Delivered, Not Deliverable
- By clicking on the invitation status, you will be given action options: Cancel Reminders, Resend Invitations



Vendor Self-Service Portal (PaymentWorks) - FAQ

Question: **My payee has not completed the forms can I send them another invitation?.**

Answer: The payee will receive emails until the registration is completed or the reminders
are cancelled

Note: Reminder email notifications are automatically generated, do not re-send invitations unless the payee notifies you that they did not receive the initial email

- 1^{st} reminder – three days
- 2^{nd} reminder – seven days
- 3^{rd} reminder – 14 days

If you have further questions, contact the Purchasing Office at (512) 245-2521
Or email vendorrequests@txstate.edu

Create a Local Requisition

Used for requests for goods only

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases $15,000 and above. The sites are:

https://mycpa.cpa.state.tx.us/coa/ – Franchise Tax

https://sam.gov/SAM/ - SAM – Federal Debarment

https://fmcpa.cpa.state.tx.us/tpis/ – Vendor Warrant/Payment Hold

https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php – State of Texas Debarment

https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx – The is OFAC

https://comptroller.texas.gov/purchasing/publications/divestment.php –This is the Comptroller site that has all the links except OFAC

All documentation from the sites verifying they have been checked must be attached to the requisition

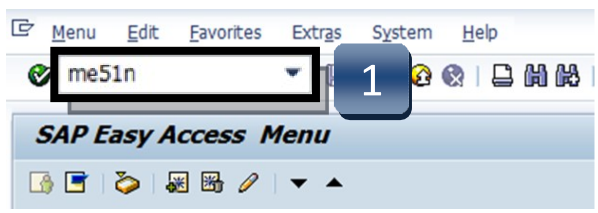
See Attaching a Document section.

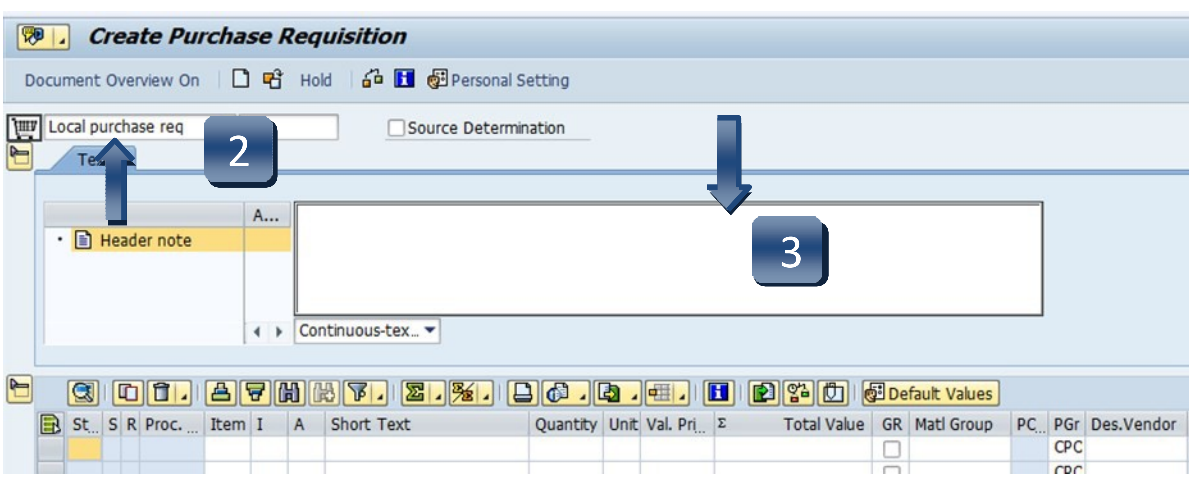
Create a Local Requisition - Line Items

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

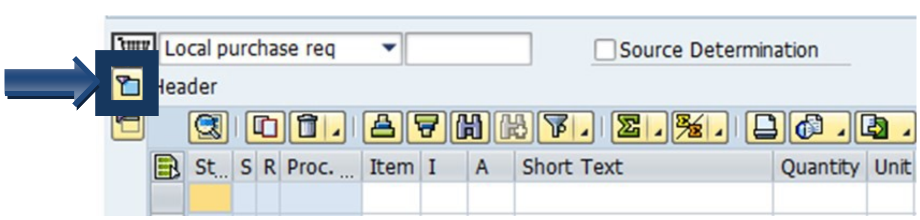
STEP 2: Verify that **Local purchase req** is selected as document type.

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.



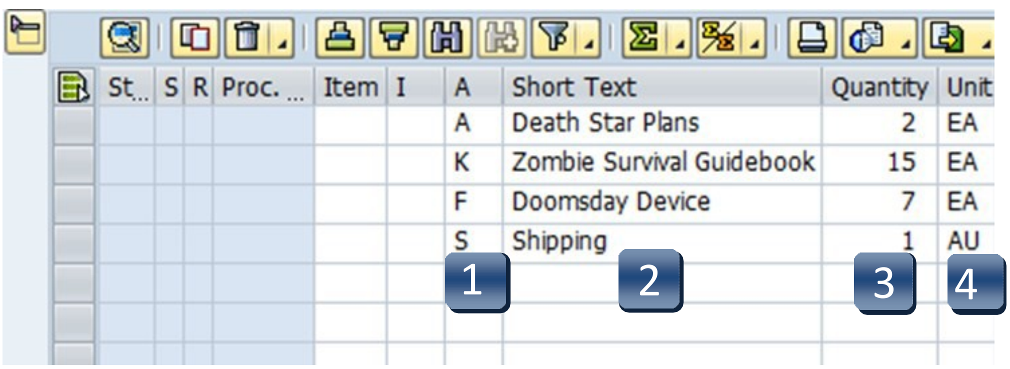
Create a Local Requisition - Line Items

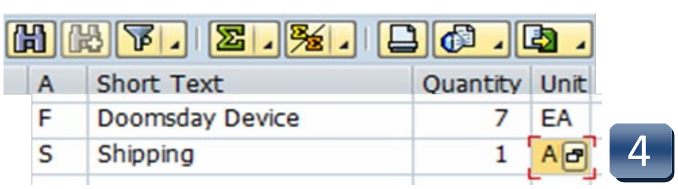
STEP 1: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item.
(Use down arrow on keyboard to move between lines.)

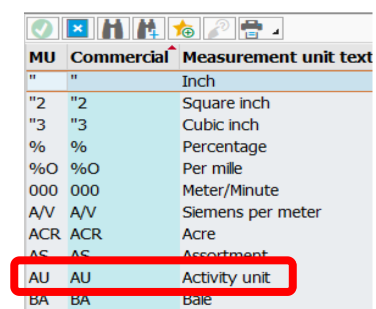
STEP 2: **Short Text column:** Enter item short text (What you are purchasing).

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 Limit Framework.**

Create a Local Requisition - Line Items

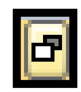
STEP 5: **Valuation Price column:** Enter the price per item.
Total Value column will populate when all line items have been entered.

If Total Value is $15,000 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.

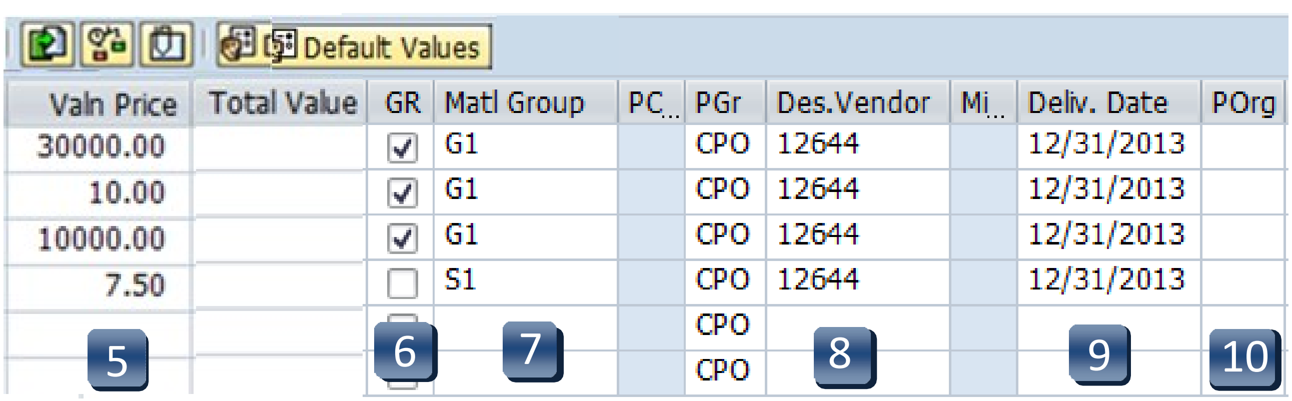
STEP 8: **Desired Vendor column:** If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. (See **Search for Existing Vendor** section for instructions.)



****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.



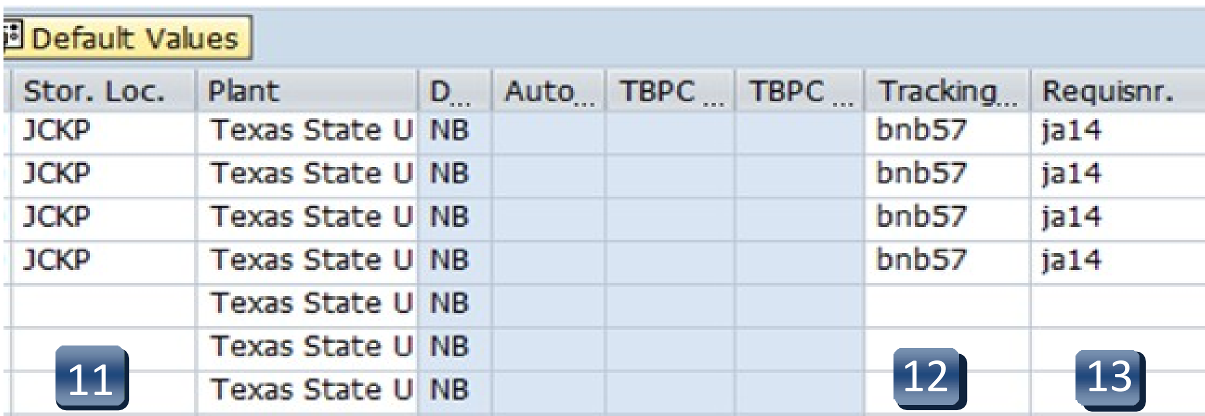
Create a Local Requisition - Line Items

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.

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



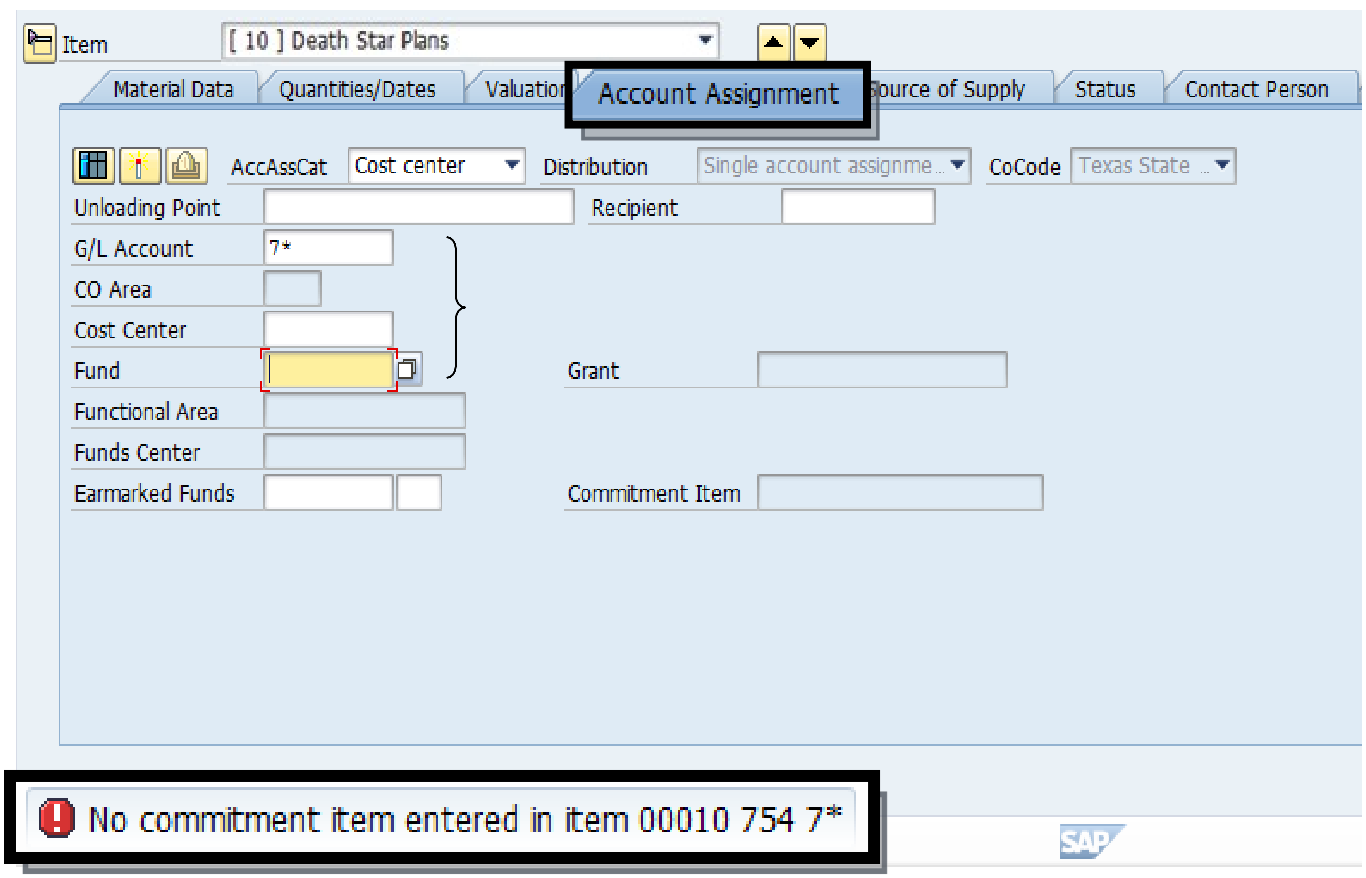
Stor. Loc.	Plant	D...	Auto...	TBPC ...	TBPC ...	Tracking...	Requisnr.
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
	Texas State U	NB					
	Texas State U	NB					
	Texas State U	NB					

****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.**

Create a Local Requisition - Item Tab Detail

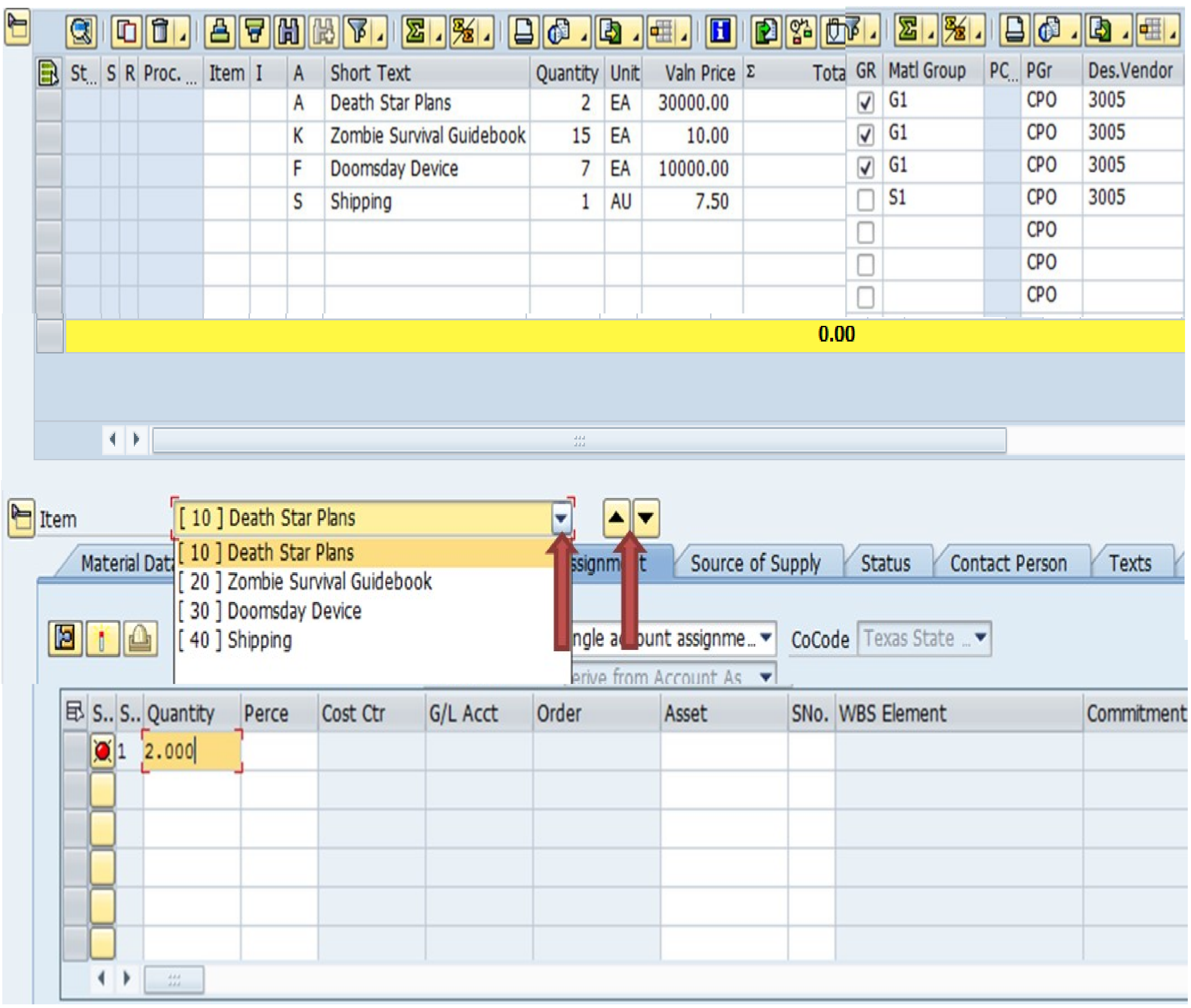
Tip

- **After pressing ENTER to complete the line item additions in the previous section, you will be taken into the Items Tab 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.



