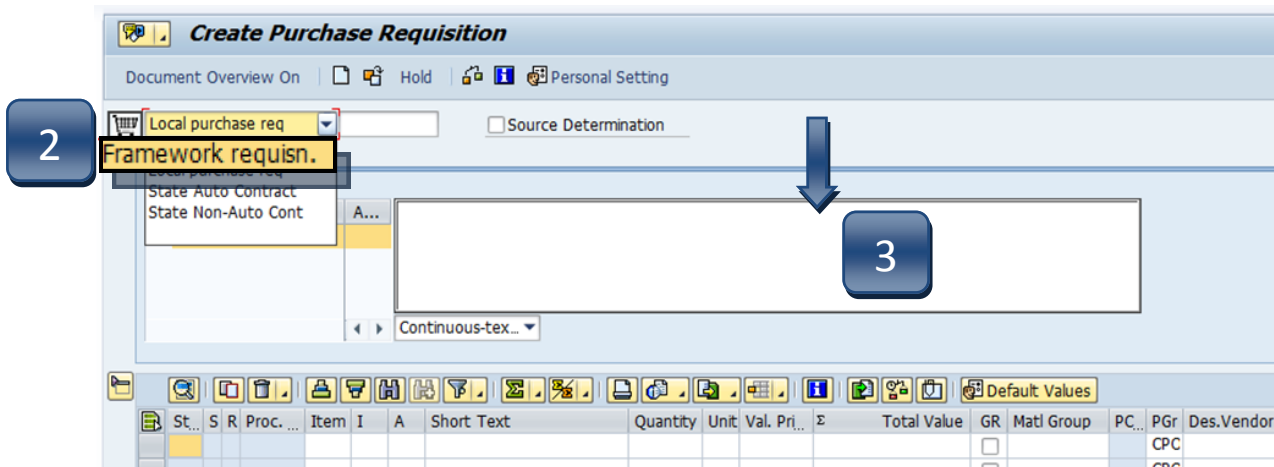
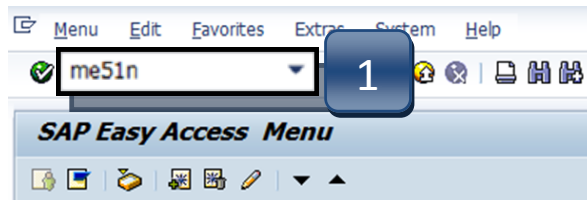


Create a Limit Framework Requisition

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

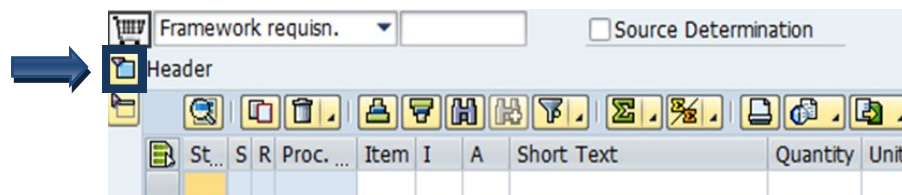


STEP 2: Select **Framework requis.** as document type from the drop-down menu.

STEP 3: In **Header note** section add:

- Notes giving a clear explanation of the purchase. What are you purchasing?
- **DATES** of service or stay (lodging). **Dates are required to ensure PO creation.**
- **CONTRACTS/CONSORTIUMS** you are purchasing off of. (TXMAS, E&I, etc.)
- Specific instructions, e.g. needing a check cut or vendor requests a deposit.
- Name of lodger(s), confirmation/registration #
- Name of event, date, time, location, # of attendees

If header section is not visible, click **Expand Header button to display.



Create a Limit Framework Requisition - Line Items



It is *imperative* that the following 14 steps are completed exactly in the order that they are listed. If information is entered out of sequence, the system *will not* generate the **LIMITS** tab correctly!

St...	S	R	Proc. ...	Item	I	A	Short Text	Quantity	Unit
					B	K	Event Catering	1	AU
					B	F	Lodging	1	AU
					B	F	Lodging Tax	1	AU
					B	S	Building Repairs	1	AU

STEP 1: I (Item Category) column: Enter a **B** for each line (use down arrow on keyboard to move between lines) that will be processed as a **LIMIT**.

****This step is what makes the Framework requisition a *LIMIT* Framework.**

STEP 2: 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.)

****A column cannot be changed once STEP 15 is completed.**

STEP 3: Short Text column: Enter item short text. (What you are purchasing.)

STEP 4: Quantity column: Enter quantity. (1 if using AU as Unit of Measure.)

STEP 5: Unit of Measure column: Should default to **AU**. If another code is needed, either type it in or use the database search for available options. (Click the button in the lower right corner of the field.)

****Never use UNT.**

A	Short Text	Quantity	Unit
K	Event Catering	1	A
F	ALA Membership	1	AU

MU	Commer.	Measurement unit text
%	%	Percentage
%O	%O	Per mille
D	D	Days
CMS	CMS	Centimeter/Second
000	000	Meter/Minute

Create a Limit Framework Requisition - Line Items

Val. Pri...	Σ	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
6			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>	S1		CPC	12644		12/31/2013	
			<input type="checkbox"/>			CPC				
			7	8		CPC	9		10	11
						CPC				

STEP 6: Valuation Price & Total Value columns: Leave blank. They will be entered in the LIMITS tab once all line entry STEPS are complete.

