
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

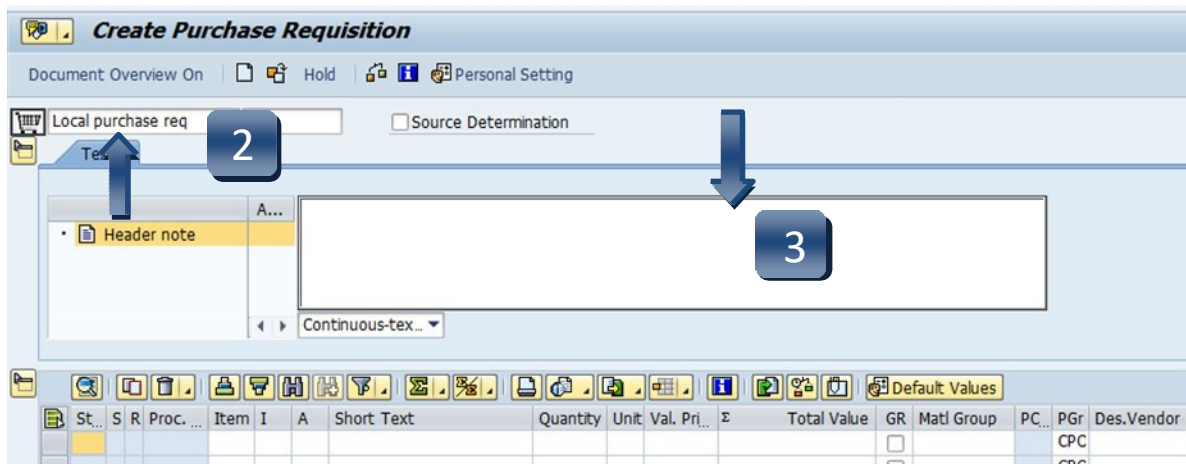
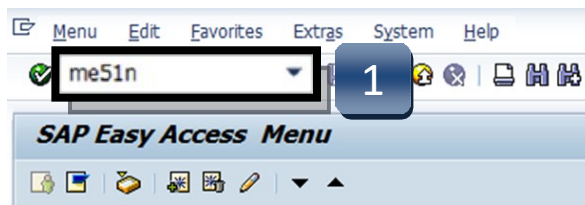
<https://comptroller.texas.gov/purchasing/publications/divestment.php> –This is the Comptroller site that has all the links except OFAC

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

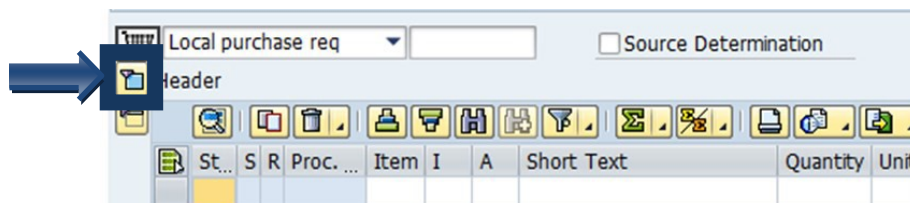
See Attaching a Document section.

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.)

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

Callouts: 1 points to the 'A' column, 2 points to the 'Short Text' column, 3 points to the 'Quantity' column, and 4 points to the 'Unit' column.

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

Callout 4 points to the 'A' in the Unit column for the Shipping row.

MU	Commercial	Measurement unit text
"	"	Inch
"2	"2	Square inch
"3	"3	Cubic inch
%	%	Percentage
%O	%O	Per mille
000	000	Meter/Minute
A/V	A/V	Siemens per meter
ACR	ACR	Acre
AS	AS	Assortment
AU	AU	Activity unit
BA	BA	Bale

The 'AU' row is highlighted with a red box.

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.

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				

5

6

7

8

9

10

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: Requisitioner 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.

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					
11	Texas State U	NB				12	13
	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



- 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.

The screenshot shows the SAP Account Assignment tab for item [10] Death Star Plans. The 'Account Assignment' tab is highlighted with a black box. The 'Fund' field is highlighted with a yellow box. An error message at the bottom, also highlighted with a black box, reads: "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 a software interface for managing requisitions. The top section shows a table of line items with columns for status, item type, short text, quantity, unit, value, price, total, and vendor. The bottom section shows a detailed view of the selected item, including a list of items, a table of item details, and various assignment fields.

