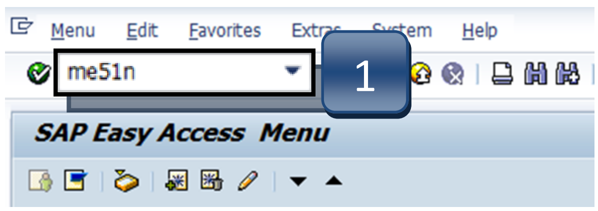
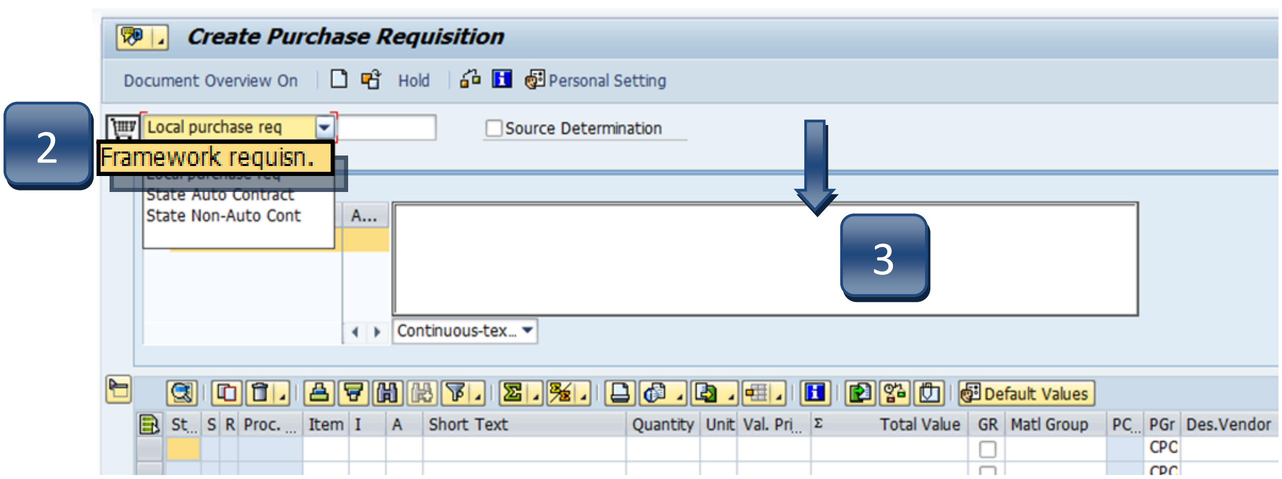
Create a Limit Framework Requisition

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



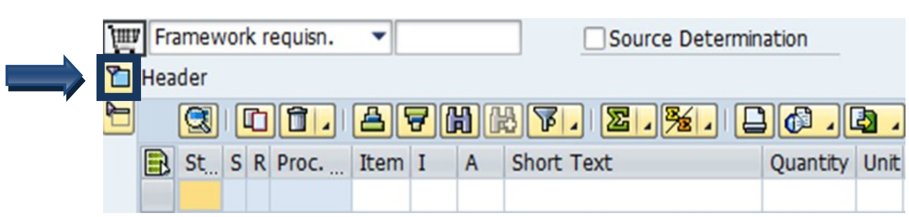


STEP 2: Select **Framework requisn.** as document type from the drop-down menu.

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

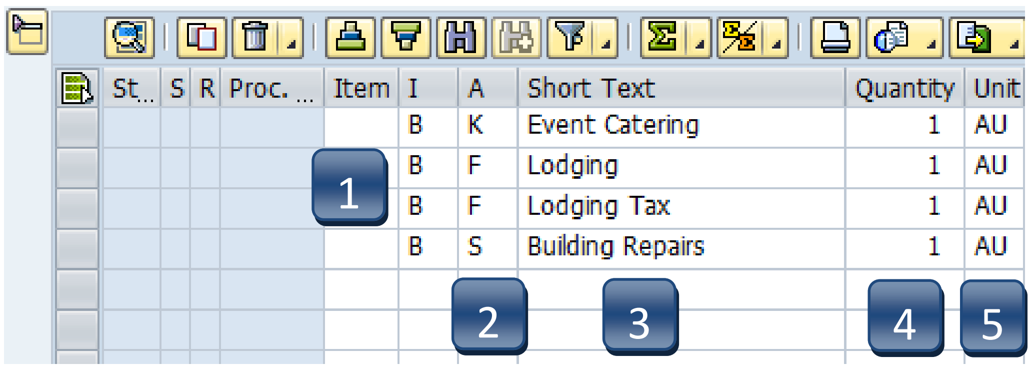
- Notes giving a clear explanation of the purchase. What are you purchasing?
- **DATES** of service or stay (lodging). Dates are **required** to ensure PO creation.
- **CONTRACTS/CONSORTIUMS** you are purchasing off of. (TXMAS, E&I, etc.)
- Specific instructions, e.g. needing a check cut or vendor requests 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!