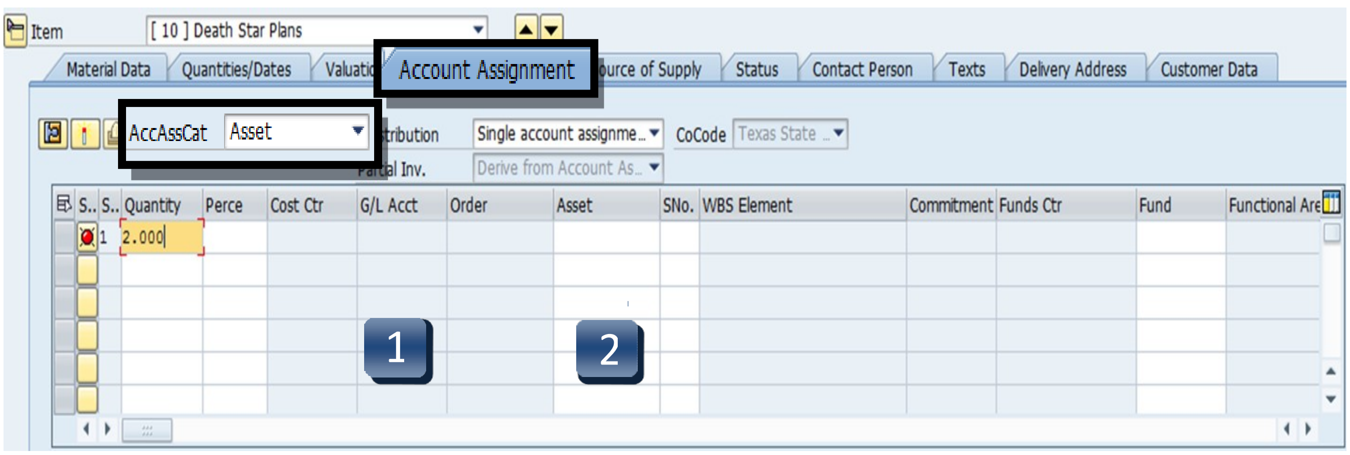
Create a Local Requisition - Item Tab Detail

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.



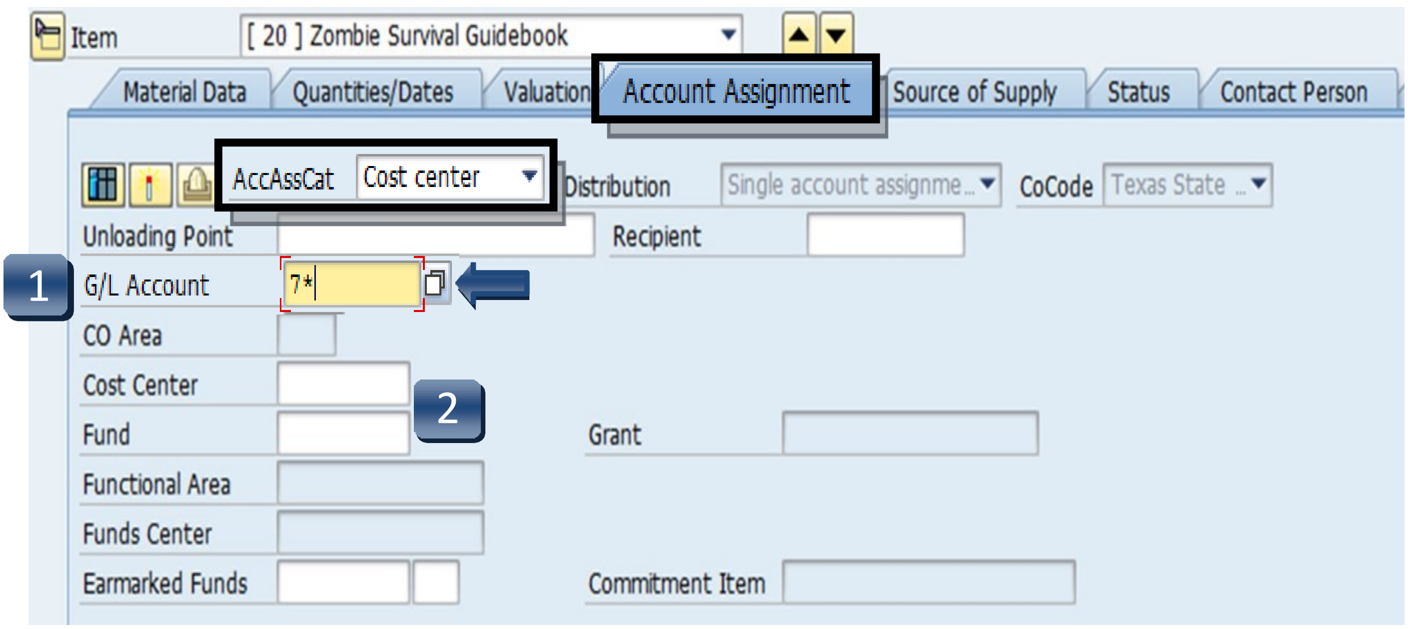
Asset GL Codes
***Valued at $500 - $4,999.99**

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

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.*

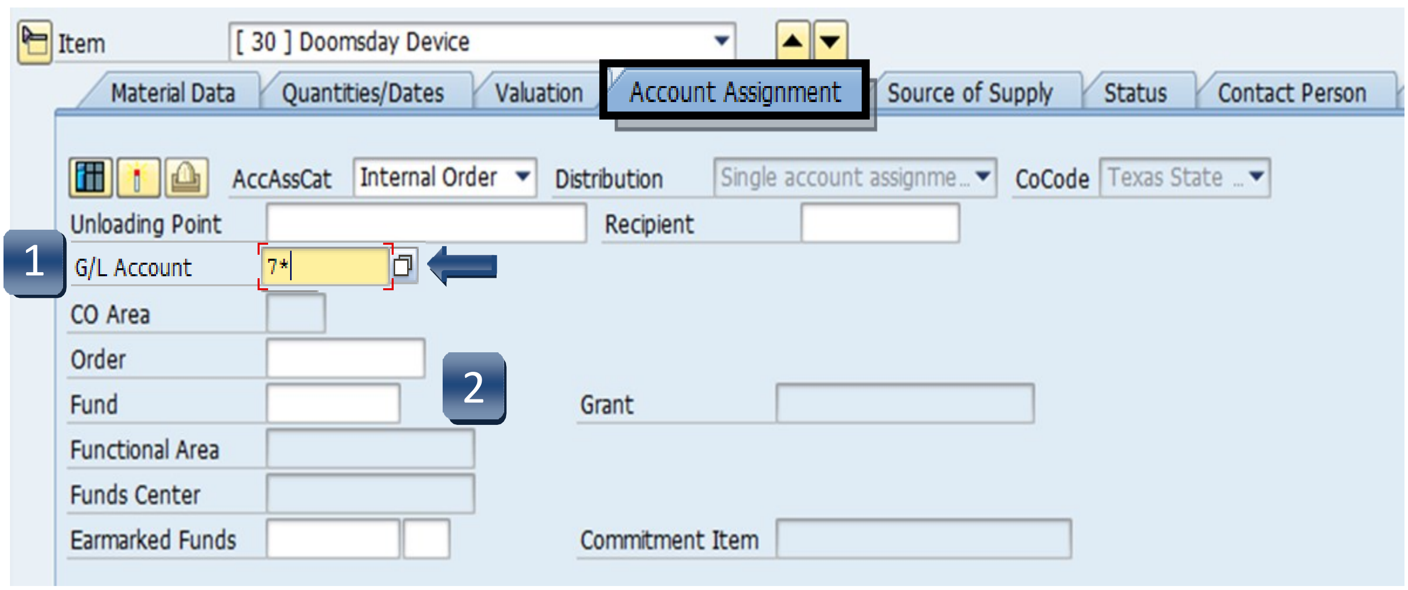


Create a Local Requisition - Item Tab Detail

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.*

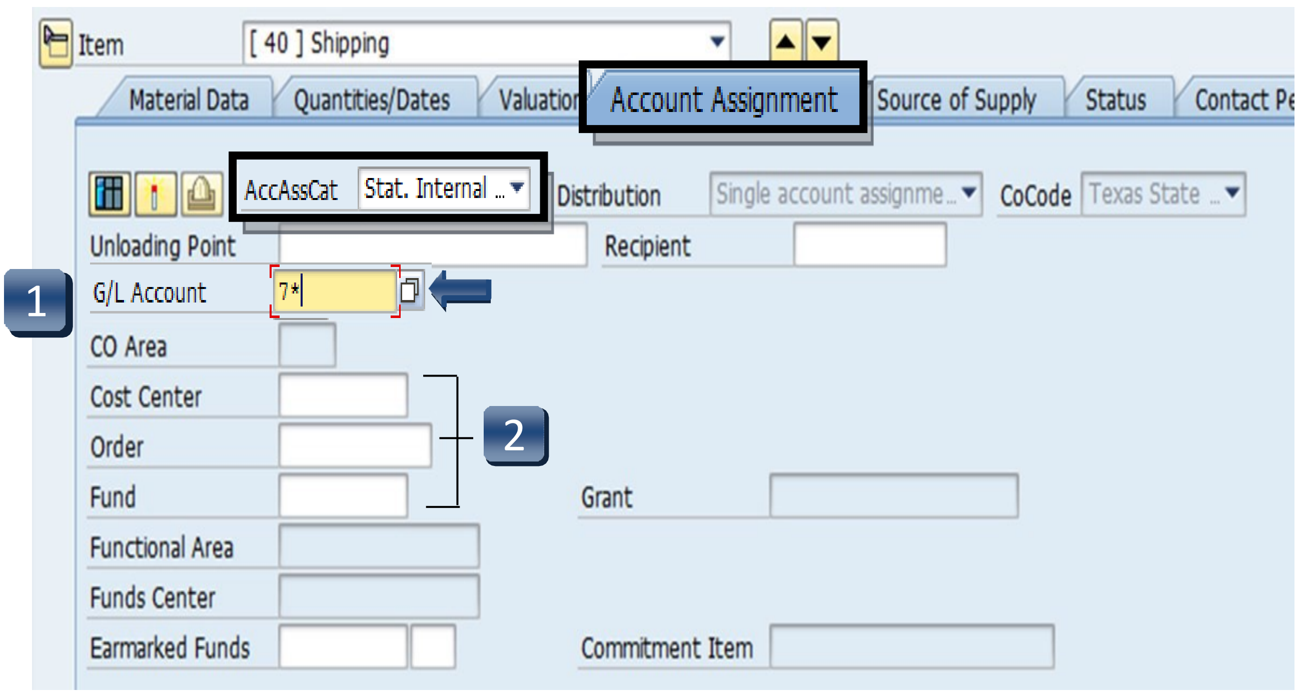


Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Statistical Internal Order (S)

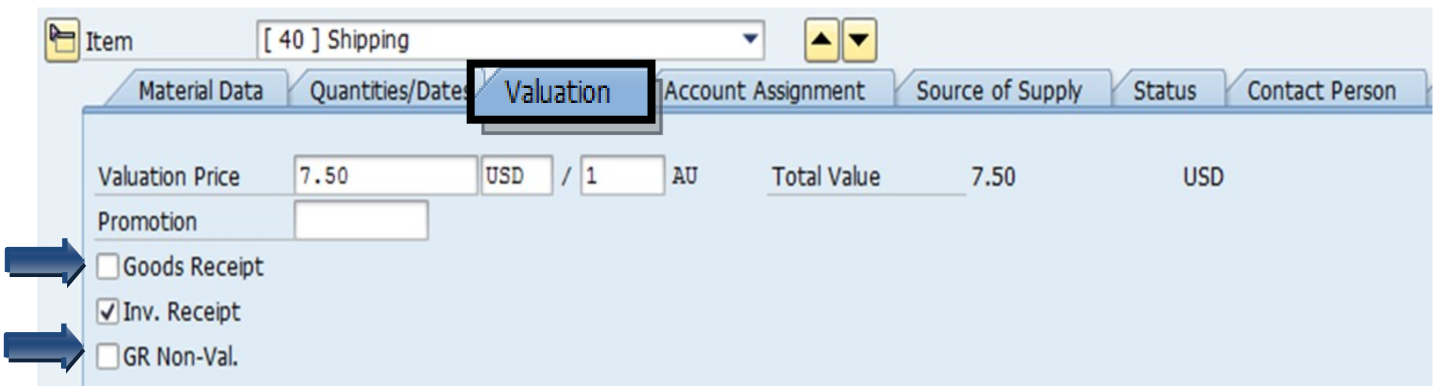
STEP 1: Enter **GL** number.
***GL/Asset Reference Guide or Database Search can be used if GL is unknown.*

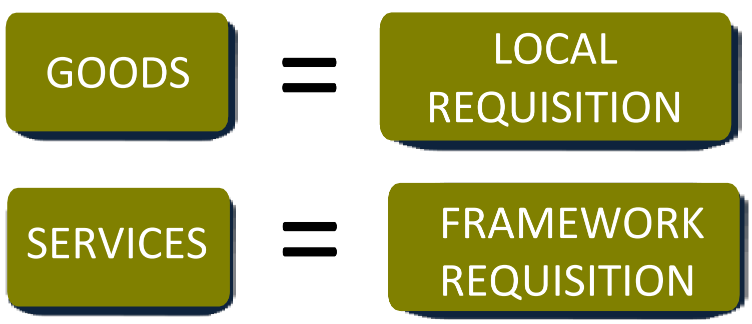
STEP 2: Enter **Cost Center**, **Order**, and **Fund**.
******Earmarked Funds*** *will be left blank.*