If Total Value is \$5,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)

STEP 7: GR column: All boxes should be *unchecked* since this is a FRAMEWORK requisition and should be used for *Services* only.

STEP 8: Material Group column: Enter **S1** for Non-Professional Services or **S2** for Professional Services. (Refer to [UPPS 03.04.01](#) for definition of Professional Services) ****G1 should not be used for Frameworks.**

STEP 9: 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. (Refer to **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 10: Delivery Date column: Enter date services will be completed. (mm/dd/yyyy)

STEP 11: POrg column: Leave blank.

****7540** should populate once all STEPS are complete.

Create a Limit Framework Requisition - Line Items

Default Values							
Stor. Loc.	Plant	D...	Auto Req	TBPC ...	TBPC ...	Tracking..	Requisnr.
JCKP	Texas State U	FO				bnb57	ja14
JCKP	Texas State U	FO				bnb57	ja14
JCKP	Texas State U	FO				bnb57	ja14
	Texas State U	FO					
12	Texas State U	FO				13	14
	Texas State U	FO					

STEP 12: Storage Location column: Use the database search to select the storage location if you do not know the code for the location.

STEP 13: Tracking Number column: Enter your NetID.

STEP 14: Requisitioner 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 1-14 as many times as necessary.**

STEP 15: Hit **ENTER** on your keyboard to generate the **Item Tabs** section.

Create a Limit Framework Requisition - Item Tab Detail



- After pressing ENTER to complete the line item additions in the previous section, you will be taken into the LIMITS Tab area where funding information is entered.
- The error message *'Maintain services or limits for Item...'* means that your account information is required in the LIMITS tab.
- **ACCOUNT ASSIGNMENT TAB WILL NOT BE USED.**

The screenshot shows the SAP 'Limits' tab for item '[10] Event Catering'. The 'Limits' tab is selected, and the 'Overall Limit' field is empty. The 'Expected value' field is also empty. The 'USD' button is selected, and the 'No limit' checkbox is unchecked. A yellow arrow icon is visible in the bottom right corner of the tab area.

Maintain services or limits for Item 00010

Create a Limit Framework 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. At the top, there is a toolbar with various icons. Below it is a table with the following columns: St., S, R, Proc., Item, I, A, Short Text, Quantity, Unit, Val. Pri., Σ, and Total Value. The table contains four rows of data:

St.	S	R	Proc.	Item	I	A	Short Text	Quantity	Unit	Val. Pri.	Σ	Total Value
⊗	N			10	B	K	Event Catering	1	AU	0.00		0.00
⊗	N			20	B	F	Lodging	1	AU	0.00		0.00
⊗	N			30	B	F	Lodging Tax	1	AU	0.00		0.00
⊗	N			40	B	S	Building Repairs	1	AU	0.00		0.00

Below the table, there is a summary row with a yellow background and the value **0.00**. Below that, there is a navigation bar with left and right arrows and a search field. At the bottom, there is a detailed view of the 'Item' field, which is a drop-down menu. The menu is open, showing a list of items: [10] Event Catering, [10] Event Catering, [20] Lodging, [30] Lodging Tax, and [40] Building Repairs. The first item is highlighted. To the right of the menu are two arrows, one pointing up and one pointing down, which are used for navigation. Below the arrows are tabs for 'Limits', 'Account Assignment', and 'Source of Supply'. The 'Limits' tab is selected, showing 'Overall Limit' and 'Expected value' fields.

Create a Limit Framework Requisition - Item Tab Detail

Item [10] Event Catering

Limits | Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply

1 Overall Limit 900.00 USD No limit 3

2 Expected value 750.00

Limits Tab

- STEP 1:** Enter **Overall Limit** (cushion amount Accounts Payable can pay up to) in Overall Limit field.
****No limit should never be selected.**
- STEP 2:** Enter **Expected value** (amount to be encumbered) in Expected value field. This amount is never larger than the Overall Limit field.
- STEP 3:** Click the **Account Assignment** (yellow arrow) button to enter the GL, Cost Center, Internal Order, or Statistical Order, as well as the Fund.
Account Assignment of Limit menu appears. See next pages for entry instructions.

Account Assignment of Limit

G/L Account 72* Company Code 754

CO Area

Cost Center

Fund

Functional Area

Funds Center

Earmarked Funds

Grant

Commitment Item

✓ ✗

Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit

1 G/L Account 72* Company Code 754

CO Area

Cost Center

2 Fund

Functional Area

Funds Center

Earmarked Funds

Grant

Commitment Item

3

Account Assignment of Limit - 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.*

STEP 3: Click the green check.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit

1 G/L Account 72* Company Code 754

CO Area

Order

2 Fund

Functional Area

Funds Center

Earmarked Funds

Grant

Commitment Item

3

Account Assignment of Limit - 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.*

STEP 3: Click the green check.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit

1 G/L Account 72* Company Code 754

CO Area

Cost Center

Order 2

Fund

Functional Area

Funds Center

Earmarked Funds

Grant

Commitment Item

3

Account Assignment of Limit - 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.*

STEP 3: Click the green check.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail


Item [30] Building Repairs

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

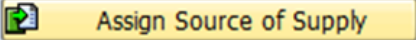
Agreement Purch.Org. 7540 Order Unit

Fixed Vendor Suppl. Plant

Info Record

Desired Vendor 12644 COOL MINT INC 


Vendor Material No.