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.**

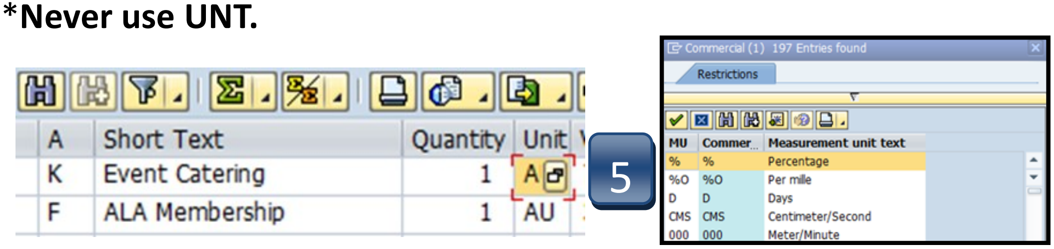
STEP 2: **A (Account Assignment Category) column**: Enter **K (Cost Center)**, **F (Internal Order)**, or **S (Statistical Order)** for each line item. (Use down arrow on keyboard to move between lines.)

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

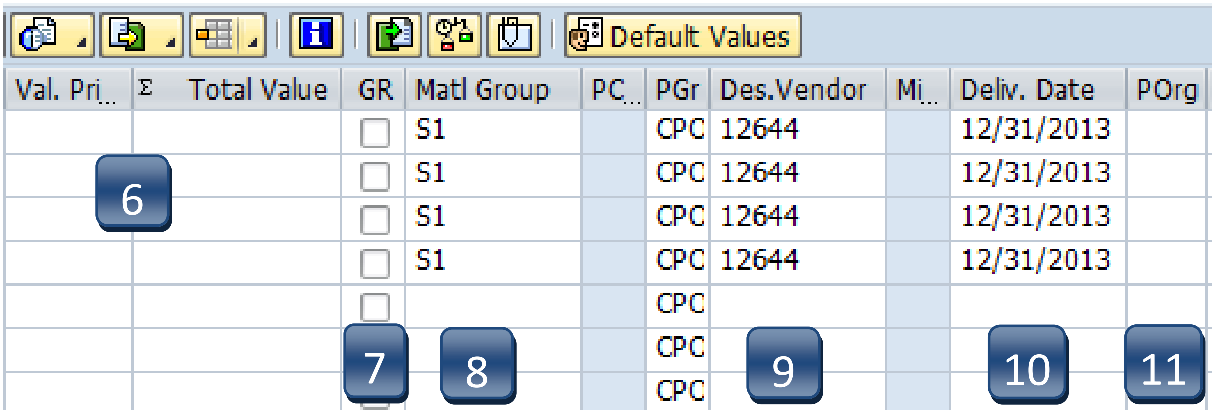
STEP 3: **Short Text column**: Enter item short text. (What you are purchasing.)

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.**



Create a Limit Framework Requisition - Line Items

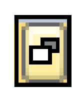


STEP 6: **Valuation Price & Total Value columns:** Leave blank. They will be entered in the LIMITS tab once all line entry STEPS are complete.
If Total Value is $5,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)

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)