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Valn Price	Σ	Tota	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
													<input type="checkbox"/>			CPO	
													<input type="checkbox"/>			CPO	
													<input type="checkbox"/>			CPO	
													<input type="checkbox"/>			CPO	
												0.00					

S..	S..	Quantity	Perce	Cost Ctr	G/L Acct	Order	Asset	SNo.	WBS Element	Commitment
1		2.000								

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.*

The screenshot shows the 'Account Assignment' tab in a software application. The 'AccAssCat' dropdown is set to 'Asset'. The 'G/L Acct' field is highlighted with a blue box and a '1' callout. The 'Asset' field is highlighted with a blue box and a '2' callout. The table below shows a single row with a quantity of 2.000.

S..	S..	Quantity	Perce	Cost Ctr	G/L Acct	Order	Asset	SNo.	WBS Element	Commitment	Funds Ctr	Fund	Functional Are
1		2.000											

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

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.*

The screenshot shows the 'Account Assignment' tab in a requisition system. The 'G/L Account' field contains '7*' and is highlighted with a red box and a blue arrow pointing to it, with a '1' in a blue circle next to it. The 'Cost Center' and 'Fund' fields are empty and highlighted with a blue box and a blue arrow pointing to them, with a '2' in a blue circle next to them. The 'AccAssCat' dropdown is set to 'Cost center'. The 'CoCode' is 'Texas State ...'. The 'Distribution' is 'Single account assignme...'. The 'Commitment Item' field is empty.

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.*

The screenshot shows the 'Account Assignment' tab selected. 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 empty, with a blue box containing the number '2' next to the 'Fund' field. The 'Account Assignment' tab is selected and highlighted with a black box. Other tabs include Material Data, Quantities/Dates, Valuation, Source of Supply, Status, and Contact Person. The 'Item' dropdown shows '[30] Doomsday Device'. The 'AccAssCat' is 'Internal Order', 'Distribution' is 'Single account assignme...', and 'CoCode' is 'Texas State ...'. Other fields include Unloading Point, Recipient, CO Area, Grant, Functional Area, Funds Center, Earmarked Funds, and Commitment Item.

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.*

The screenshot shows the 'Account Assignment' tab in a requisition system. The 'Item' dropdown is set to '[40] Shipping'. 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, with a '1' in a blue circle next to it. The 'Cost Center', 'Order', and 'Fund' fields are grouped with a bracket and a '2' in a blue circle next to it. Other fields include 'Unloading Point', 'Recipient', 'CO Area', 'Functional Area', 'Funds Center', 'Earmarked Funds', 'Grant', and 'Commitment Item'.

Create a Local Requisition - Item Tab Detail

Valuation Tab

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

Item [40] Shipping

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

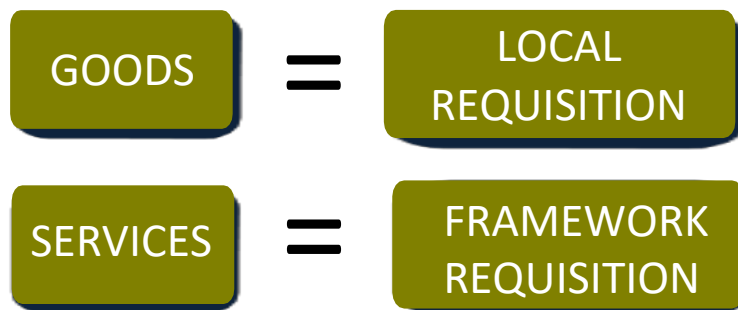
Valuation Price 7.50 USD / 1 AU Total Value 7.50 USD

Promotion

Goods Receipt

Inv. Receipt

GR Non-Val.



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

Source of Supply Tab

Verify vendor listed is correct.

The screenshot shows the 'Source of Supply' tab selected. The 'Item' dropdown is set to '[40] Shipping'. The 'Desired Vendor' field contains '12257' and 'BEST BUY GOV LLC'. A blue arrow points to this vendor name. The 'Purch.Org.' field contains '7540'. Other fields include 'Agreement', 'Fixed Vendor', 'Info Record', 'Order Unit', and 'Suppl. Plant'. A yellow button labeled 'Assign Source of Supply' is at the bottom left.

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.

