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

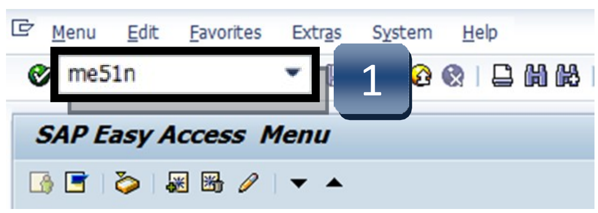
See Attaching a Document section.

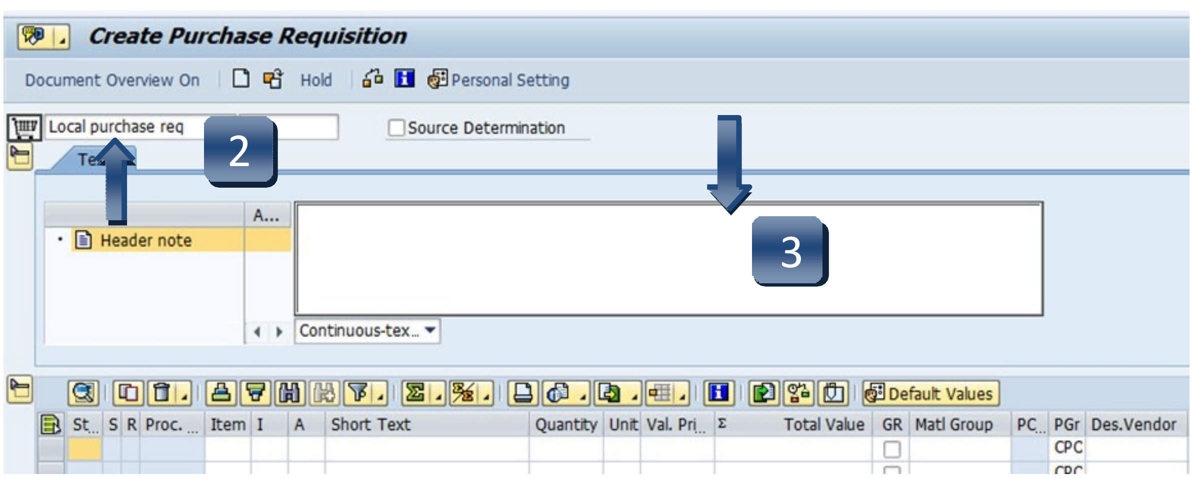
Create a Local Requisition - Line Items

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

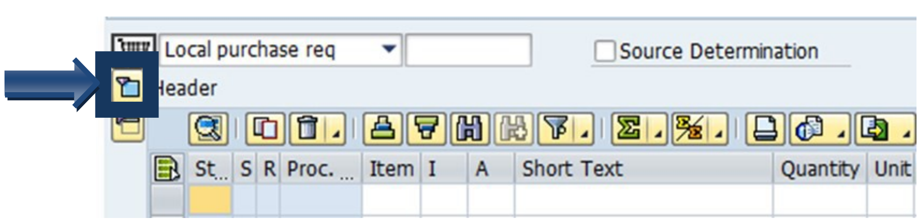
STEP 2: Verify that **Local purchase req** is selected as document type.

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.



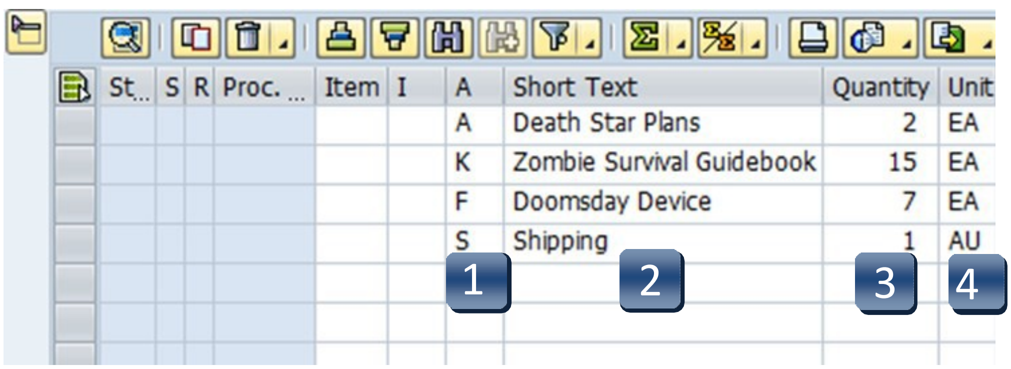
Create a Local Requisition - Line Items

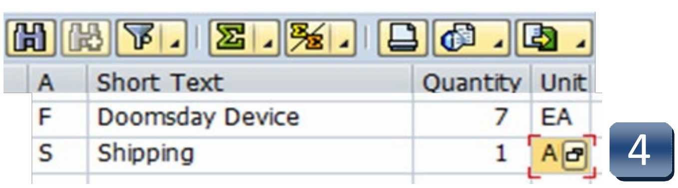
STEP 1: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item.
(Use down arrow on keyboard to move between lines.)