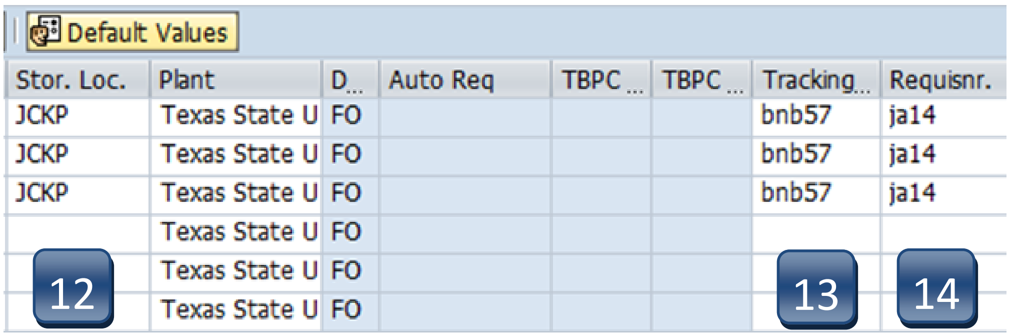


****Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.**

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



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: **Requistioner column:** Enter the NetID of the person for whom you are creating the requisition.

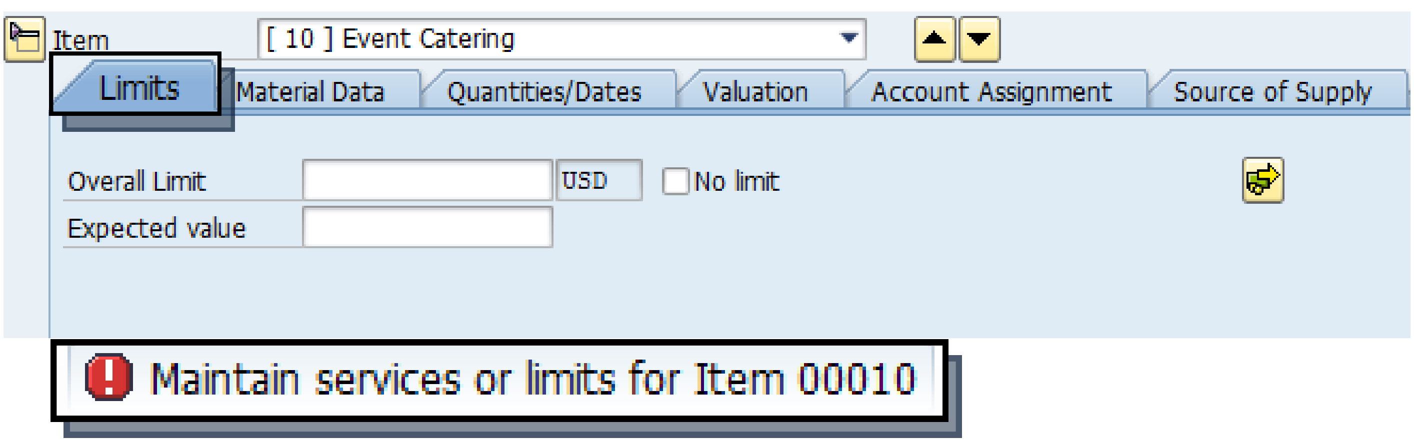
****If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-14 as many times as necessary.**