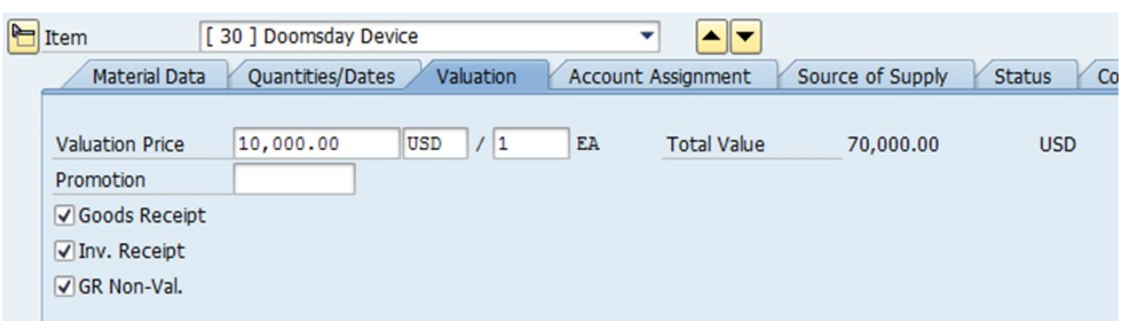


Valuation Tab

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



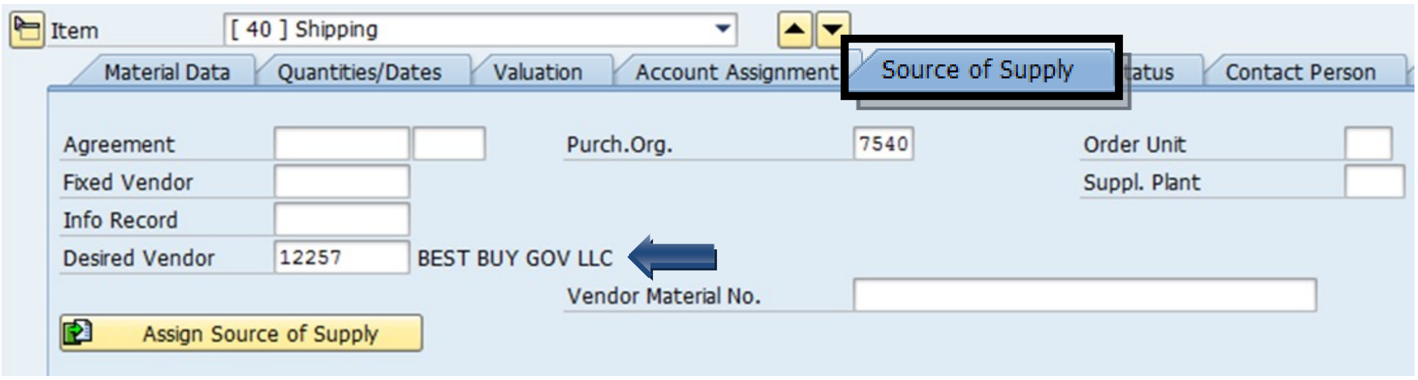




Create a Local Requisition - Item Tab Detail

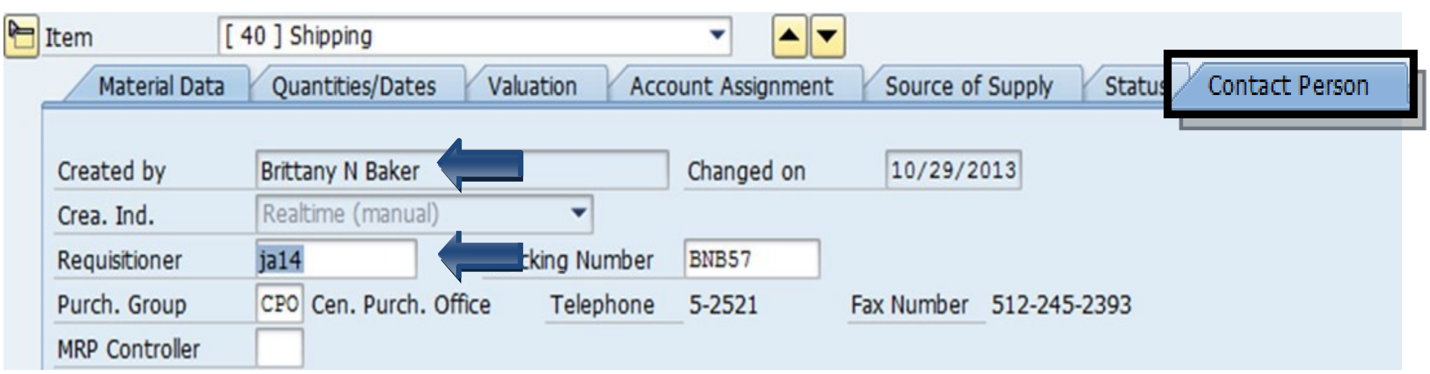
Source of Supply Tab

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 therequisition.



Create a Local Requisition - Item Tab Detail

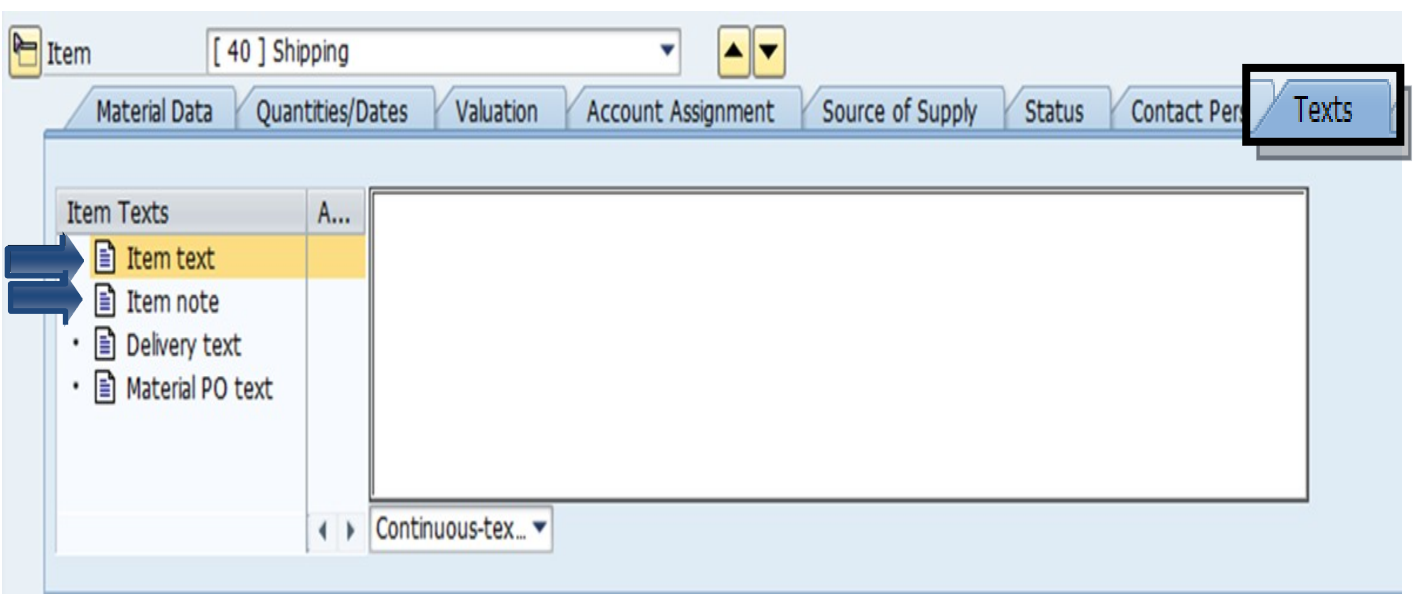
Texts Tab

In the **Item Text** field, 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
Any special instruction to the vendor such as delivery, place, etc.

In the **Item Note** field, insert any notes for the purchasing department. This must include the contract number for all purchases $15, 000 and greater, either the Total Contract Manager contract number, the consortium contract number, etc. This is where you would state if it is a sole source or proprietary purchase. In addition, list the contact persons name, phone number and email address for any questions on the order or invoice.

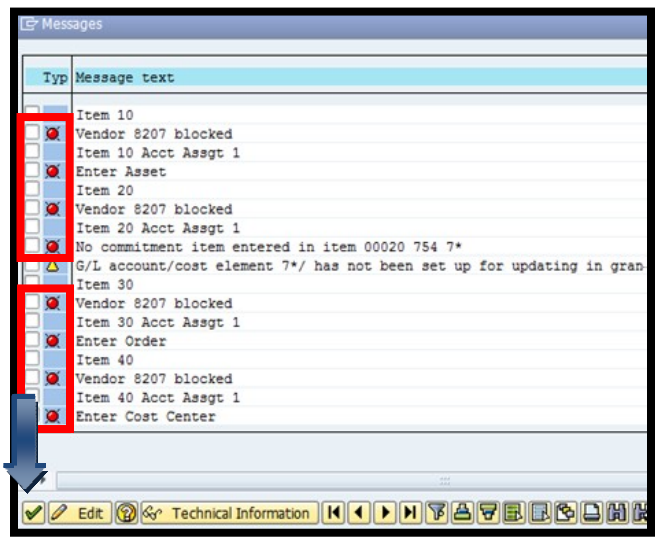


Create a Local Requisition – Check, Save and Submit

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

SAP will check your requisition and generate a window that displays 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 Limit Framework Requisition

Used for the creation of services requisitions and/or multiple payments

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases $15,000 and above. The sites are:

https://mycpa.cpa.state.tx.us/coa/ – Franchise Tax

https://sam.gov/SAM/ - SAM – Federal Debarment

https://fmcpa.cpa.state.tx.us/tpis/ – Vendor Warrant/Payment Hold

https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php – Texas Debarment

https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx – The is OFAC

https://comptroller.texas.gov/purchasing/publications/divestment.php – This is the Comptroller site that has all the links except OFAC

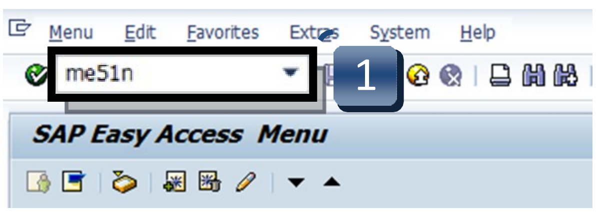
See Attaching a Document section.

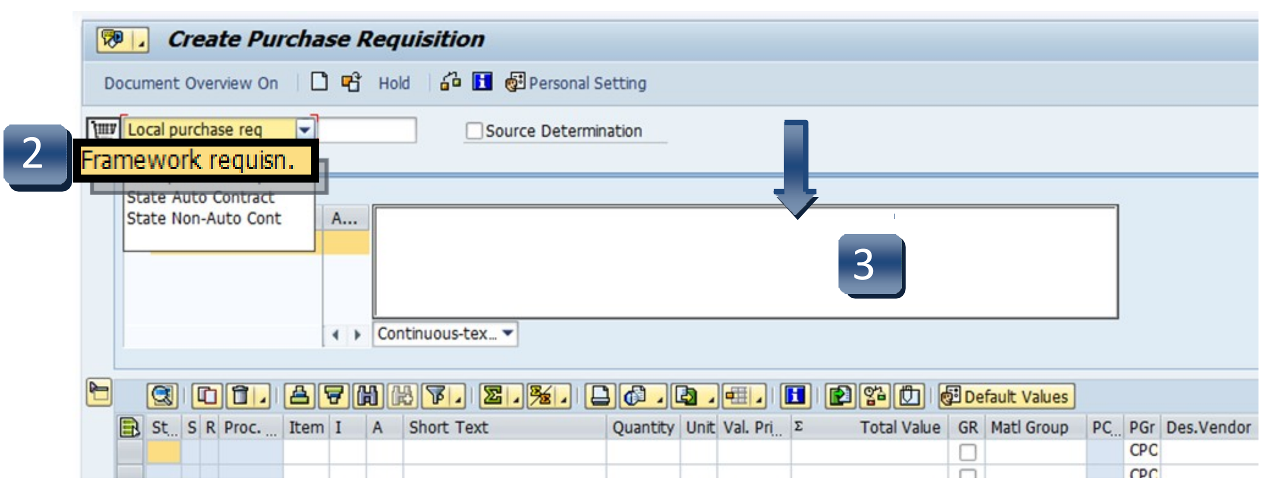
Create a Limit Framework Requisition

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

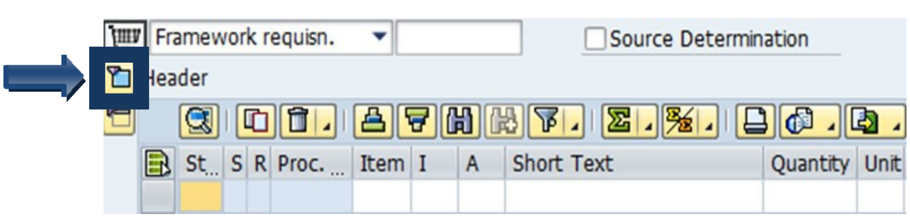
STEP 2: Select **Framework requisn.** as document type from the drop-down menu.

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 **<u>required</u>** to ensure there are no delays in creating the PO.
-**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!

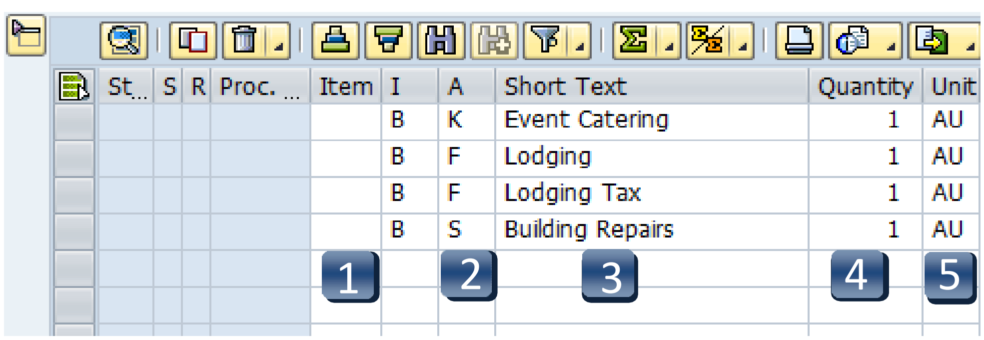
STEP 1: **I (Item Category) column:** Enter a **B** for each line (use down arrowon keyboard to move between lines) that will be processed as a **LIMIT**.
****This step is what makes the Framework requisition a *LIMIT* Framework.**

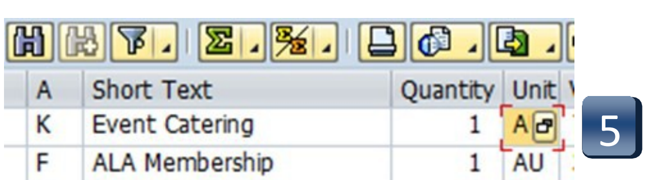
STEP 2: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item (Use down arrow on keyboard to move between lines.)
****A column cannot be changed once STEP 15 is completed.**

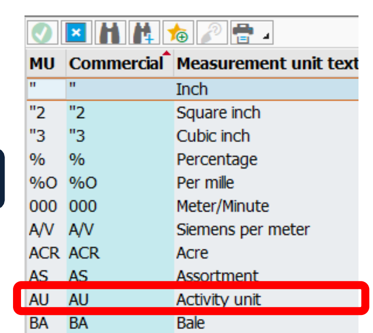
STEP 3: **Short Text column**: Enter item short text. (What you are purchasing.)

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.**







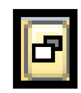
Create a Limit Framework Requisition - Line Items

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 $15,000 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 Framework requisitions.

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)

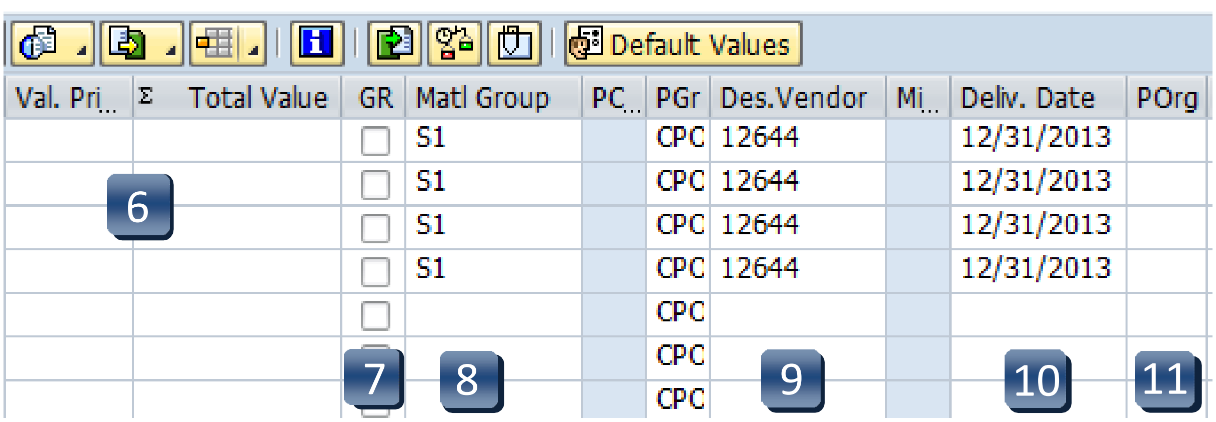


****Vendor number should be the same on ALL lines. A requisition cannot have more than one vendor number.**

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

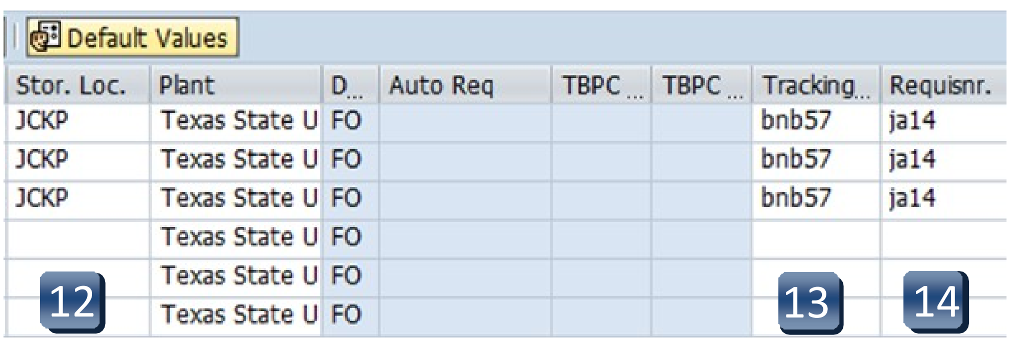
STEP 12: **Storage Location column:** Use the database search to select the storage location if you do not know the code for the location.

