Create a Local Requisition
Used for requests for goods only

**STEP 1:** Enter transaction code **ME51N** in main menu search field. Hit **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**
- 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 Framework or 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 $5,000 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.

**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.**

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

![Image of Account Assignment section in a software interface]

Error message: "No commitment item entered in item 00010 754 7*"
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.**

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**Asset GL Codes**

*Valued at $500 - $4,999.99*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>737800</td>
<td>Computers</td>
</tr>
<tr>
<td>737800</td>
<td>iPads/Tablets, Smartphones</td>
</tr>
<tr>
<td>737400</td>
<td>TVs</td>
</tr>
<tr>
<td>737400</td>
<td>Cameras, Camcorders</td>
</tr>
</tbody>
</table>
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.**
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.**
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:** Navigate to any Service lines (S1 – shipping, fees, etc.) if applicable, and **uncheck both 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 the requisition.
Create a Local Requisition - Item Tab Detail

Texts Tab: 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**
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 found 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.