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

Create a Limit Framework Requisition - Item Tab Detail

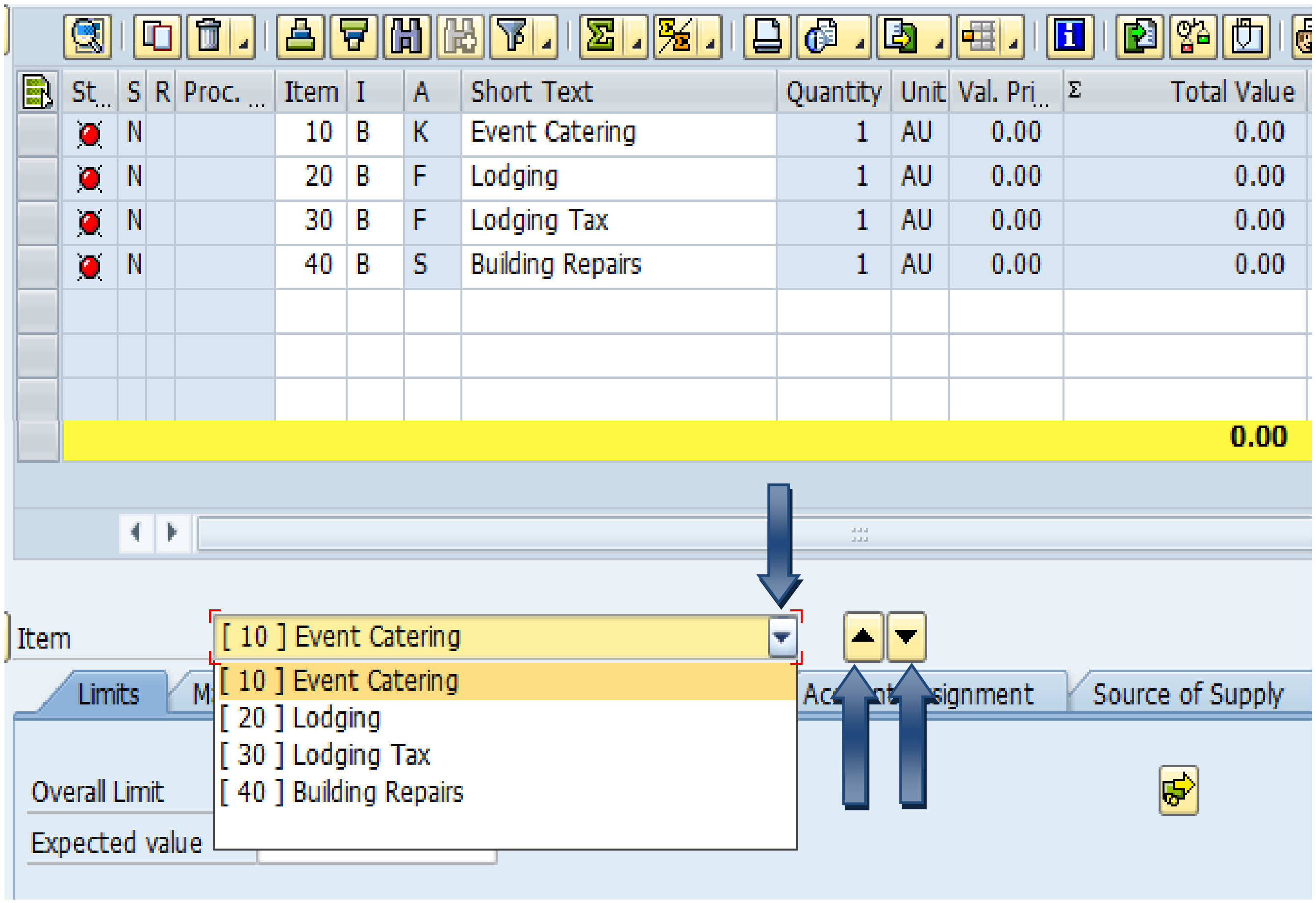
Tip

- **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.**

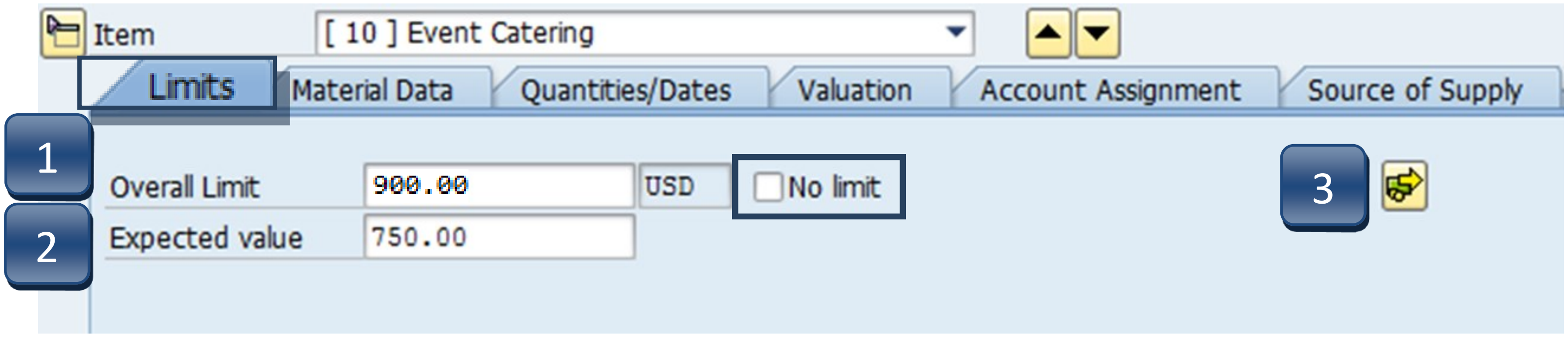


Create a Limit Framework Requisition - Item Tab Detail

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.