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.**

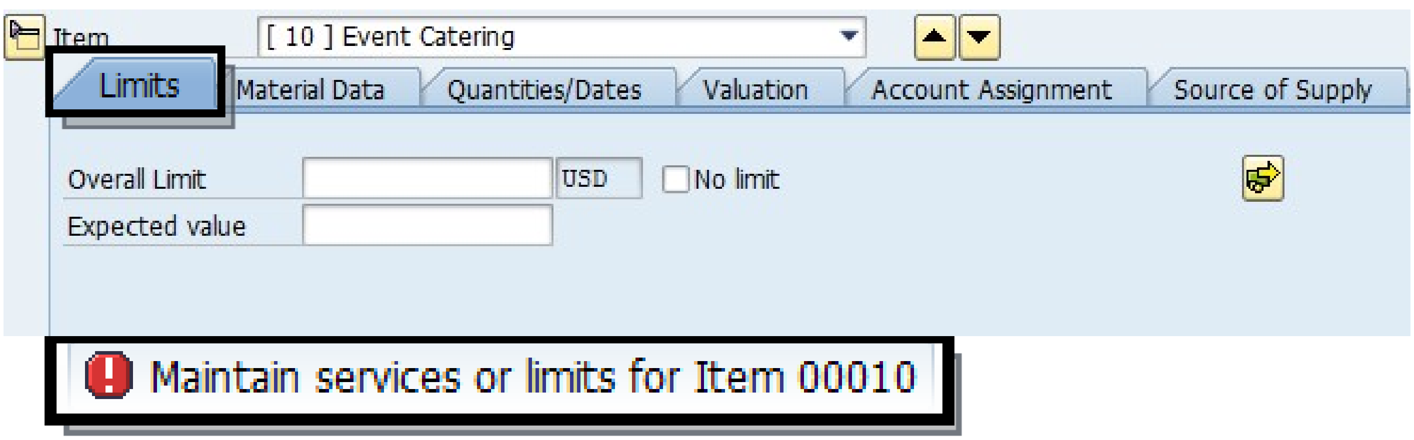
STEP 15: Press **ENTER** on your keyboard to generate the **Item Tabs** section.



Create a Limit Framework Requisition - Item Tab Detail

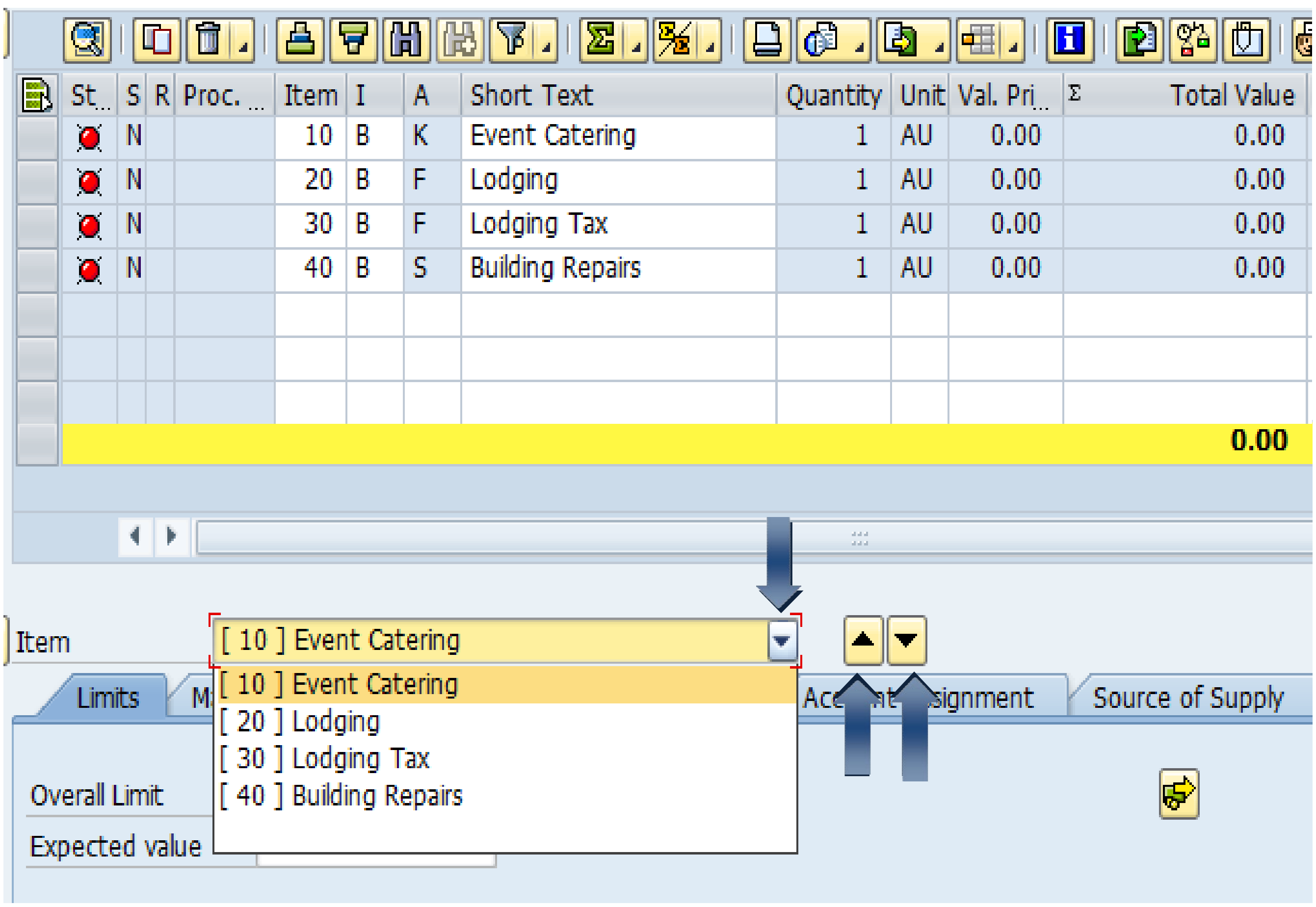
Tip

- **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.



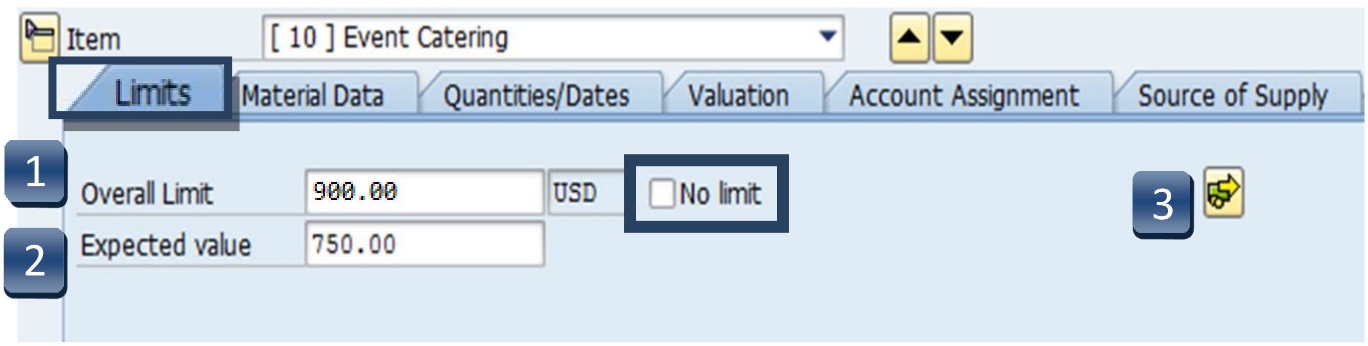
Create a Limit Framework Requisition - Item Tab Detail

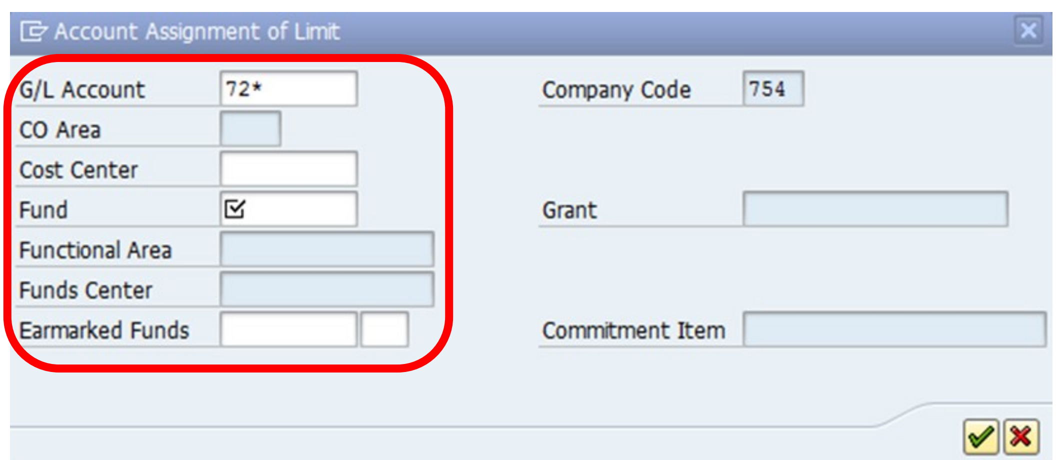
Limits Tab

STEP 1: Enter **Overall Limit** (cushion amount Accounts Payable can pay up to) in Overall Limit field. **The Overall Limit does not encumber the funds**.
****No limit** should never be checked.

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. The **Account Assignment of Limit** menu appears that allows you to enter the accounting and funding codes.





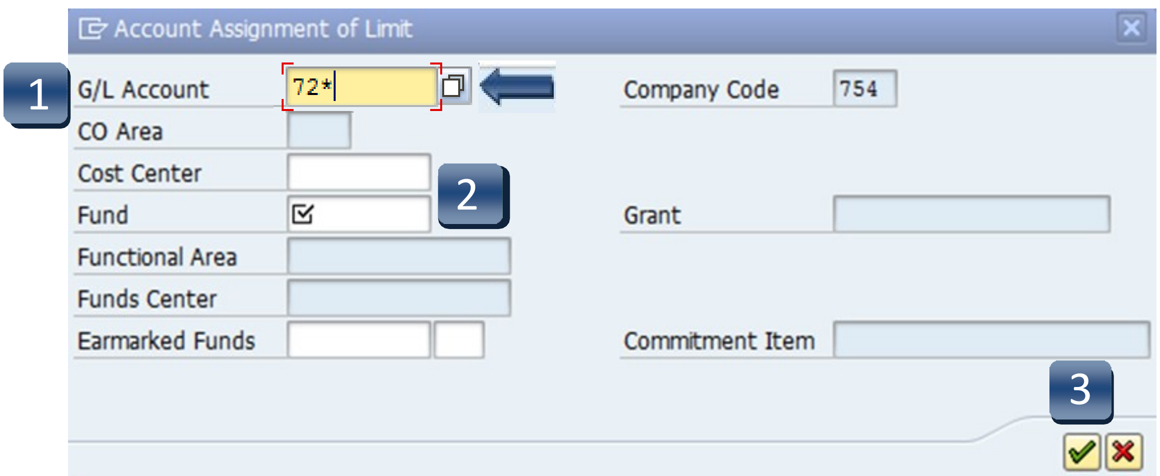
Create a Limit Framework Requisition - Item Tab Detail

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 Account Assignment Codes CANNOT be used on a LIMIT line.

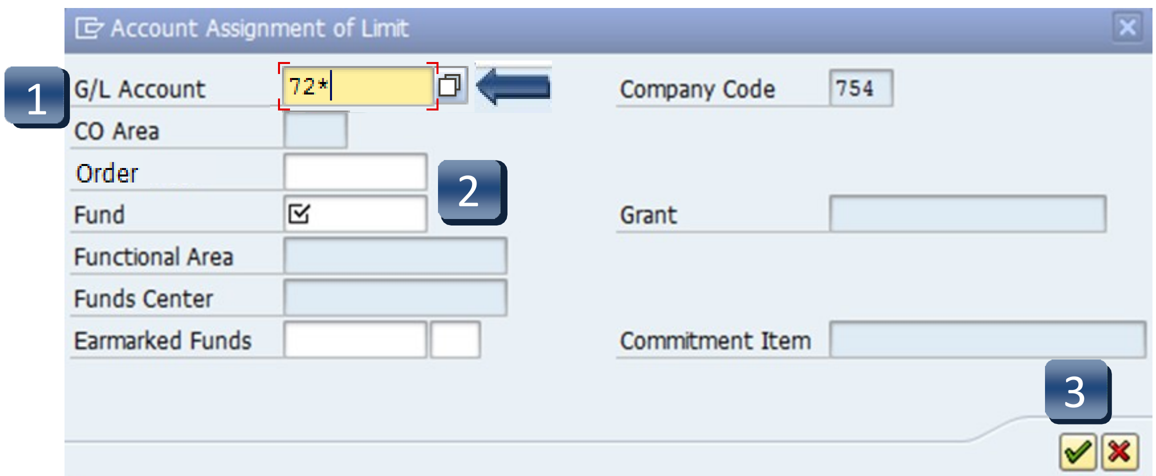
Create a Limit Framework Requisition - Item Tab Detail

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



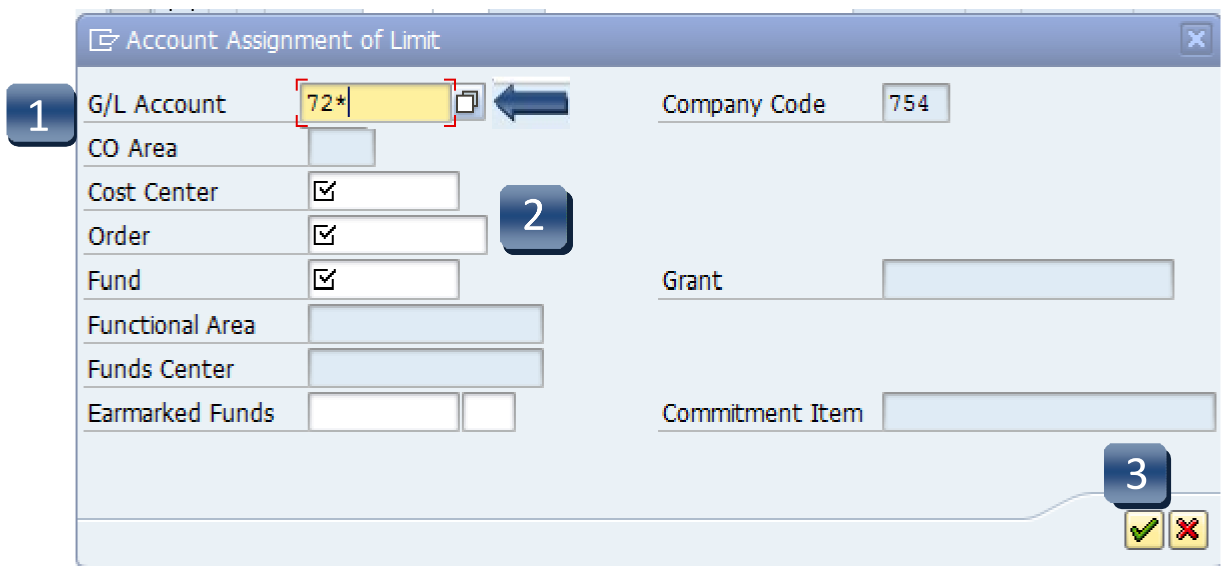
Multiple Account Assignment Codes CANNOT be used on a LIMIT line.

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.