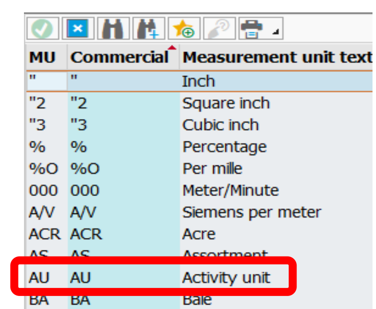
STEP 2: **Short Text column:** Enter item short text (What you are purchasing).

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

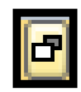
STEP 5: **Valuation Price column:** Enter the price per item.
Total Value column will populate when all line items have been entered.

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.

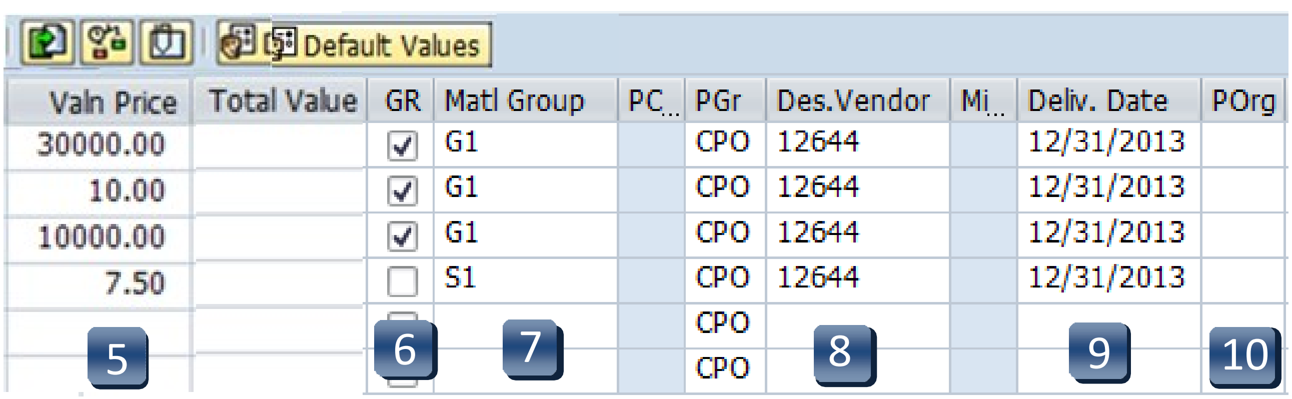
STEP 8: **Desired Vendor column:** If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. (See **Search for Existing Vendor** section for instructions.)



****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.



Valn Price	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg
30000.00		☑	G1		CPO	12644		12/31/2013	
10.00		☑	G1		CPO	12644		12/31/2013	
10000.00		☑	G1		CPO	12644		12/31/2013	
7.50		☐	S1		CPO	12644		12/31/2013	
		☐			CPO				
		☐			CPO				

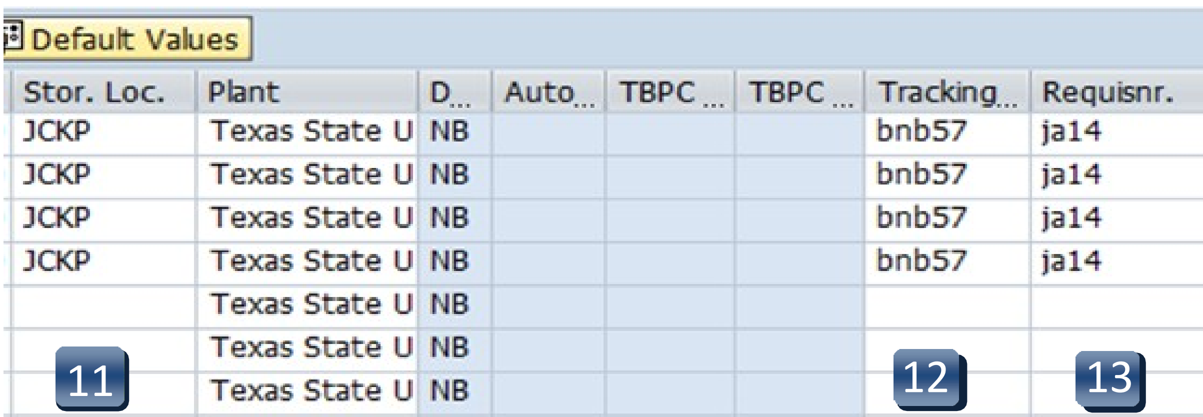
Create a Local Requisition - Line Items

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.