Create a Limit Framework Requisition - Item Tab Detail



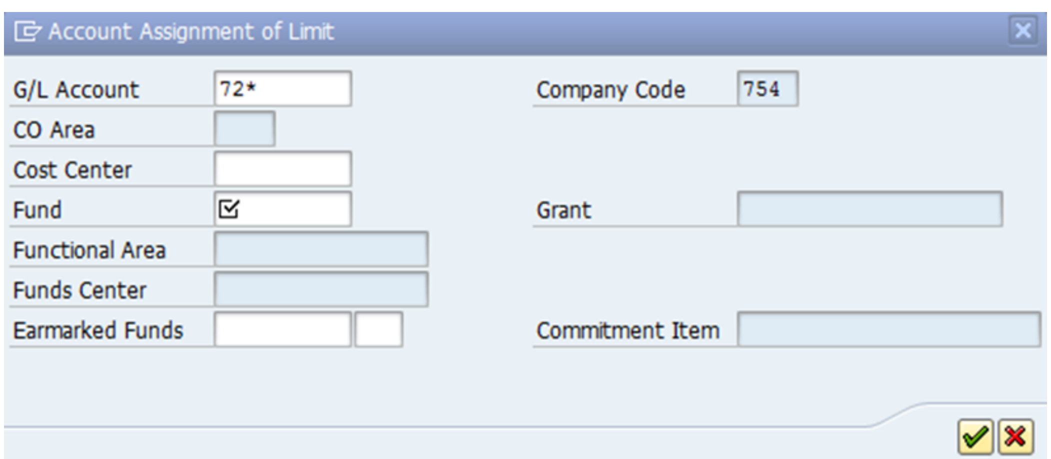
Limits Tab

STEP 1: Enter **Overall Limit** (cushion amount Accounts Payable can pay up to) in Overall Limit field.

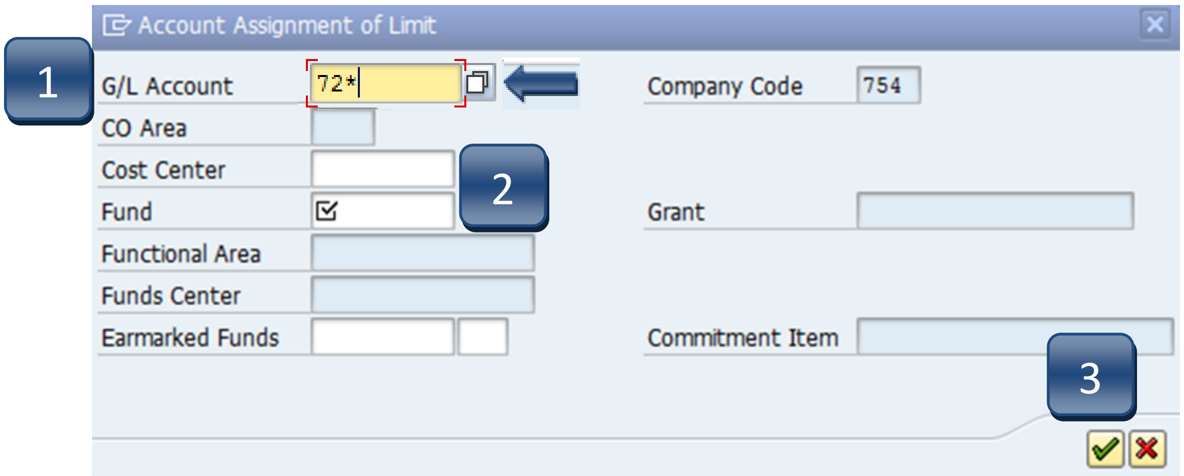
****No limit** should *never* be selected.

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.