Source of Supply Tab: Verify vendor listed is correct.

Item [30] Building Repairs

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

Created by Brittany N Baker  Changed on 10/29/2013

Crea. Ind. Realtime (manual)

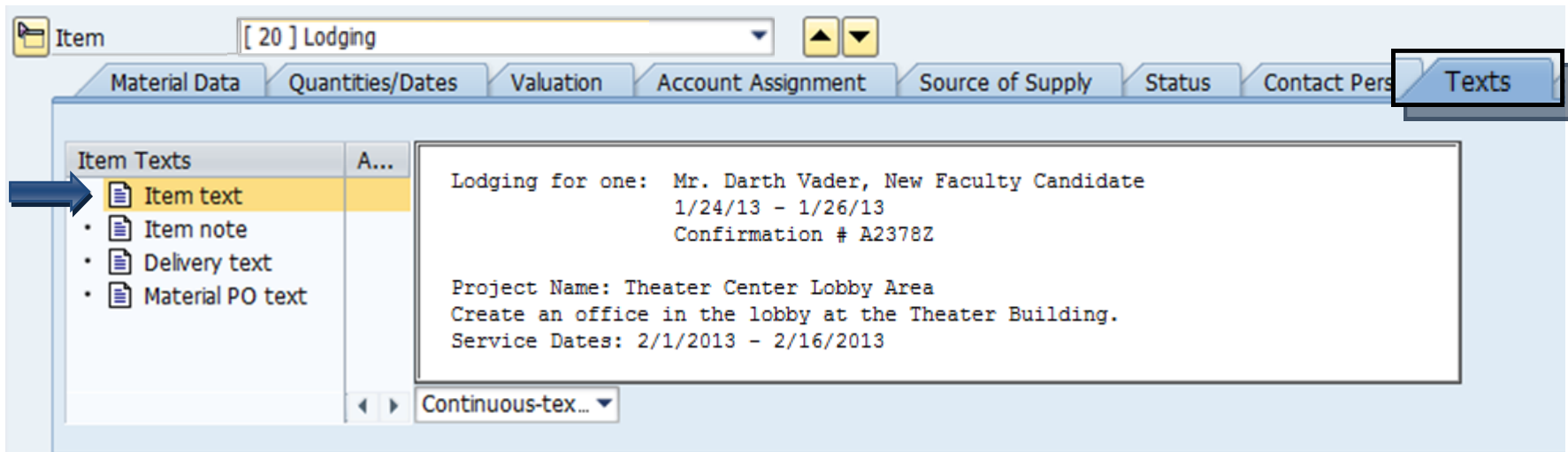
Requisitioner ja14  Tracking Number BNB57

Purch. Group CPO Cen. Purch. Office Telephone 5-2521 Fax Number 512-245-2393

MRP Controller

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 Limit Framework Requisition - Item Tab Detail



Texts Tab:

Insert any notes that you would like *printed* on the purchase order:

Lodging requisitions

- **WHO** will be staying.
- **DATES** of their stay.
- **CONFIRMATION** or **RESERVATION** number.

Contract requisitions

- **PAYMENT SCHEDULE** or **TERMS** with **DATES**.
- **DATES** of **ENTIRE CONTRACT** or **SERVICE**.
- Brief **STATEMENT** of **WORK**.

Create a Limit Framework Requisition - Check, Save, and Submit

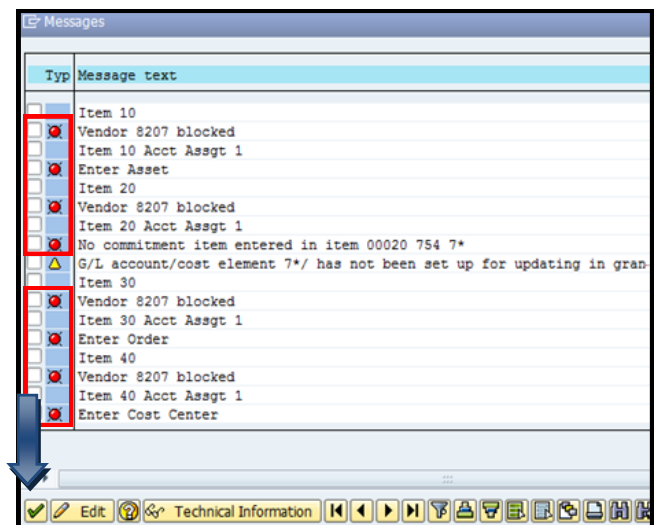
STEP 1: Click the **Check** icon to check for errors.



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 **14** and follow with six additional numbers, example: 14057615