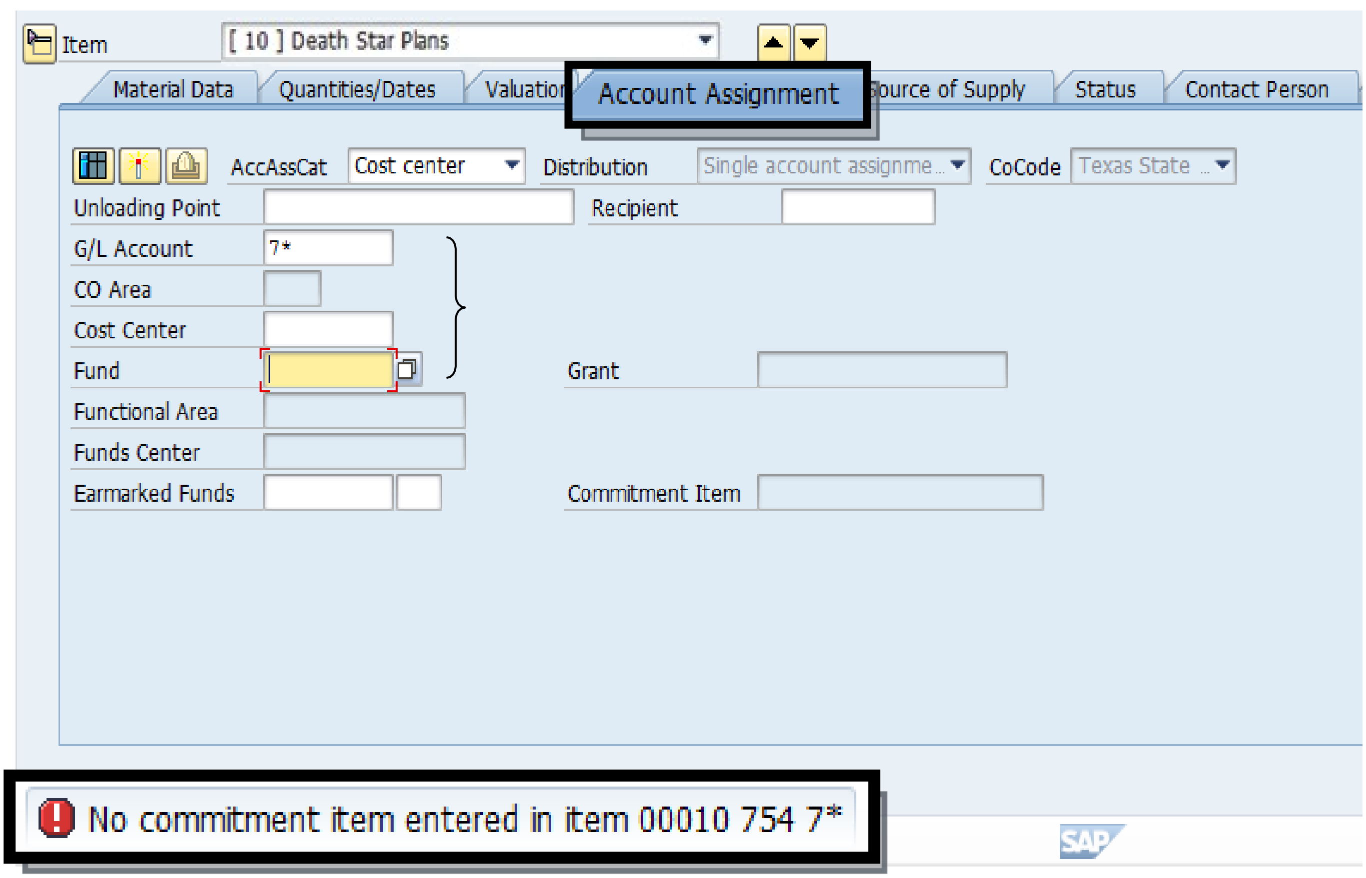
Stor. Loc.	Plant	D...	Auto...	TBPC ...	TBPC ...	Tracking...	Requisnr.
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
JCKP	Texas State U	NB				bnb57	ja14
	Texas State U	NB					
	Texas State U	NB					
	Texas State U	NB					