Create a Limit Framework Requisition - Item Tab Detail



Account Assignment of Limit - Cost Center (K)

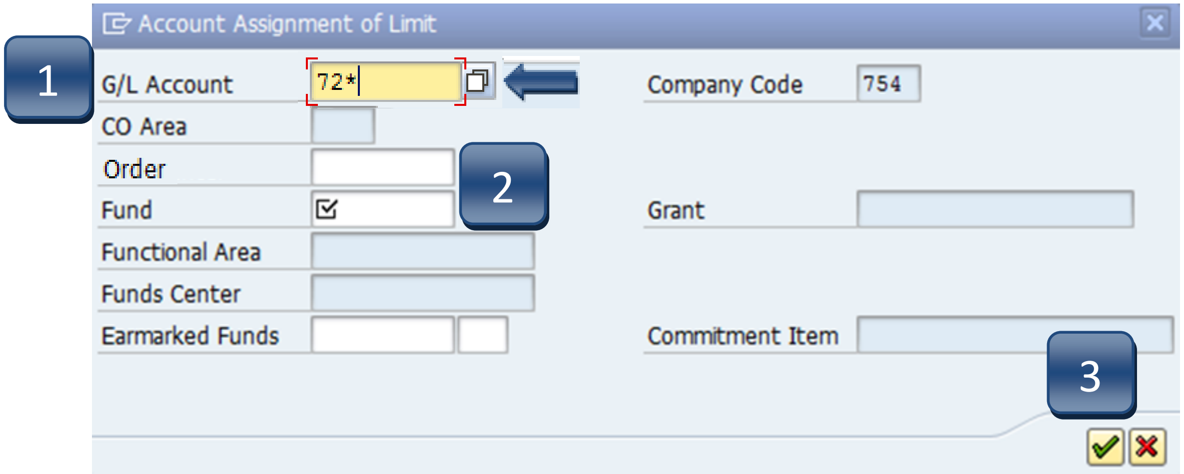
STEP 1: Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

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 - Internal Order (F)

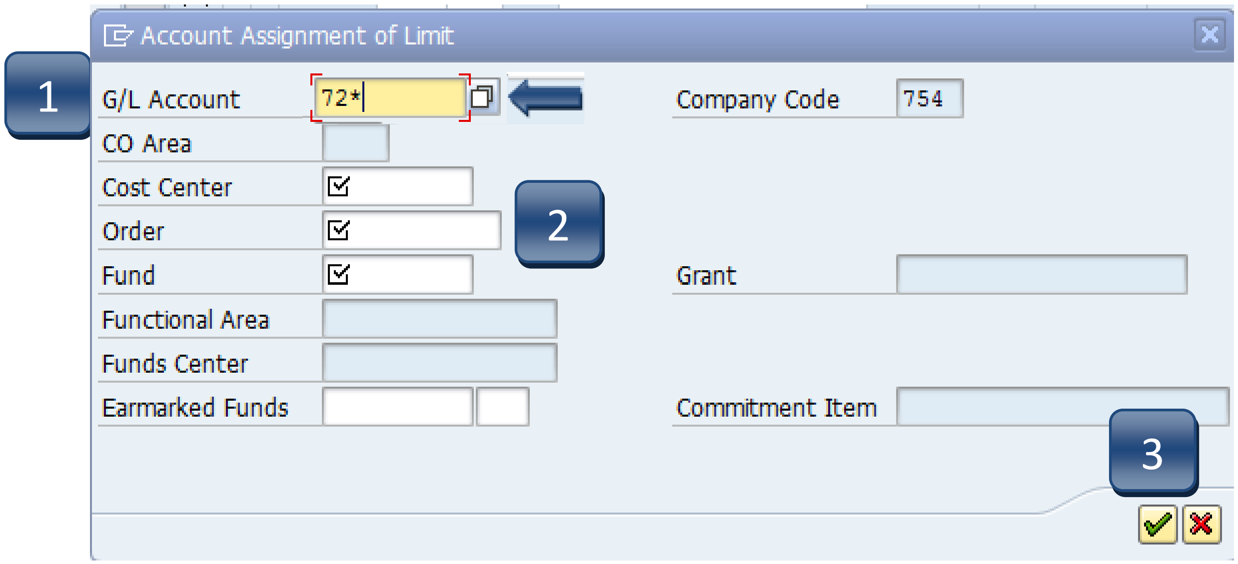
STEP 1: Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