The screenshot shows the 'Contact Person' tab selected. The 'Item' dropdown is set to '[40] Shipping'. The 'Created by' field contains 'Brittany N Baker' with a blue arrow pointing to it. The 'Changed on' field contains '10/29/2013'. The 'Crea. Ind.' dropdown is set to 'Realtime (manual)'. The 'Requisitioner' field contains 'ja14' with a blue arrow pointing to it. The 'Tracking Number' field contains 'BNB57'. Other fields include 'Purch. Group' (CPO), 'Cen. Purch. Office', 'Telephone' (5-2521), and 'Fax Number' (512-245-2393). The 'MRP Controller' field is empty.

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:

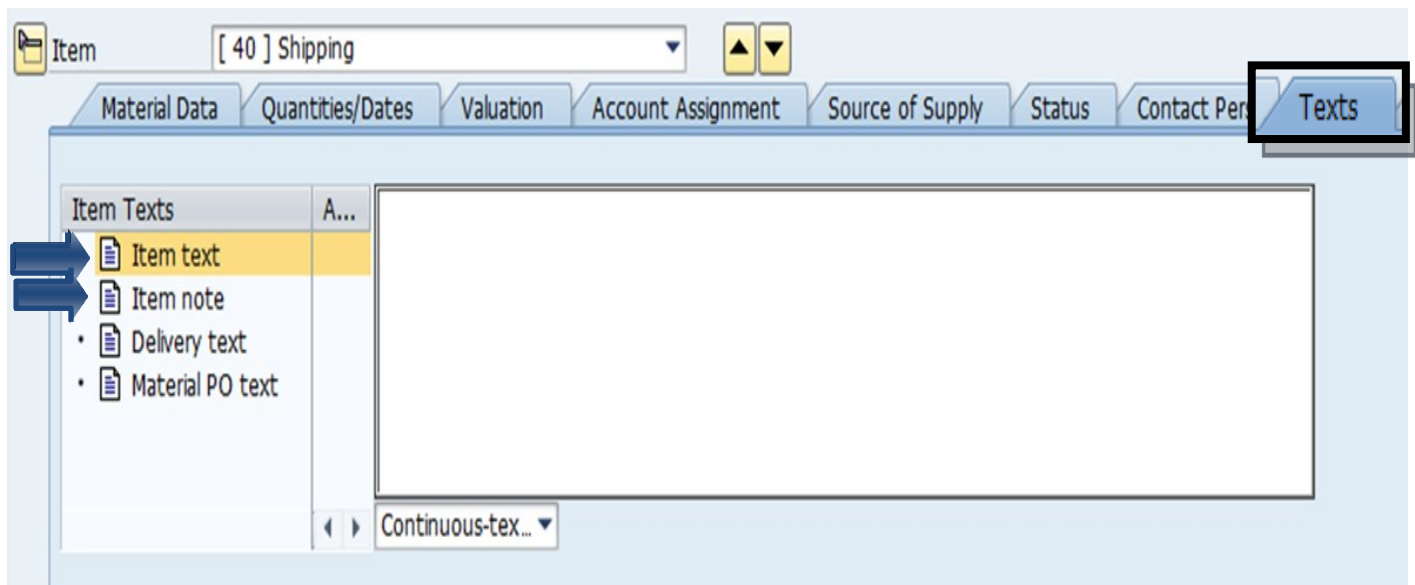
Part Numbers

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

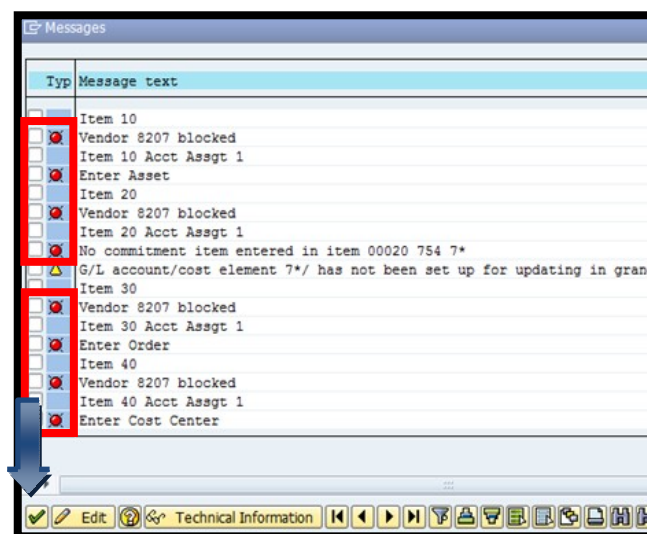
STEP 1: Click the **Check** icon to ensure there are no errors.



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.