

Texas State University Requisition Types: How to Choose Your Requisition in Marketplace and SAP

Local Requisition For items that require a goods receipt.

Framework Requisition For services, typically a one-time charge.

Limit Framework For services that will have multiple invoices for the year.

Local Requisitions are specifically used for items purchased that are tangible, i.e., Parts, Furniture, Fixtures, etc., All of which require a goods receipt. Most (not all) of these requisition types will “auto flip” into a purchase order for PO efficiency as they are typically lower in dollar values.

- Accounts Payable requires a Good Receipt (GR) to be issued by the end user or by UDC for the invoice to pay.
- We do have tangible items purchased that have assets tied to them, which asset management require involvement and asset tags.
- You can have a service charge such as installation or freight associated with a local requisition, however this would be issued as a S1 for service on that requisition type and is allowable.
- You can split funding on this REQ type.

Framework Requisitions are specifically used for purchased services. This type of requisition can have multiple lines, but usually only has one invoice.

- Accounts Payables requires a Service Receipt (S1) to be issued by the end user for the invoice to pay.
- Be reminded, the system requires you to issue a FRAMEWORK requisition type before you can proceed to create a limit framework by placing a “B” in the I column of the requisition, in both MP and SAP.
- You can split funding on this REQ type.

Limit Framework Requisition, also known as Blanket Requisitions, are specifically used for annual purchased services that will require multiple lines and multiple invoices.

This is associated with services such as custodial, lawn, water, phone, internet, or any other repetitive monthly service that you will have invoices throughout the year for posting.

- The system requires you to issue a FRAMEWORK requisition type before you can proceed to create a limit framework by placing a “B” in the I column of the requisition.
- Accounts Payables requires these to be set up in a “sum” amount so multi-invoices can be posted to each line throughout the term of the purchase order. It also allows the line to be increased if the estimate for the year is too low for the annual costing tied to budget at time of issue.
- Without Limit Frameworks, the end user and AP would require creating a line for services for every month for the year to post monthly, versus one line. This would not be feasible for campus or AP and be an extreme burden for everyone involved.
- You cannot split funding on this REQ type.

Remember you can only issue *one requisition to one vendor* for compliance processing.