****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

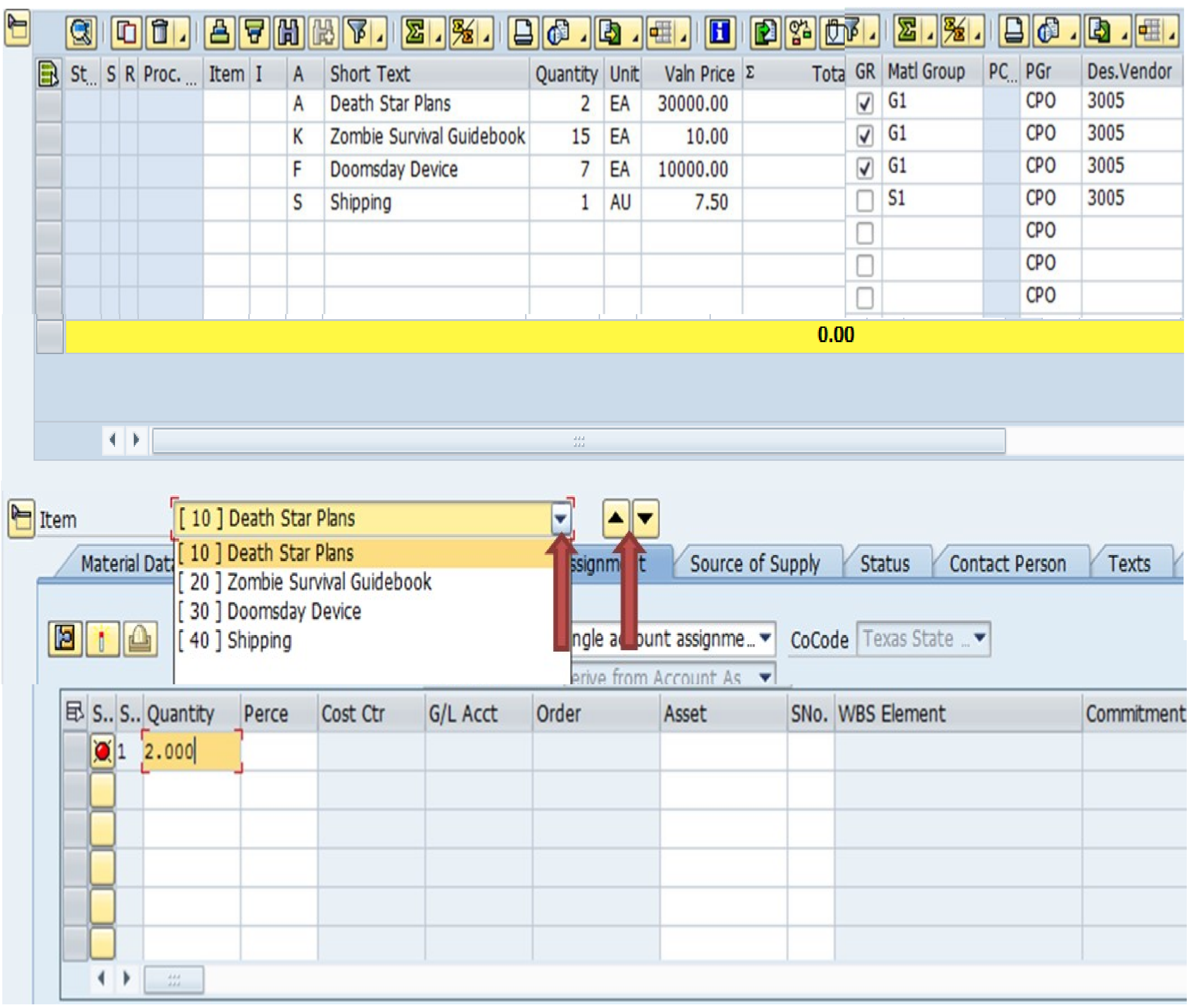
Tip

- 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.



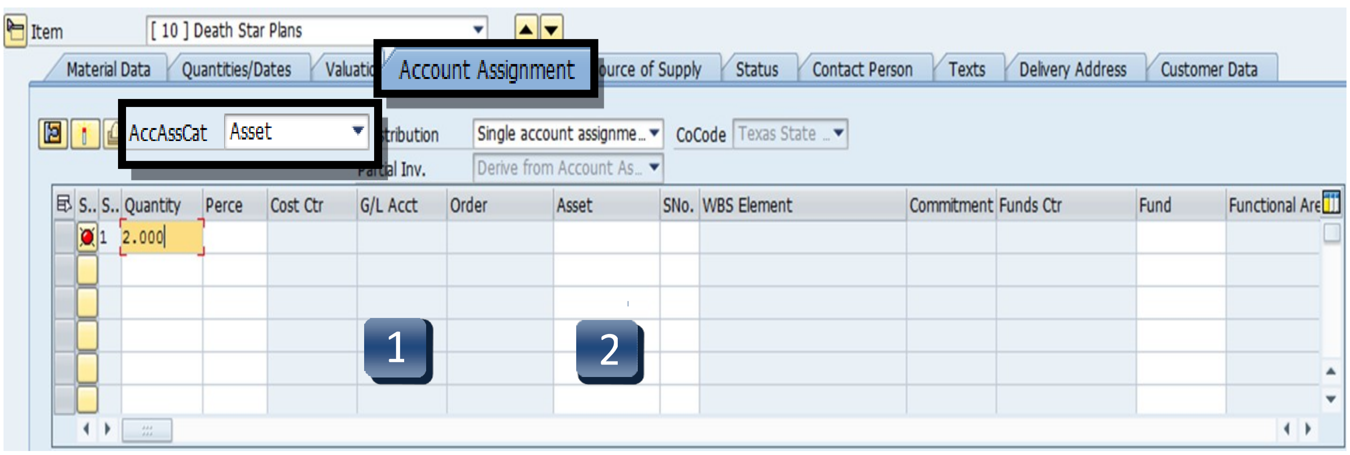
Create a Local Requisition - Item Tab Detail