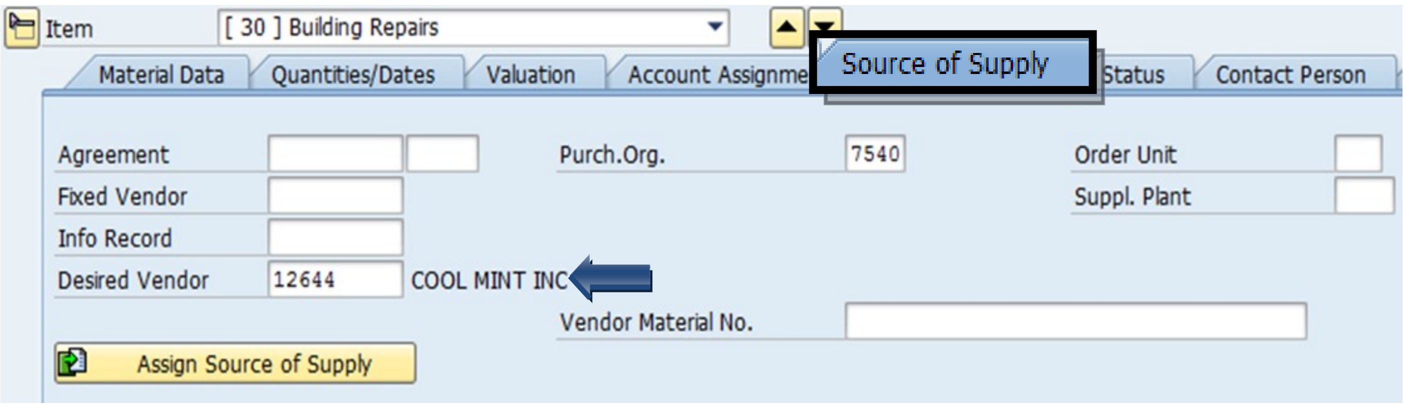


Multiple Account Assignment Codes CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

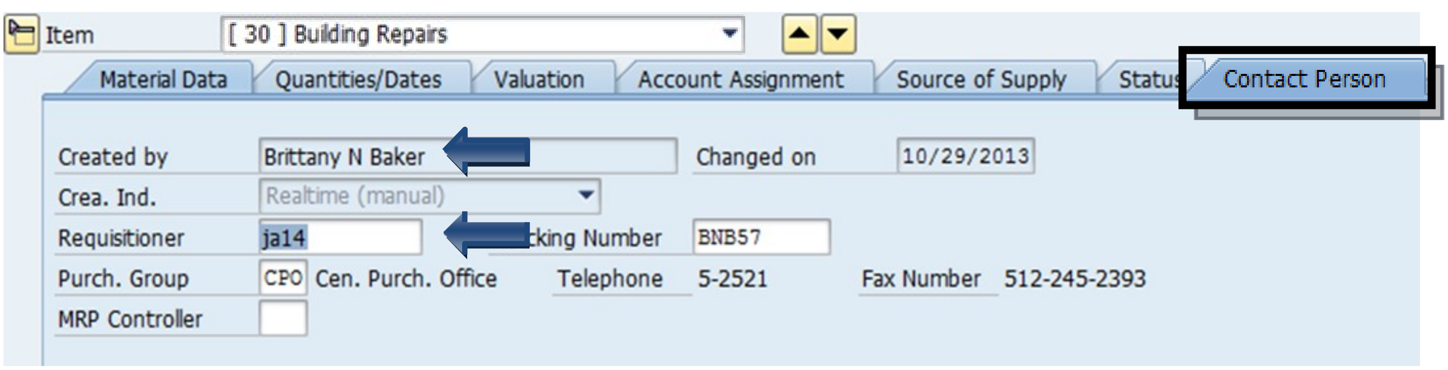
Source of Supply Tab:

Verify vendor listed is correct.



Contact Person Tab:

The person creating the requisition will be listed in the **Created by** field. The person who the purchase is for will be listed in the **Requisitioner** field. Purchasing will contact this person if there are any questions/issues with the requisition



Texts Tab

Item Text:

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

Lodging requisitions

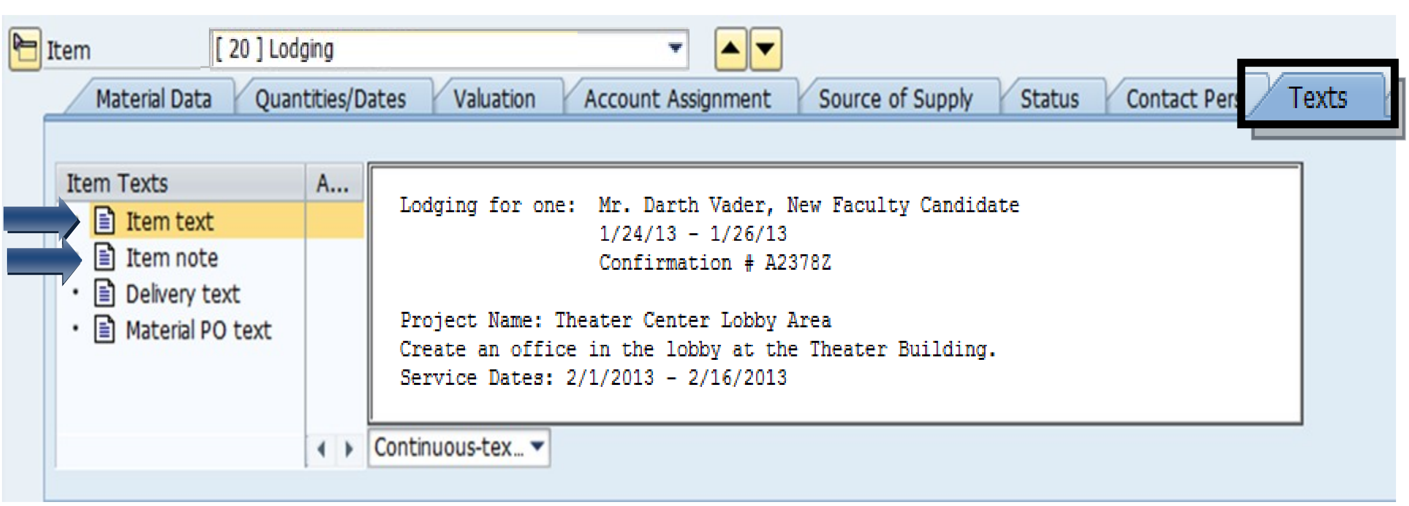
- **WHO** will be staying.
- **DATES** of their stay.
- **CONFIRMATION** or **RESERVATION** number.

Contract requisitions

- **PAYMENT SCHEDULE** or **TERMS** with **DATES.**
- **DATES** of **ENTIRE CONTRACT** or **SERVICE.**
- Brief **STATEMENT** of **WORK.**

Item Note:

In the **Item Note** field, insert any notes for the purchasing department. This must include the contract number for all purchases $15, 000 and greater, either the Total Contract Manager contract number, the consortium contract number, etc. This is where you would state if it is a sole source or proprietary purchase. In addition, list the contact person's name, phone number and email address for any questions on the order or invoice.

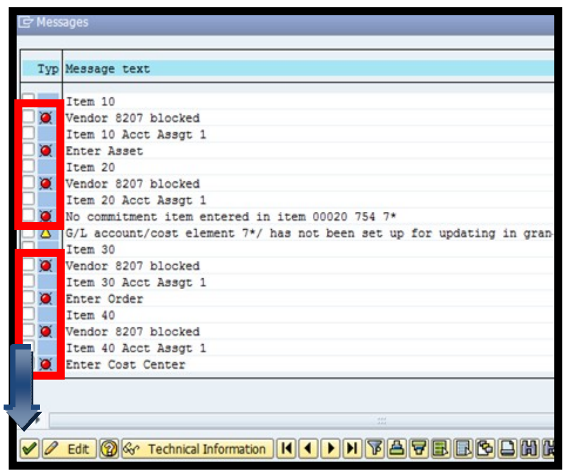


Create a Limit Framework Requisition - Check, Save, and Submit

STEP 1: Click the **Check** icon to check for errors.

SAP will check your requisition and generate a window that displays 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

Attach Document to Requisition - GUI

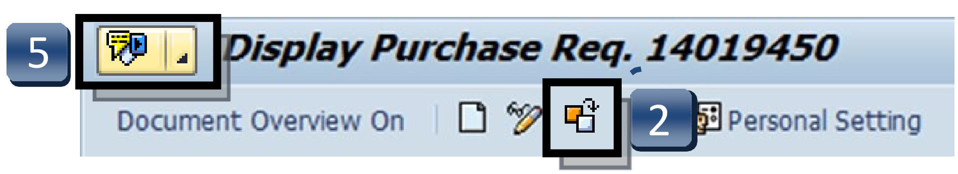
STEP 1: Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.

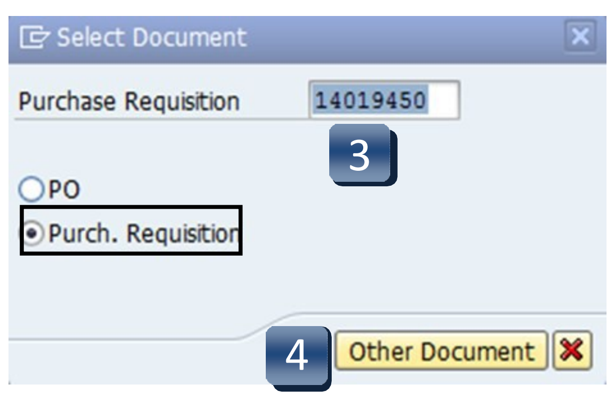
STEP 2: Select **Other Purchase Requisition**.

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.





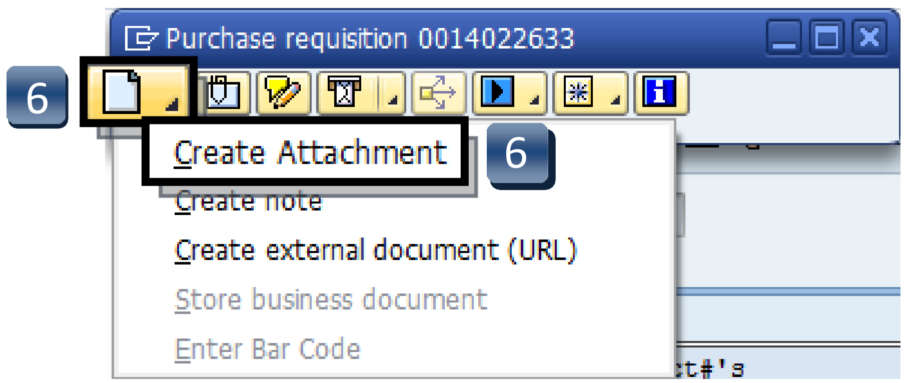
Attach Document to Requisition - GUI

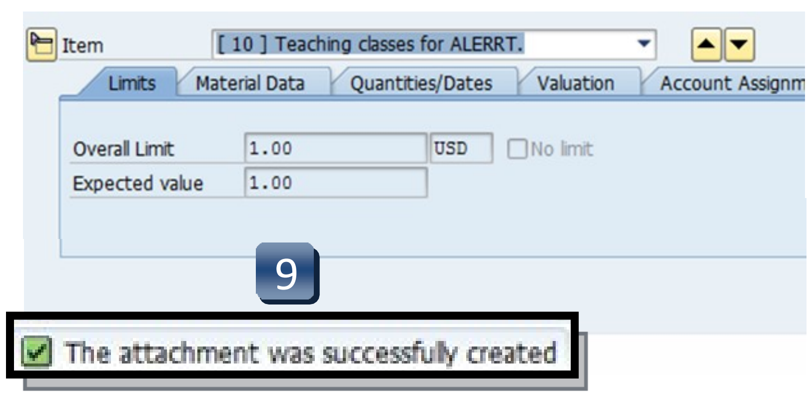
STEP 6: Select **Create**, then **Create Attachment** from drop-down menu.

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:





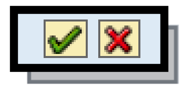
Attach Document to Requisition - GUI

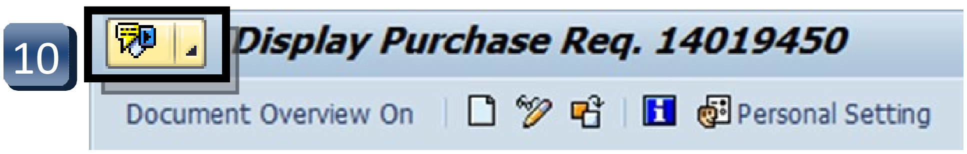
STEP 10: To view list of attachments for the requisition, repeat **STEP 5.** (Select **Services for Object** button.)

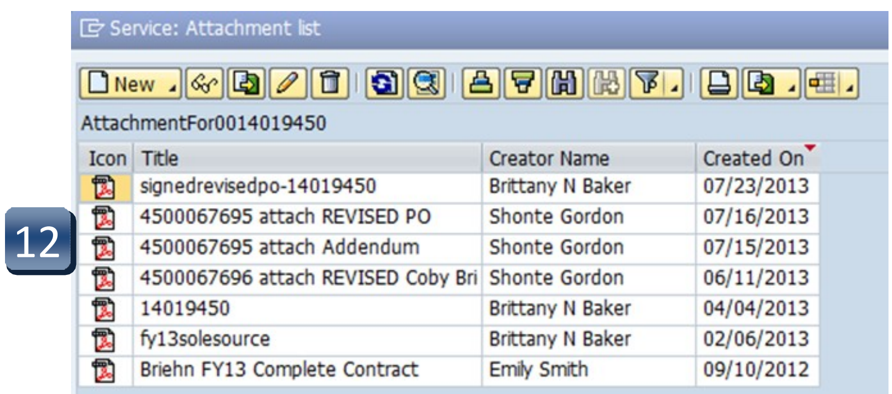
STEP 11: Select **Attachment list** button.

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

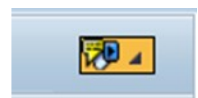
STEP 1: Enter transaction code **ME53N** in main menu search field.
Press **Enter** on your keyboard. The last requisition accessed will appear.

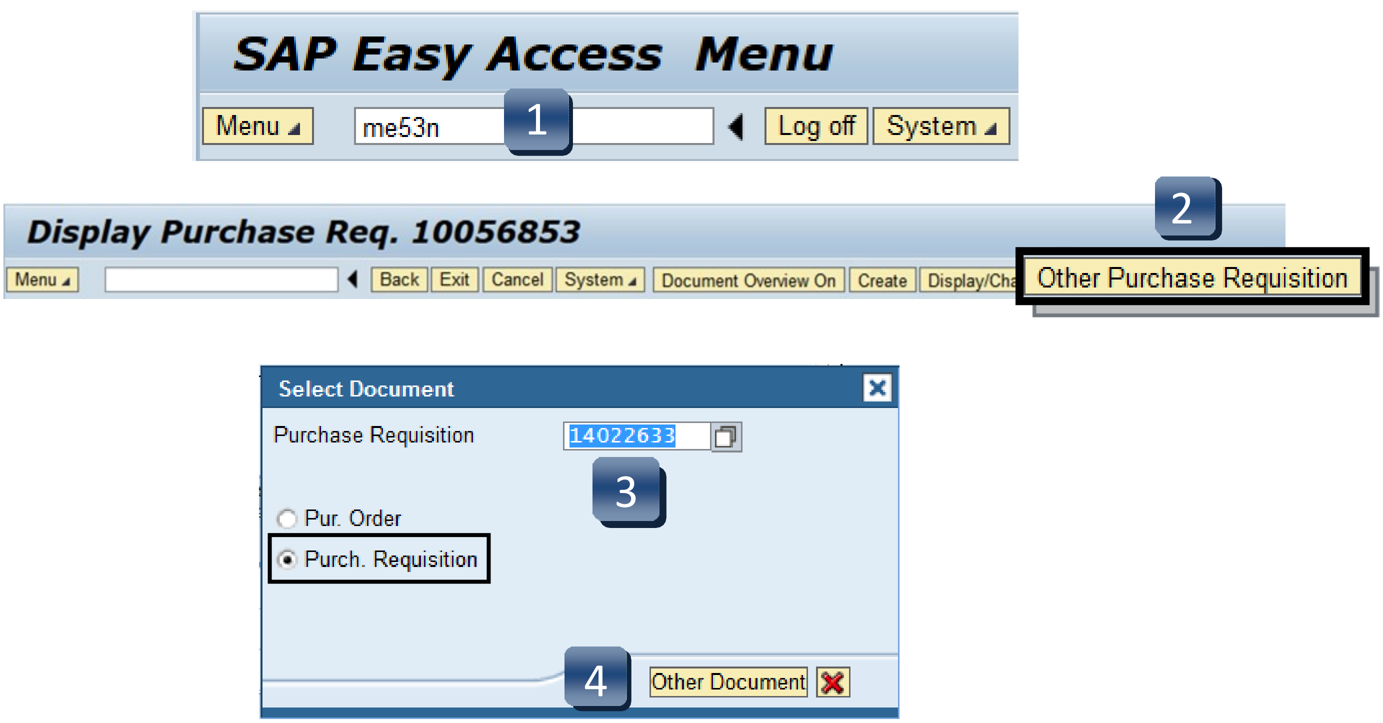
STEP 2: **Select** Other Purchase Requisition**.**

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.

