

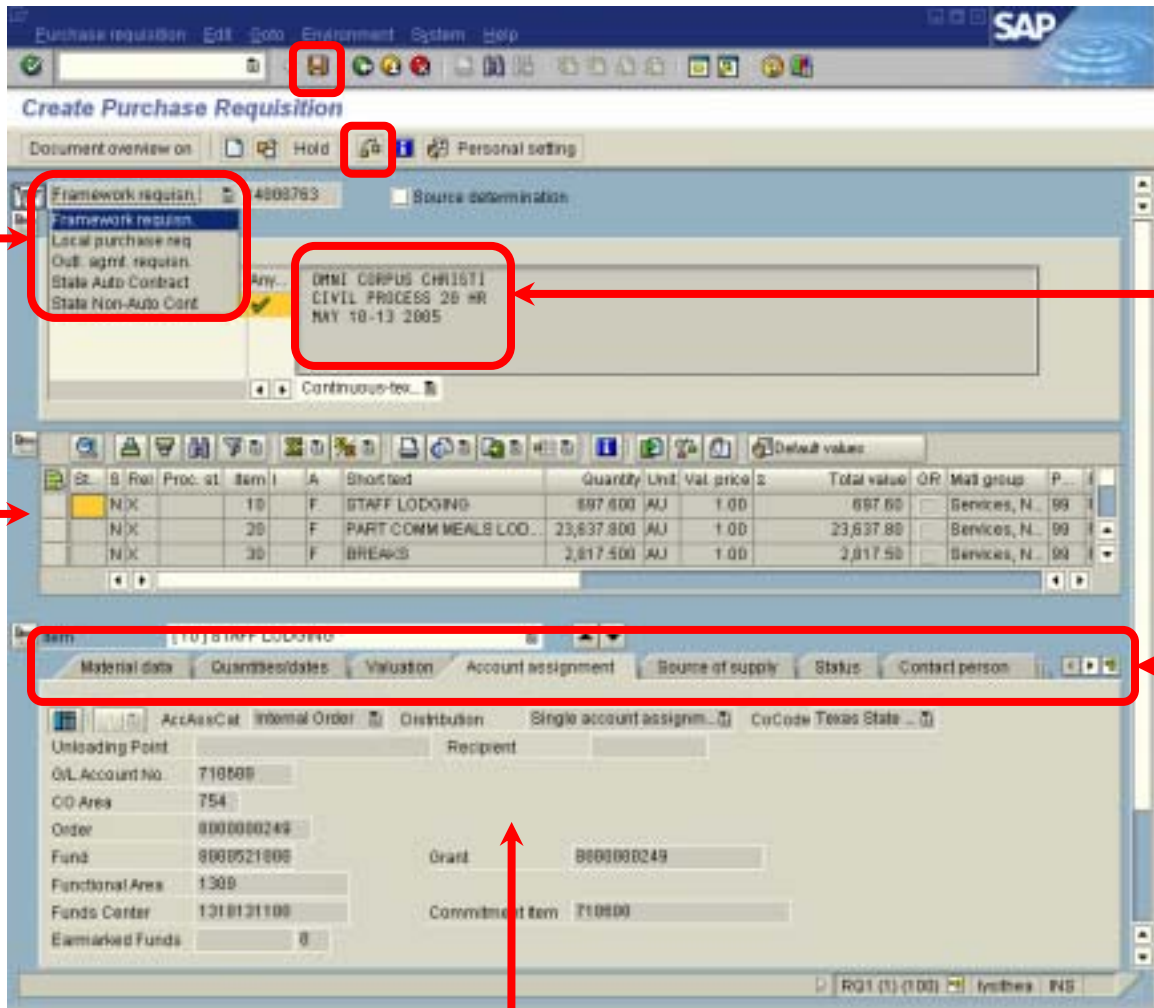
# SAP Purchase Requisition Quick Reference

1

Choose Requisition type here

2

Enter Header note here



3

Line Item (Row) Required Fields

- Item Category
- Account Assignment
- Short Text
- Quantity
- Unit
- Delivery (Date)
- Purchase Group
- Material Group
- Plant
- Storage Location
- Tracking Number
- Requisitioner

4

Item Detail (Tabs) Required Fields

- Account Assignment **Tab** (Pictured Above)
  - Unloading Point (optional)
  - Recipient (optional)
  - G/L Account Number
  - Fund
  - Cost Center, Order, WBS Element, or Asset No.
- Valuation **Tab**
  - Valuation Price
- Source of Supply **Tab**
  - Des. Vendor (optional)

5



Check Entries

6



Save

Type	Description	When to Use
Framework Requisition	<ul style="list-style-type: none"> <li>✓ Requires a begin and end date</li> <li>✓ Two types of framework requisitions: <ul style="list-style-type: none"> <li>• standard (default setting)</li> <li>• limit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Blanket Orders</li> <li>✓ Services with Multiple Billings</li> <li>✓ Magazine Renewals</li> <li>✓ Annual Maintenance Contracts</li> <li>✓ Construction</li> </ul>
Local Purchase Requisition	<ul style="list-style-type: none"> <li>✓ Requisition type to be used for a majority of purchases</li> <li>✓ If goods are purchased it should have a goods receipt (default setting)</li> <li>✓ If a service, the goods receipt should be unchecked</li> </ul>	<ul style="list-style-type: none"> <li>✓ Routine Purchases of Goods</li> <li>✓ Routine Services with a Single Billing for Services Performed</li> </ul>
<b>Outline Agreement Requisition</b>	<b>FUTURE FUNCTIONALITY</b>	<b>DO NOT USE</b>
State Auto Contract	<ul style="list-style-type: none"> <li>✓ Requires an 11 digit commodity code</li> <li>✓ System automatically generates State requisition number</li> <li>✓ Purchasing normally enters ordering information into TBPC on-line ordering system</li> <li>✓ TBPC issues State PO</li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchases to be made from the TX Building and Procurement Commission's Automated Term Contracts</li> </ul>
State Non-auto Contract	<ul style="list-style-type: none"> <li>✓ Requires at least a five digit commodity code</li> <li>✓ Requires State contract Vendor #</li> <li>✓ TX State Purchasing issues PO</li> </ul>	<ul style="list-style-type: none"> <li>✓ Purchases to be made from the TX Building and Procurement Commission's Non-automated Term Contracts</li> </ul>

### Common Errors

- ✓ Leaving the *goods receipt box* "checked" when purchasing **services**
- ✓ Using a Local Purchase Requisition document type when trying to set up a **blanket order**
- ✓ Not specifying that a framework requisition line item should be a **limit item category** when setting up a blanket order and using "1 AU" or "1 LOT" when **multiple billings** are expected