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**

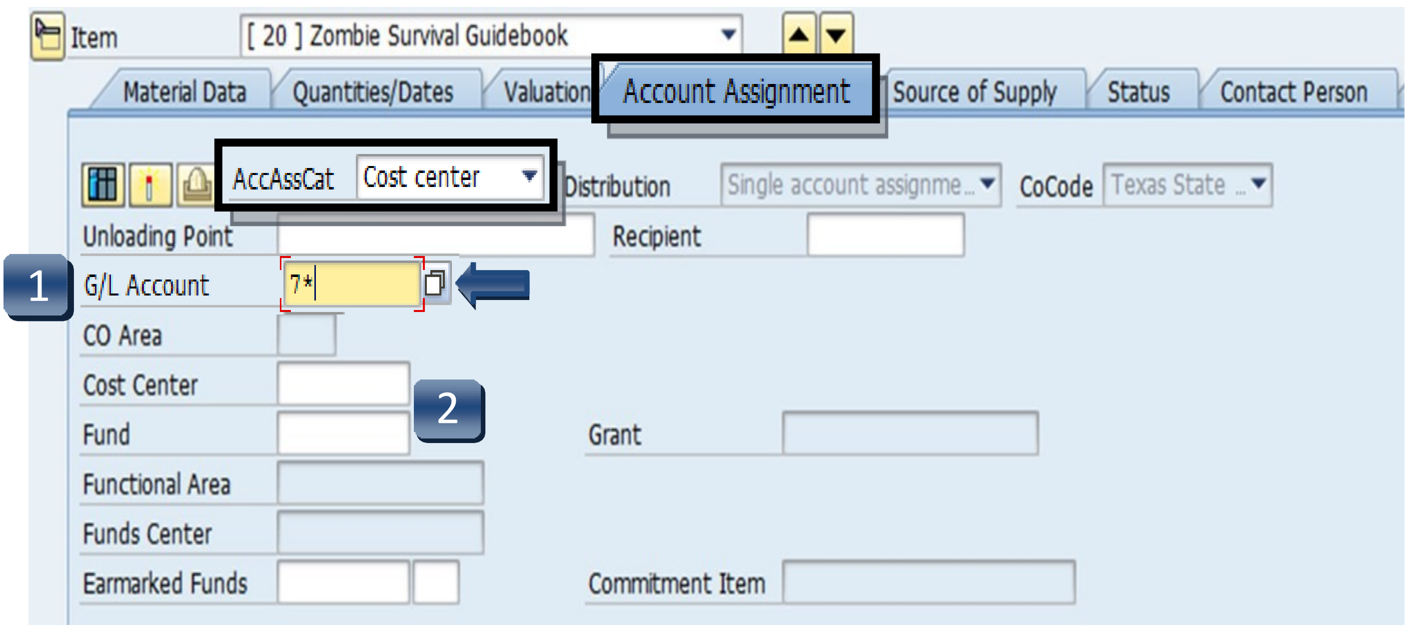
737800	Computers
737800	iPads/Tablets, Smartphones
737400	TVs
737400	Cameras, Camcorders

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.*

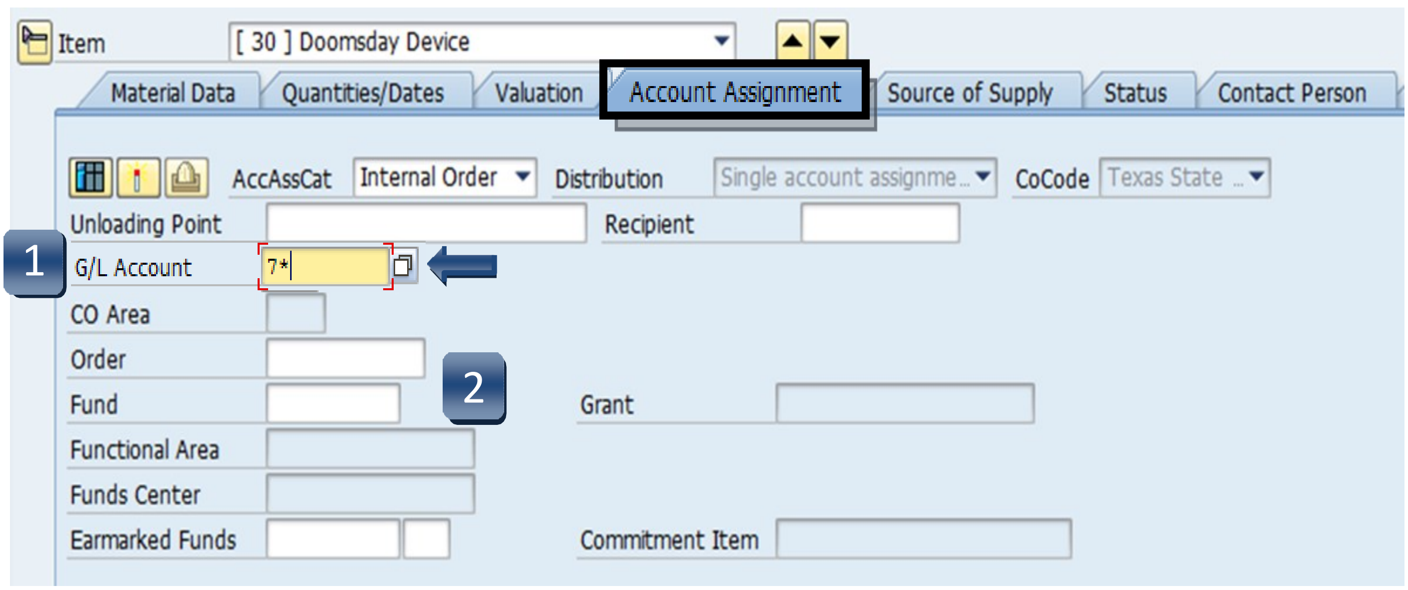
STEP 2: Enter **Cost Center** and **Fund**.
*****Earmarked Funds** will be left blank.*