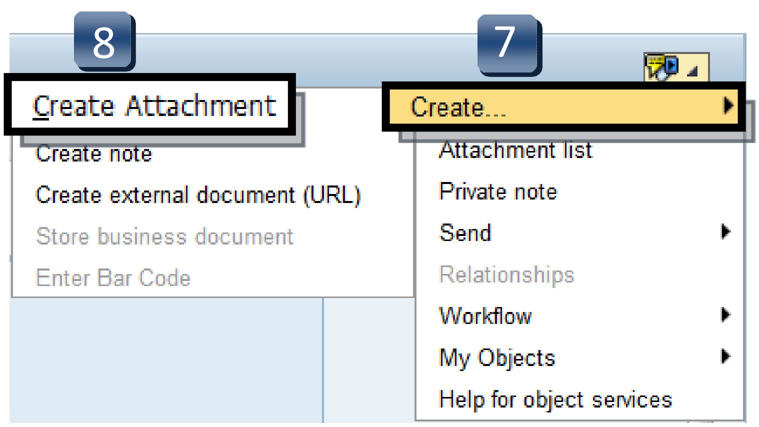
STEP 7: Select **Create…**

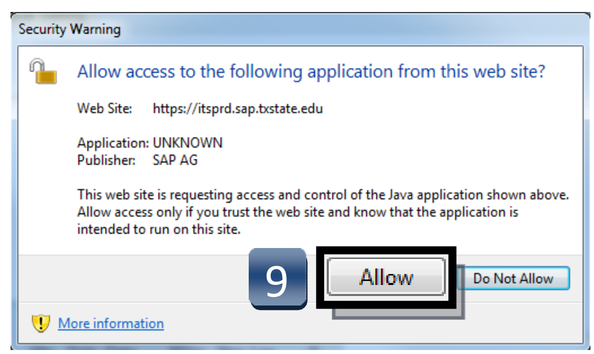
STEP 8: Select **Create Attachment**.

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.





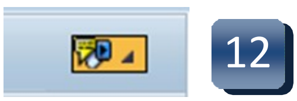
Attach Document to Requisition - Portal

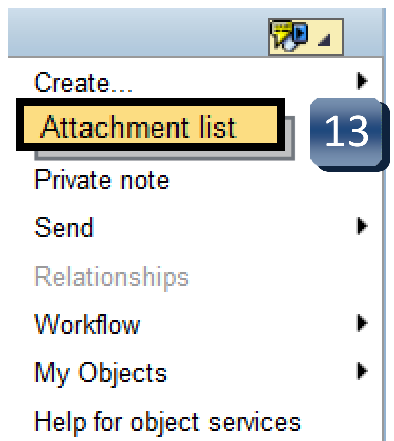
STEP 12: To view list of attachments for the requisition, repeat **STEP 5**. (Select **Services for Object** button.)

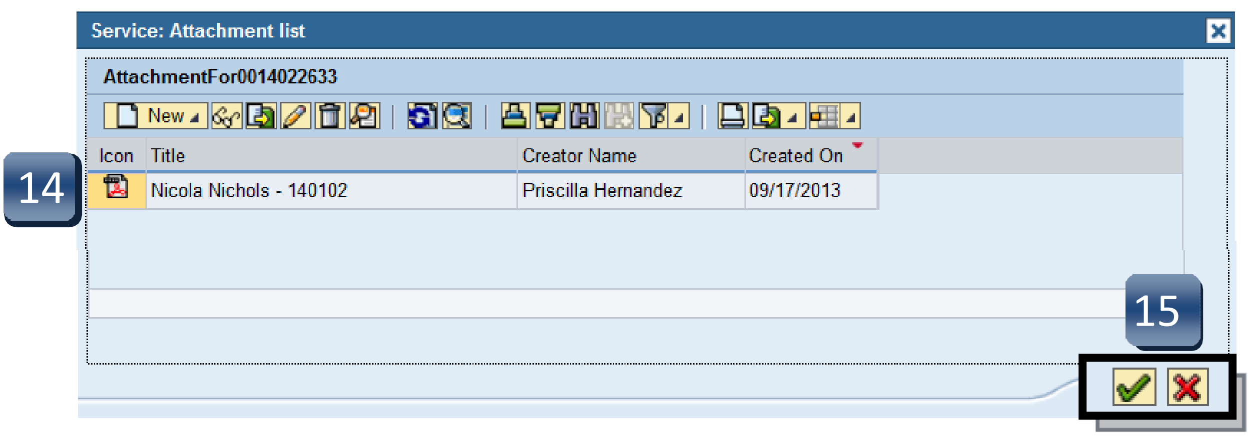
STEP 13: Select **Attachment list** button.

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

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





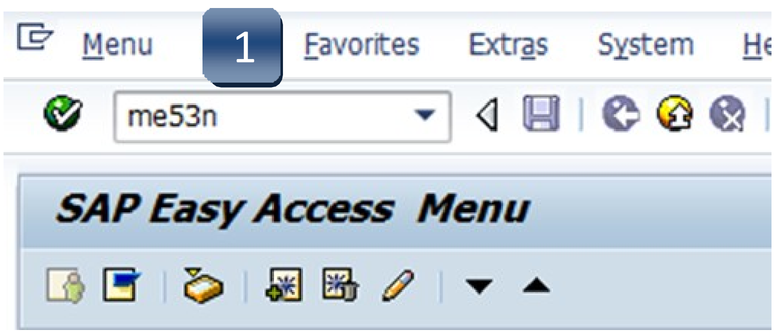


Check Requisition Status

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

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

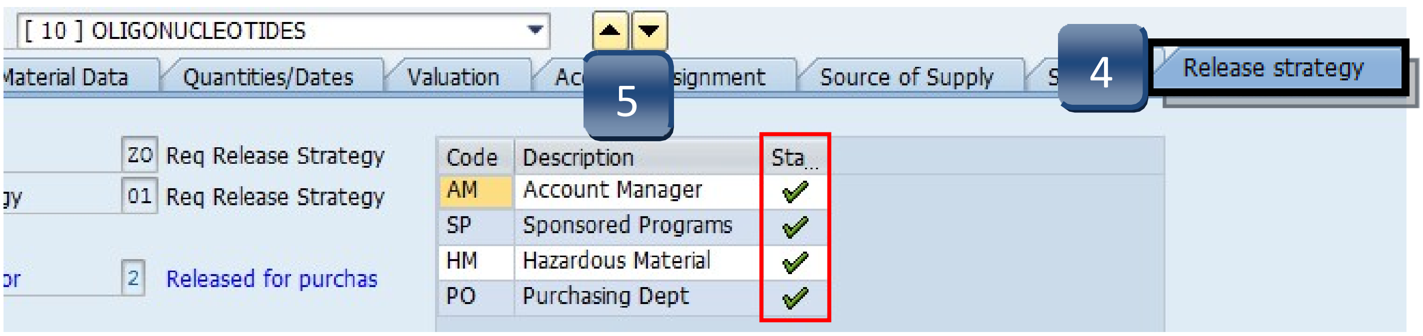
STEP 3: Type number into **Purchase Requisition** field and select **Other Document**.
Make sure **Purch. Requisition** is selected.



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.

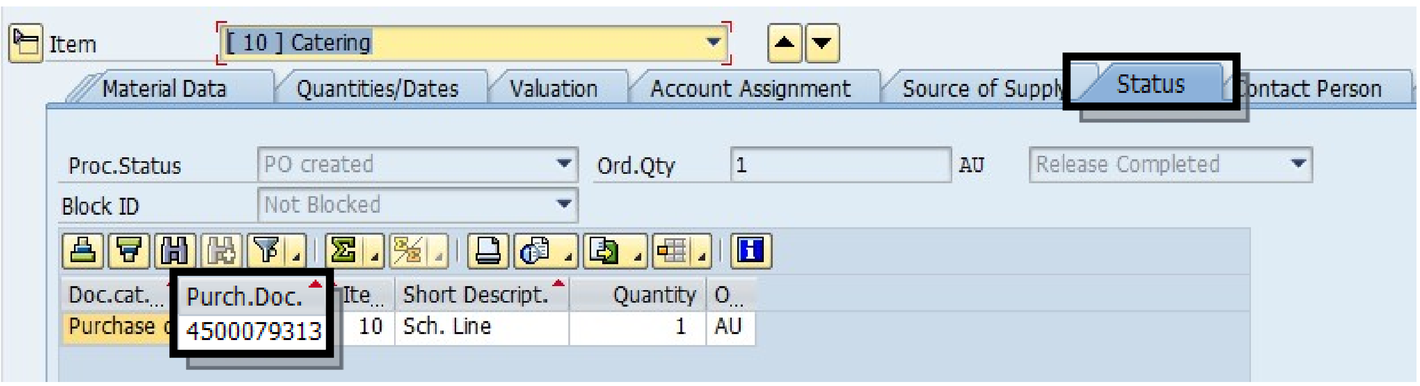


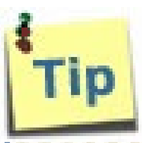
Tip

- **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





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 email purchasing@txstate.edu.**
- **If emailing, be sure to provide a requisition number so we can investigate.**

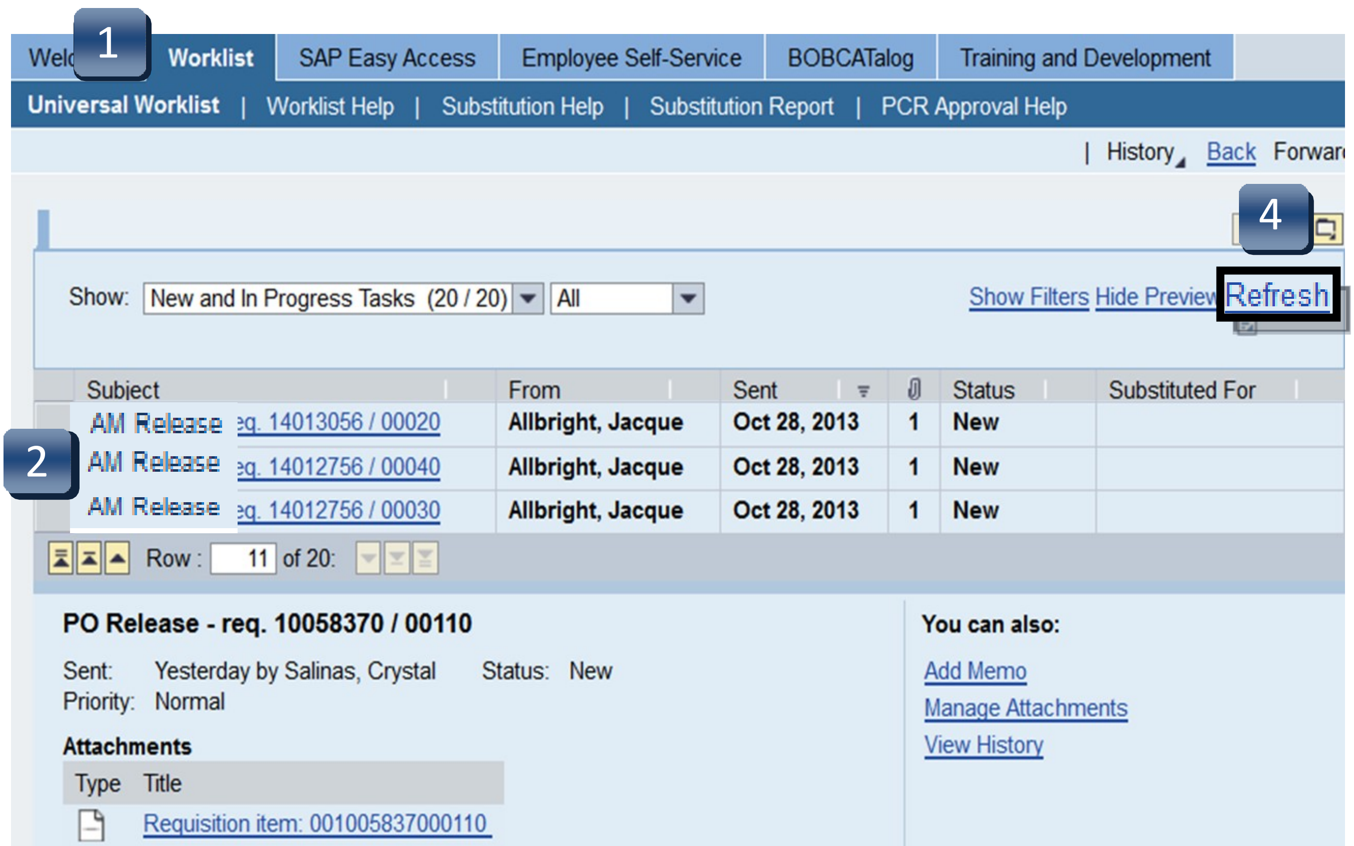
Approve or Reject Requisition

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 8.02 - 8.03).

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



Approve or Reject Requisition

APPROVE

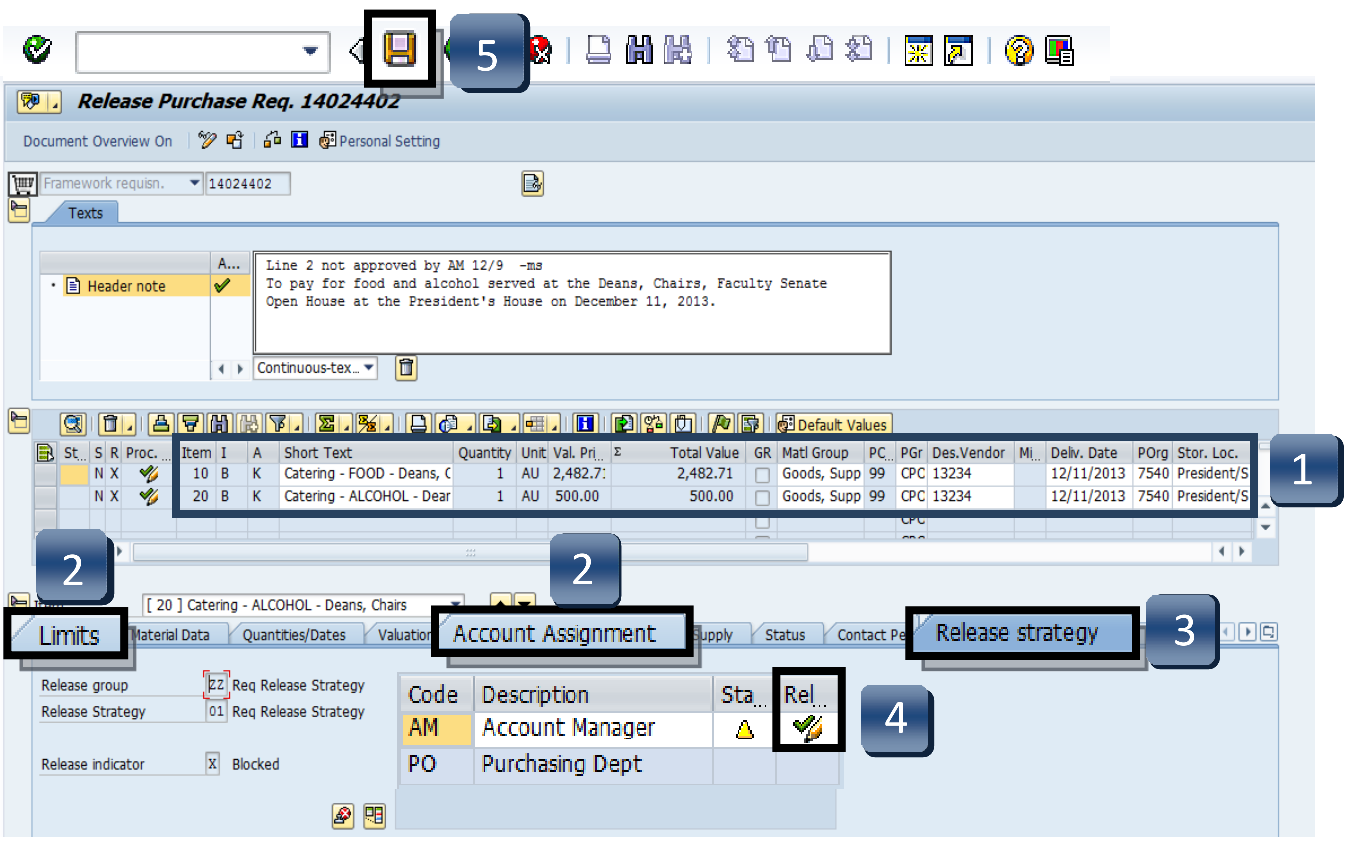
STEP 1: Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.