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 - Statistical Internal Order (S)

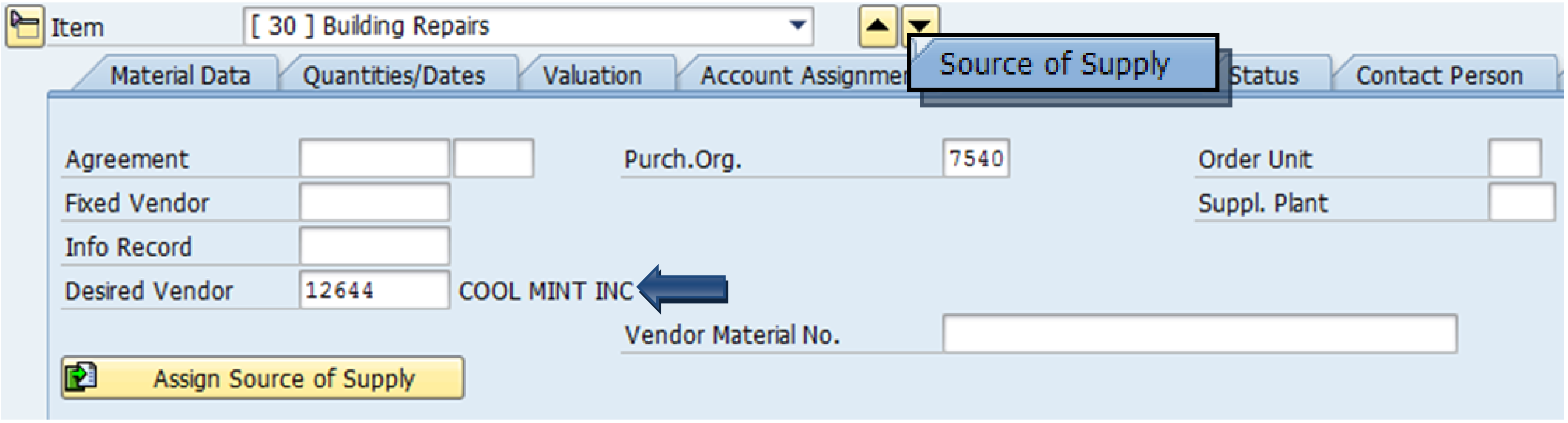
STEP 1: Enter **GL** number.
***GL/Asset Reference guide or Database Search can be used if GL is unknown.*

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

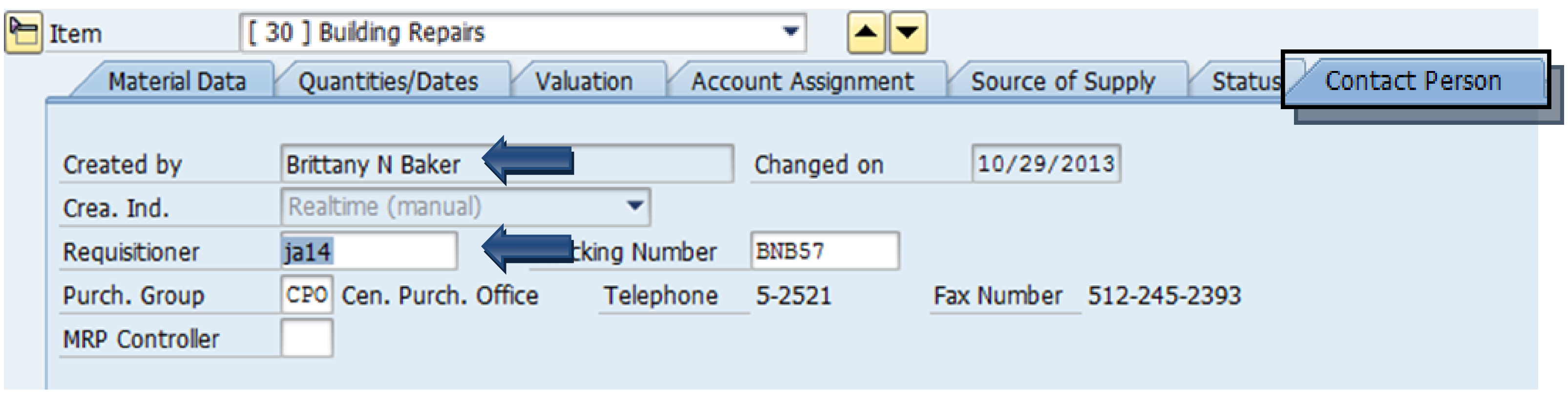
STEP 3: Click the green check.