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.*

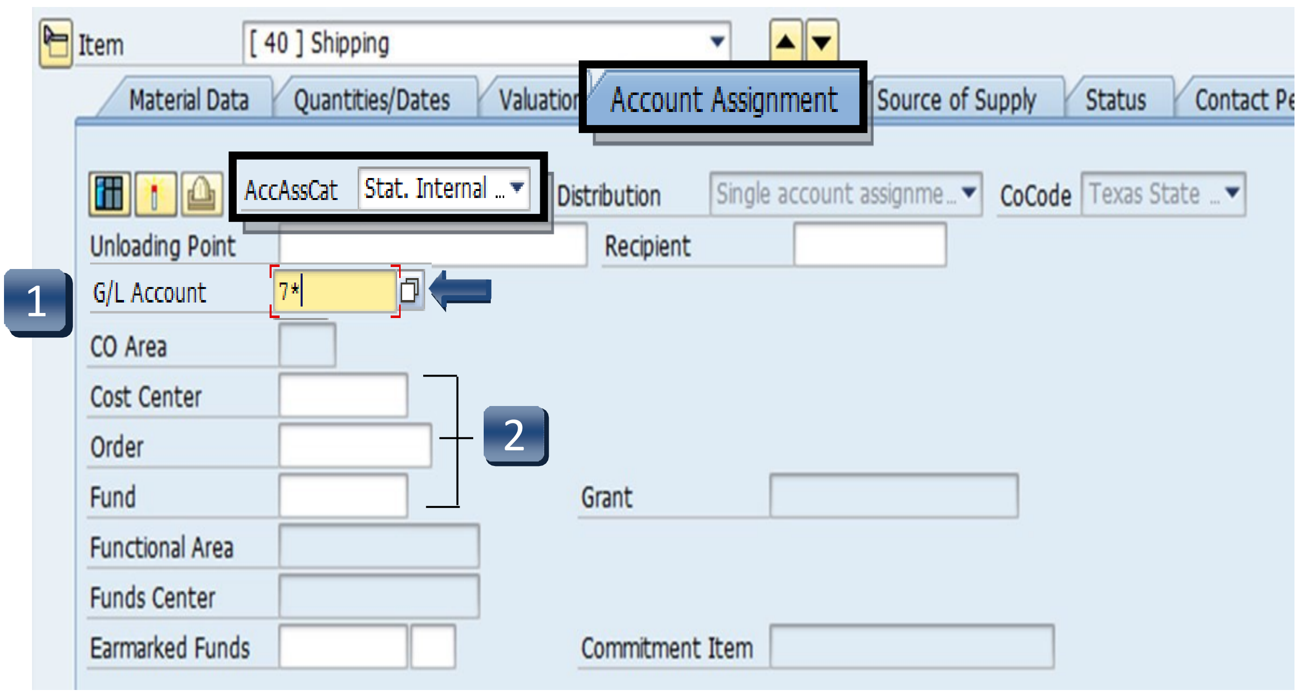


Create a Local Requisition - Item Tab Detail

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.*

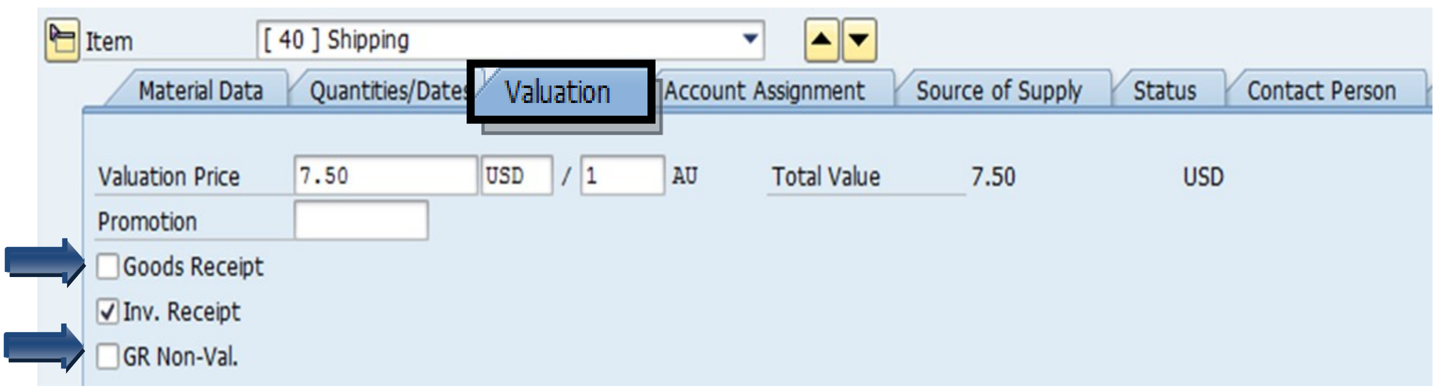
STEP 2: Enter **Cost Center**, **Order**, and **Fund**.
******Earmarked Funds*** *will be left blank.*