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

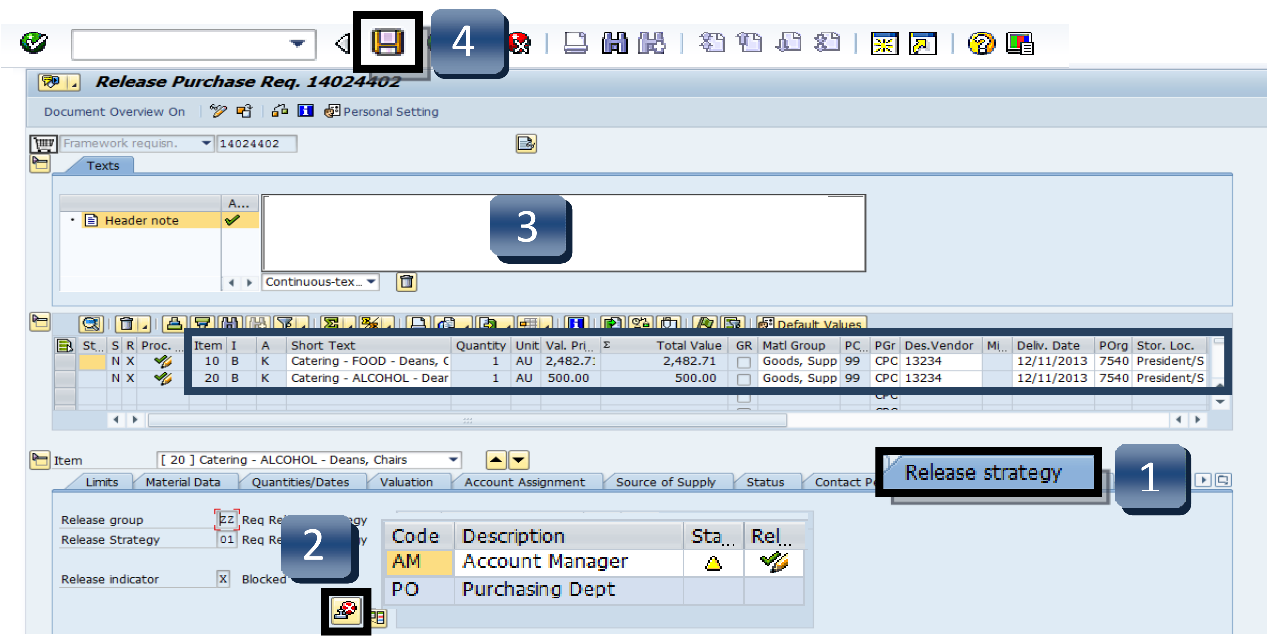
REJECT

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 email notification as well as an immediate **Requisition Rejected** task in their worklist to resolve the rejection

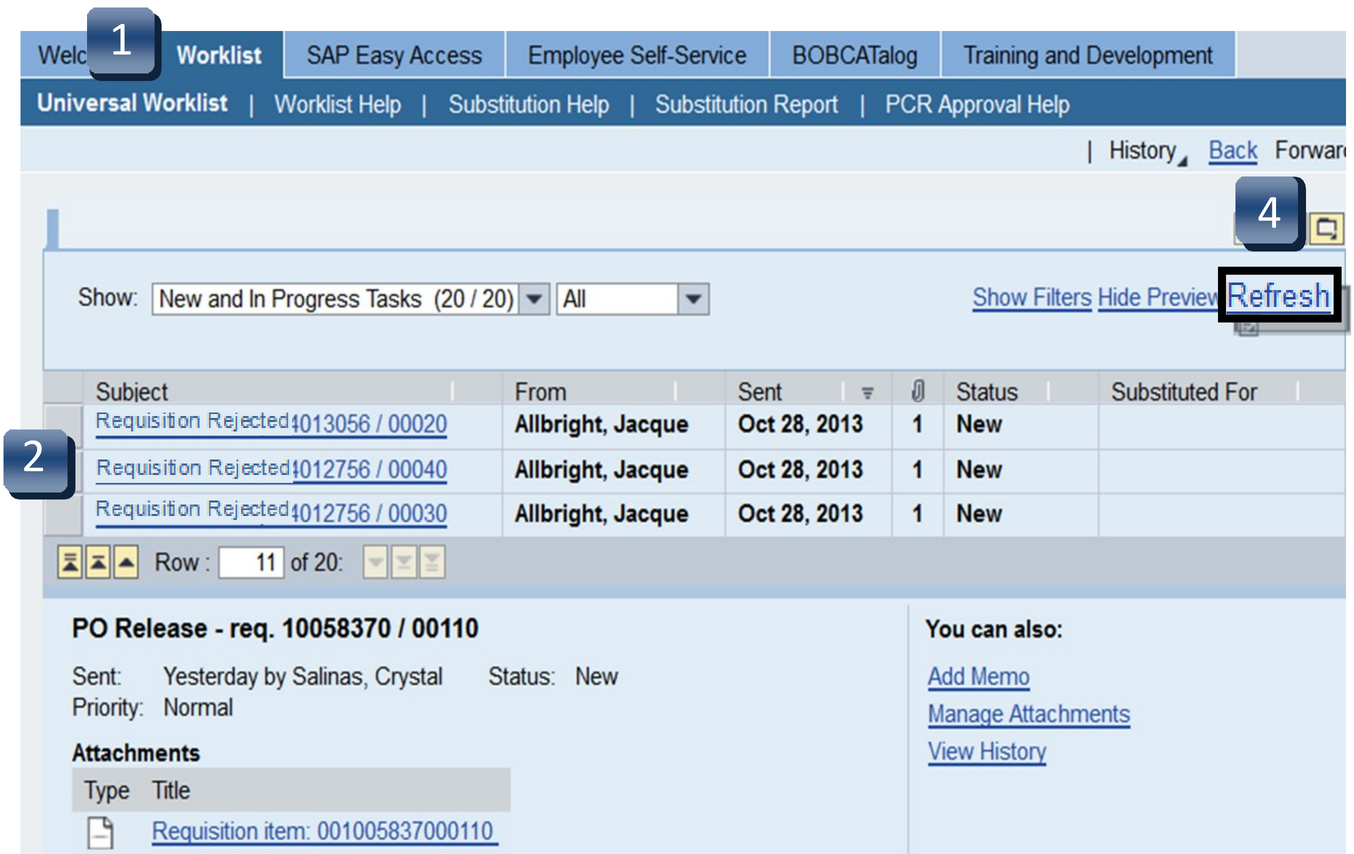
Correct a Rejected Requisition

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.



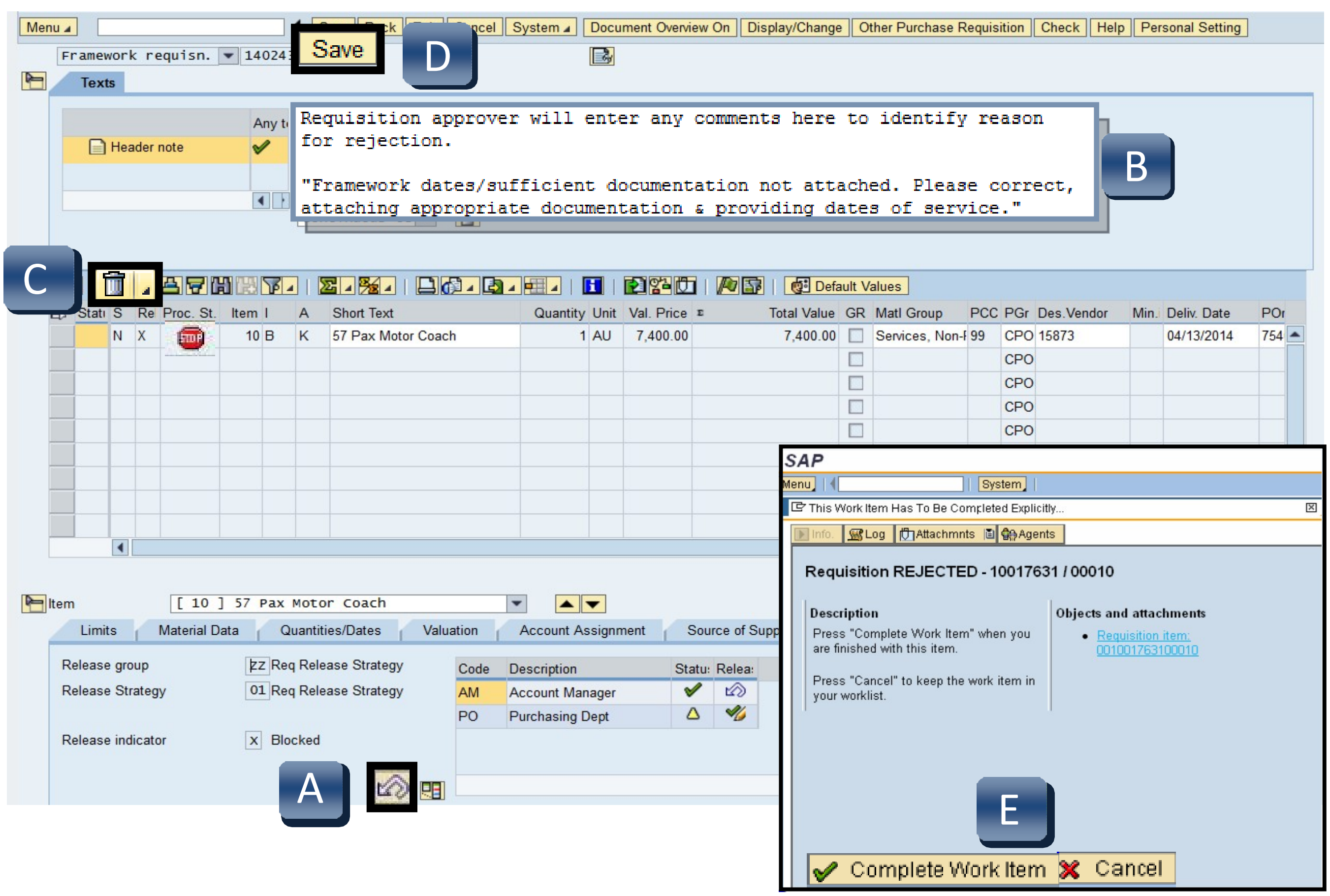
Correct a Rejected Requisition

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.)

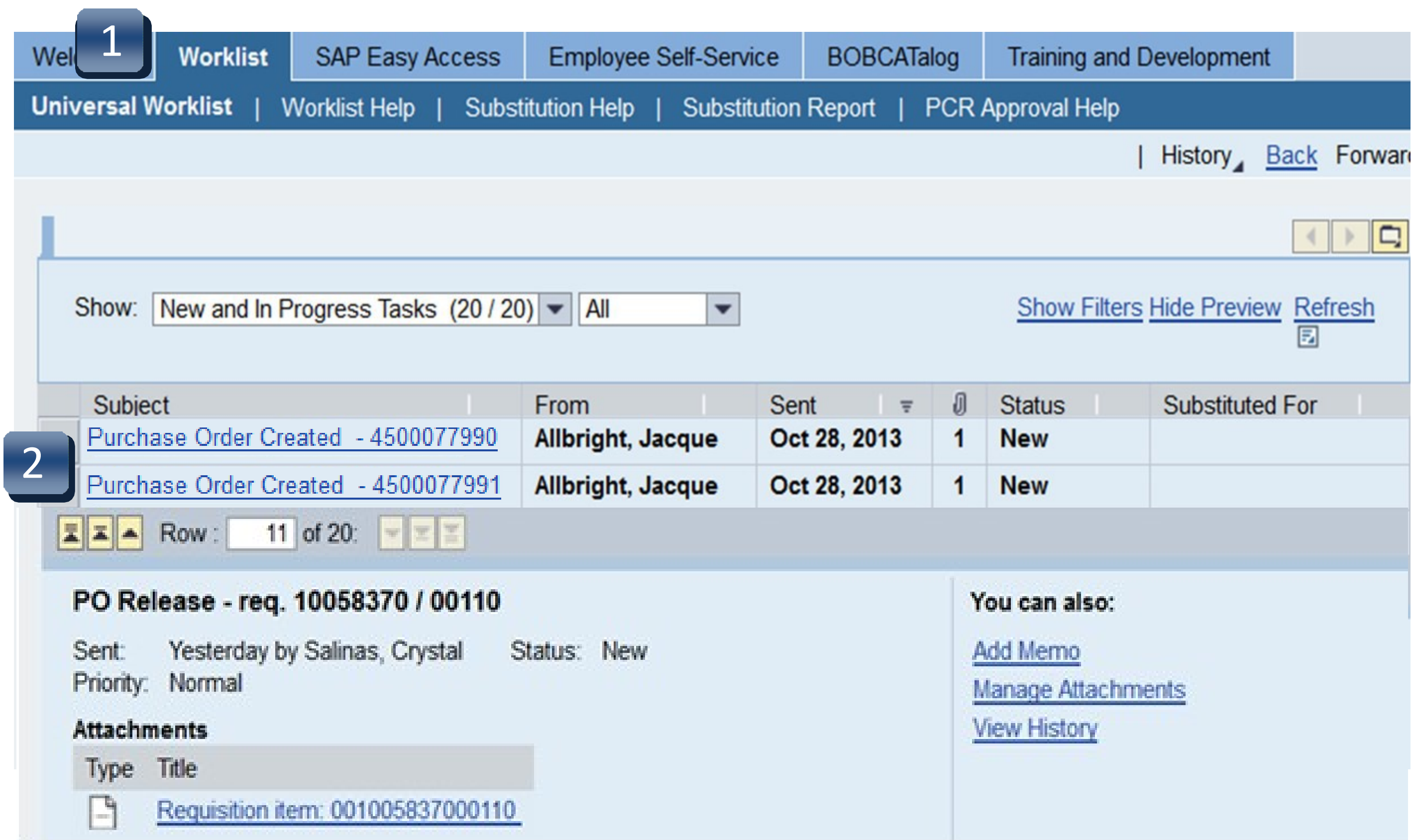


Review and Print Purchase Orders

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 emails 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

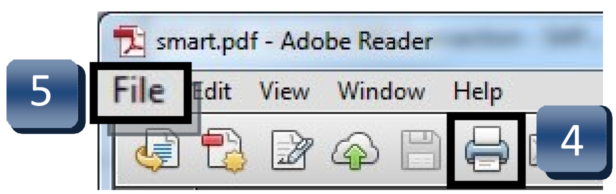
STEP 3: Select **Print Preview**. Purchase Order will open in Adobe as PDF.

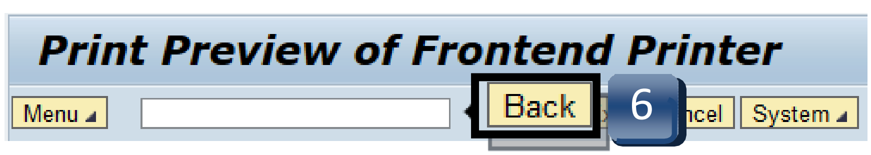
STEP 4: Review the purchase order and select **Print**. If any information is incorrect, please contact the Purchasing Office at **245-2521** or purchasing@txstate.edu.

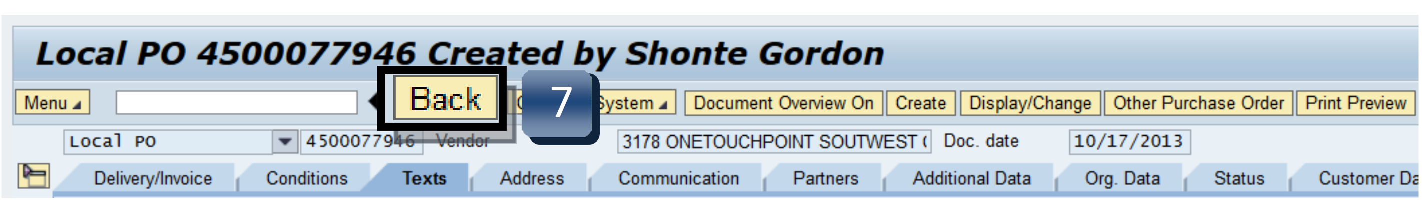
STEP 5: Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.