Multiple Funding CANNOT be used on a LIMIT line.

Create a Limit Framework Requisition - Item Tab Detail

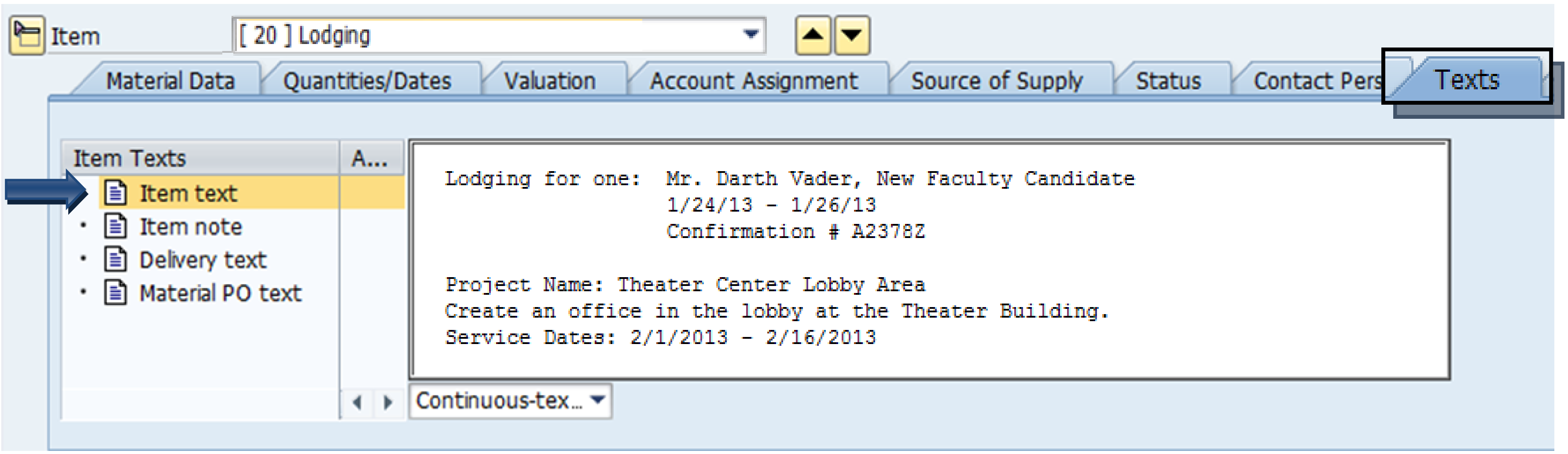


Source of Supply Tab: Verify vendor listed is correct.



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 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.**

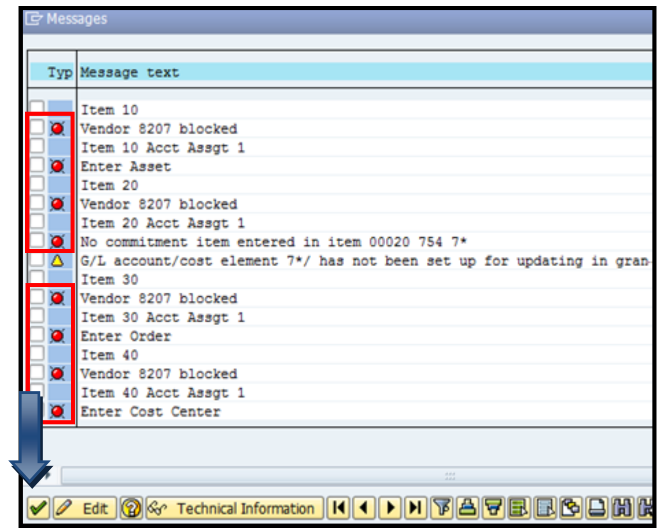
Create a Limit Framework Requisition - Check, Save, and Submit

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