Create a Local Requisition - Item Tab Detail

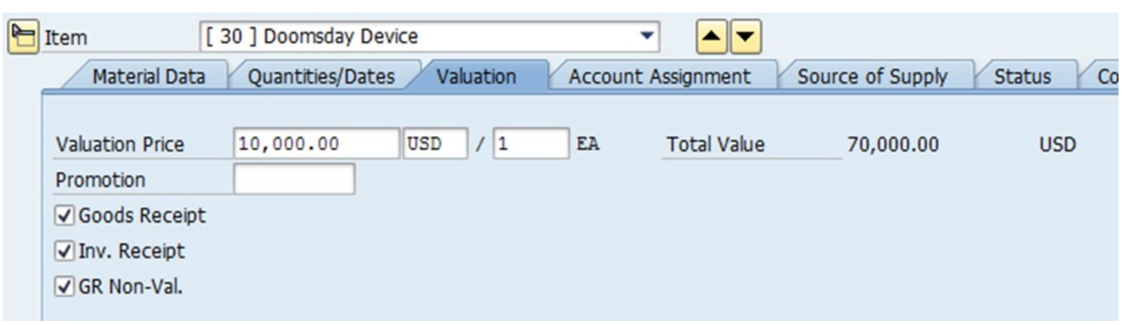
Valuation Tab

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



GOODS = LOCAL REQUISITION

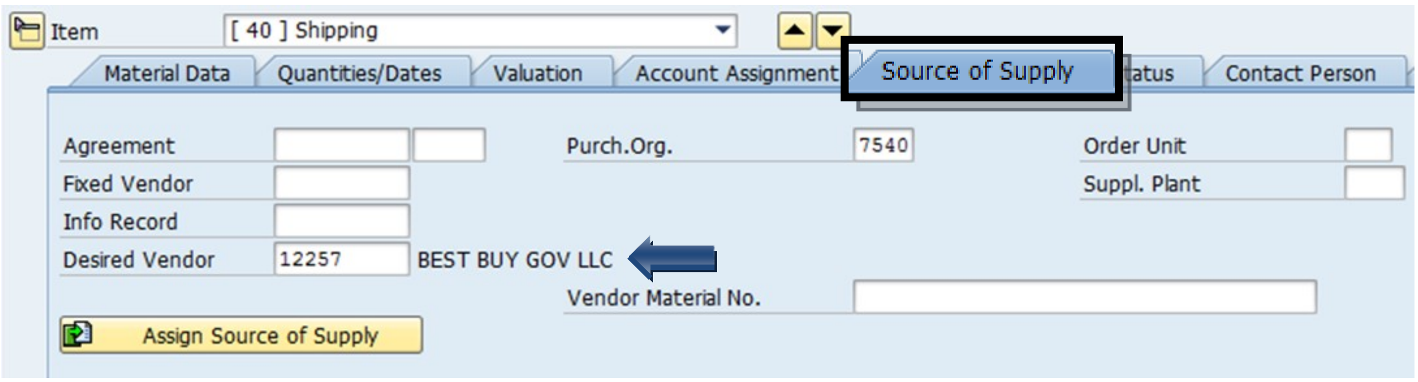
SERVICES = FRAMEWORK REQUISITION



Create a Local Requisition - Item Tab Detail

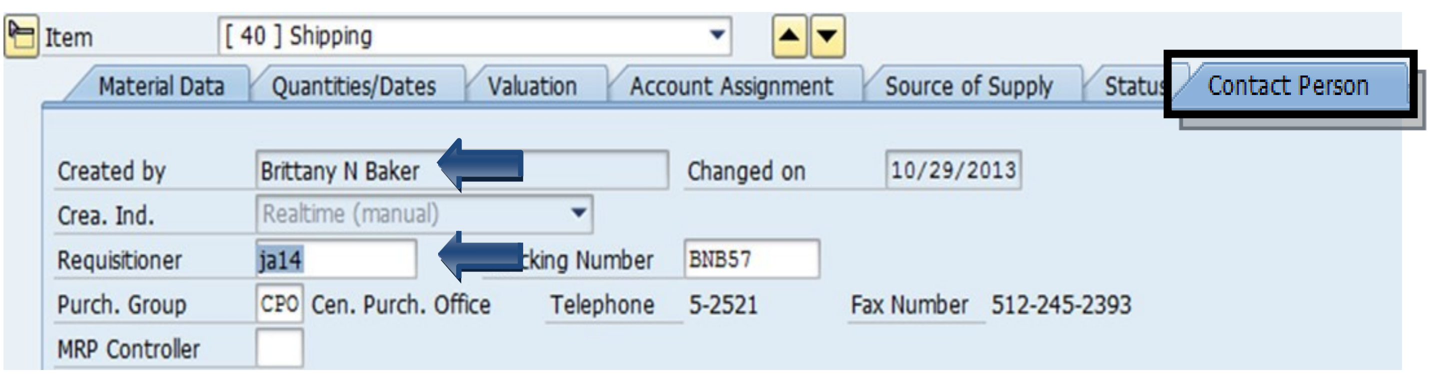