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

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



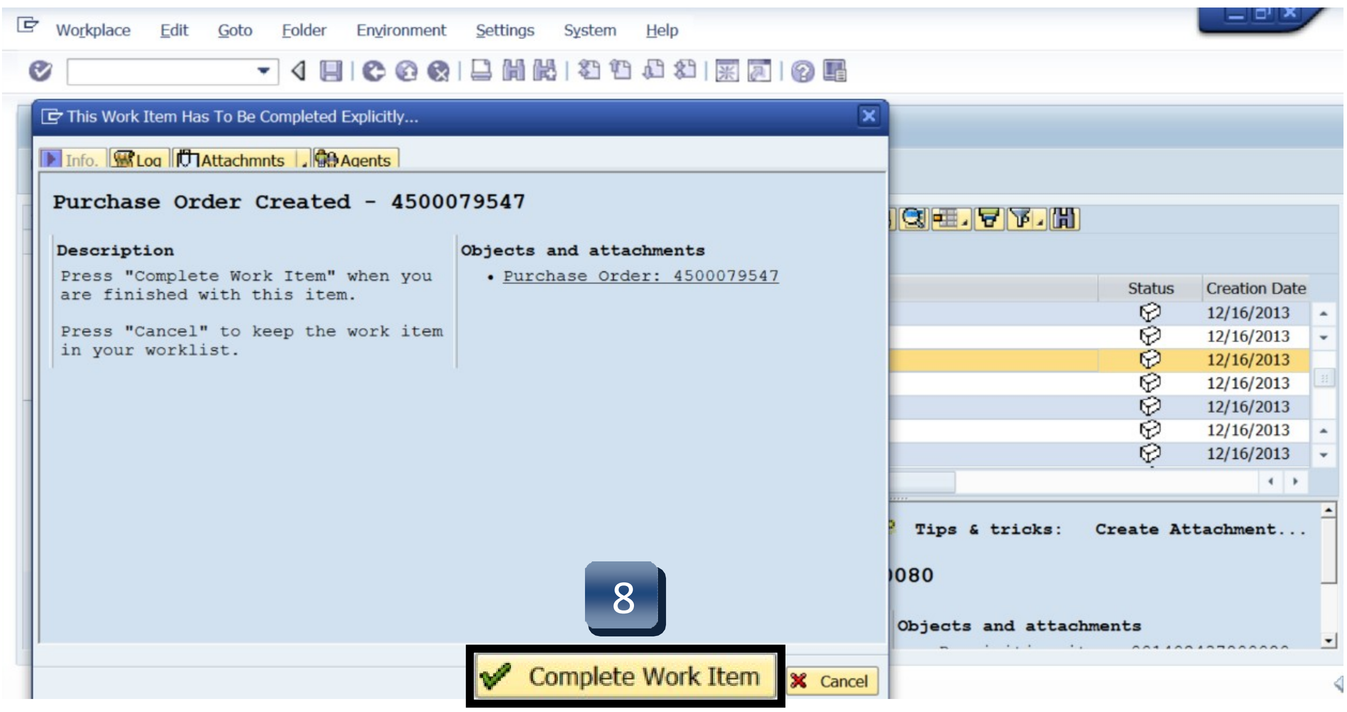


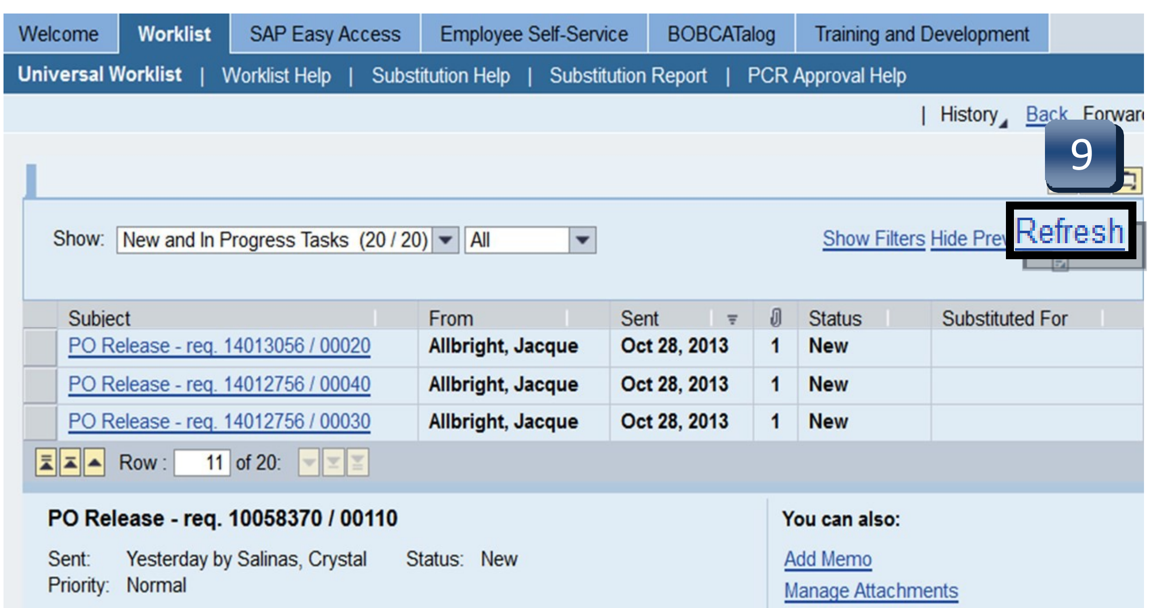


Review and Print Purchase Orders

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.



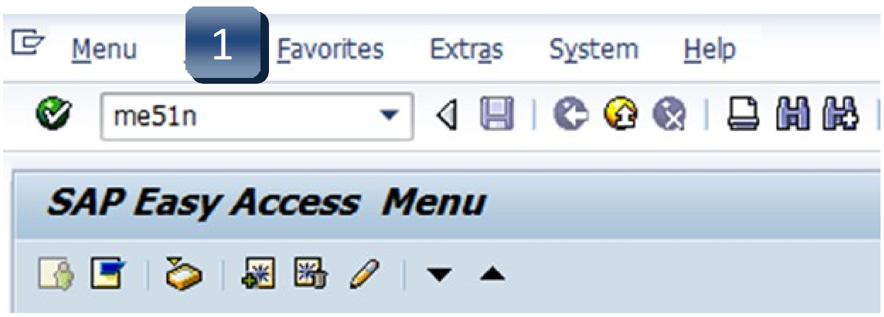


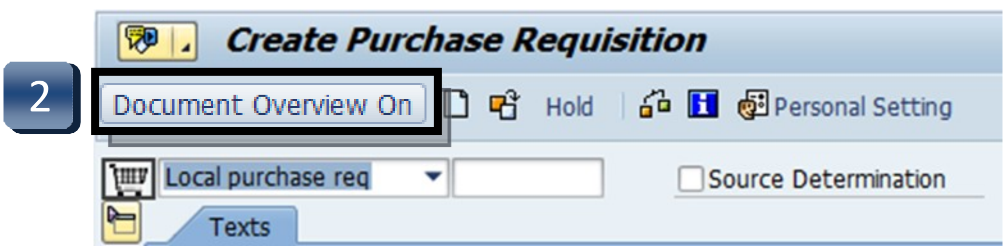
Copy a Requisition

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

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

STEP 3: Click green check button.



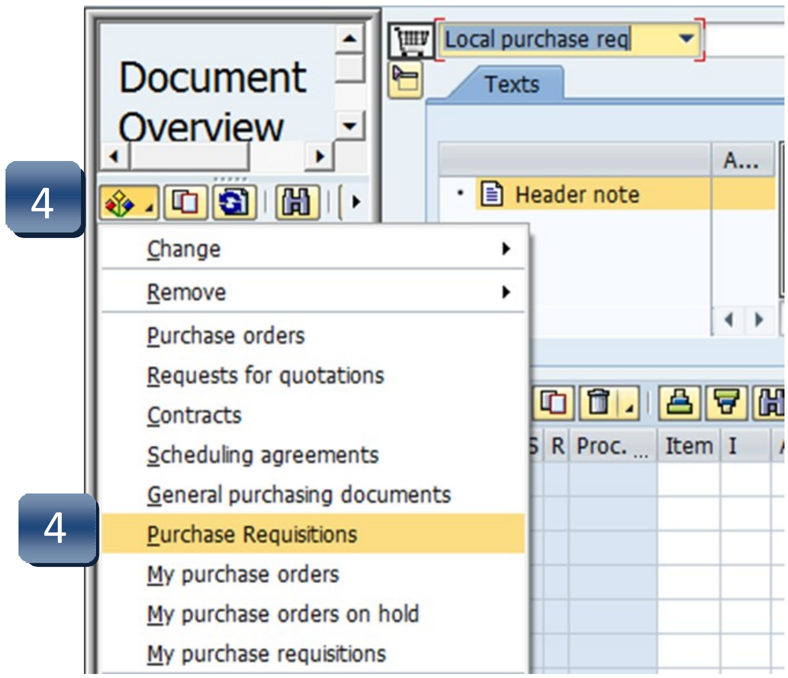


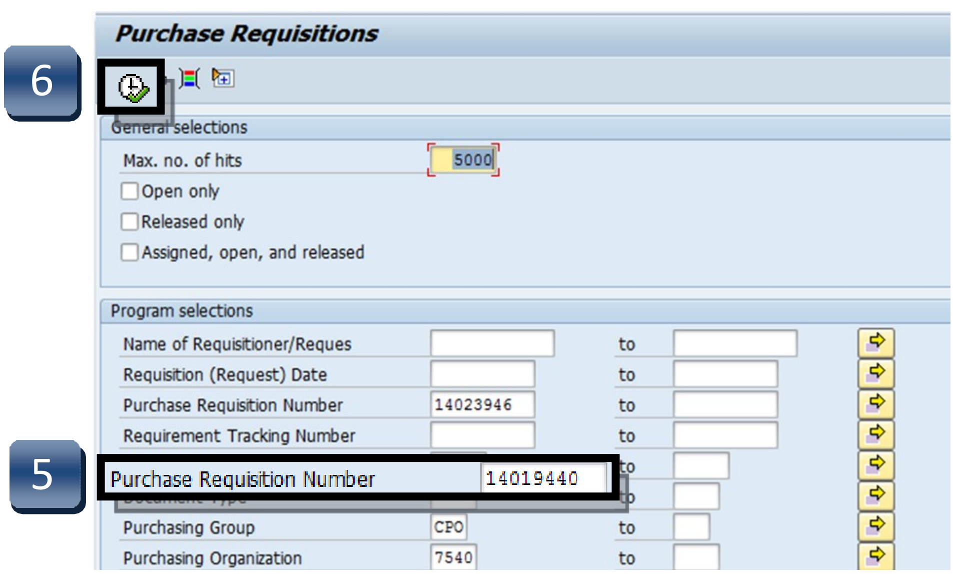
Copy a Requisition

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**.



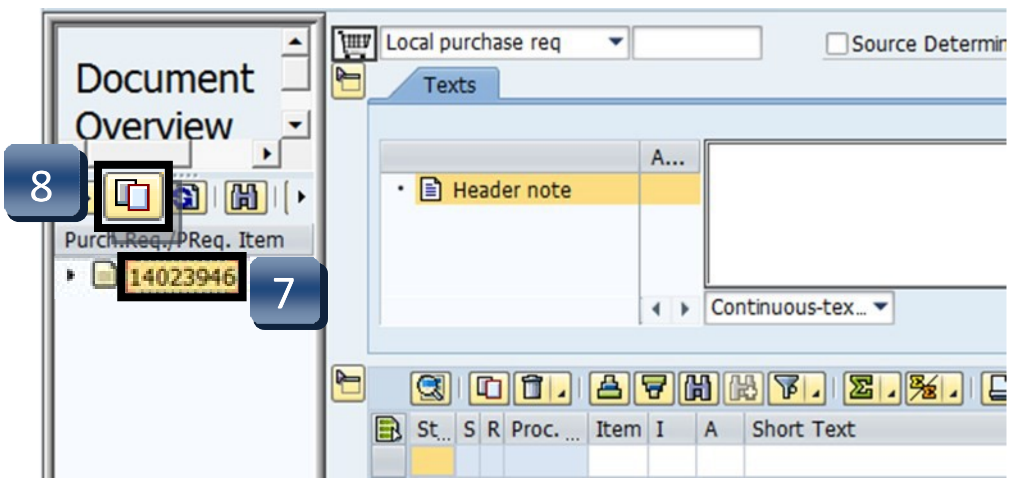


Copy a Requisition

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

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.

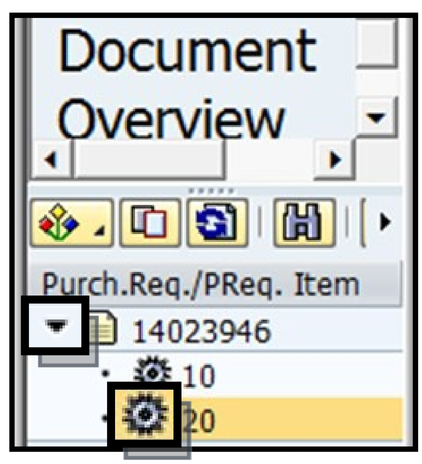
STEP 9: Click **Save**. New requisition number will be generated in the lower left corner.



Tip

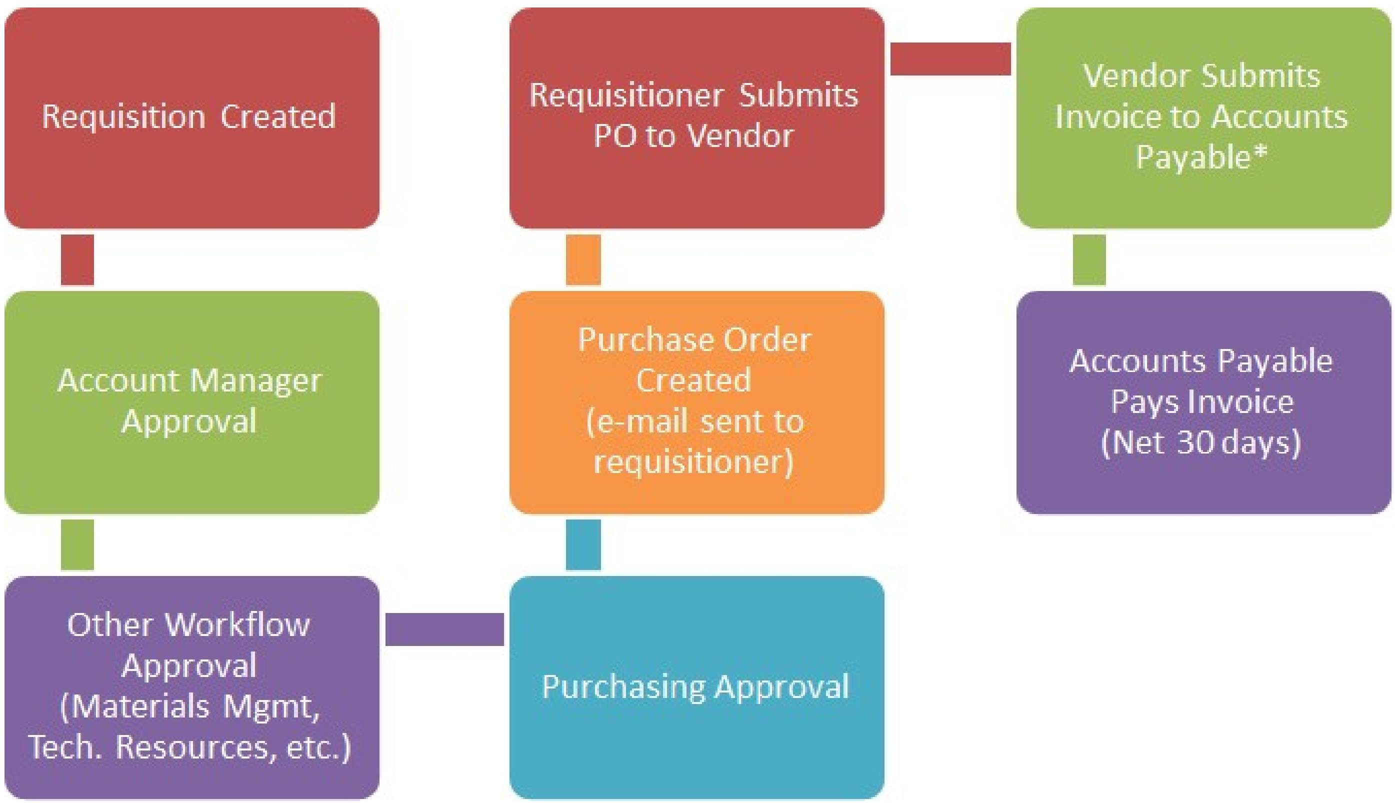
If the requisition to be copied contains ***deleted*** items, **DO NOT** copy them to the new requisition.

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.**



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 timely.**