Source of Supply Tab

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

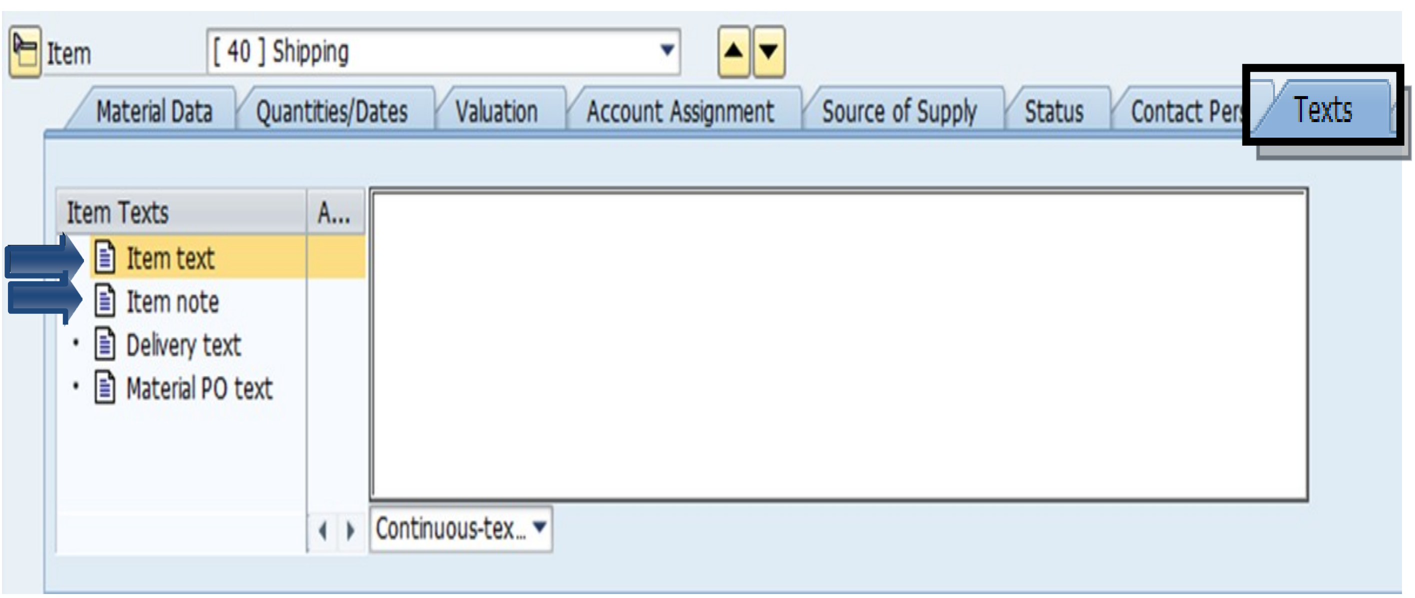
Texts Tab

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.

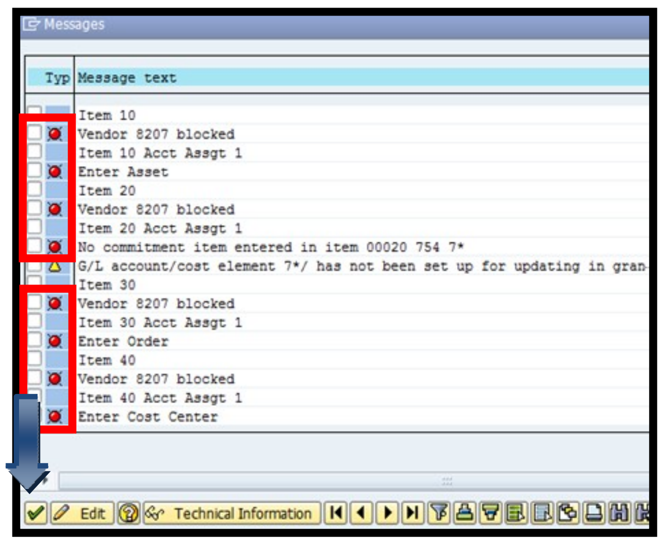


Create a Local Requisition – Check, Save and Submit

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.