To Create a Requisition:

1. Login to TXEIS
2. From homepage click on PURCHASING
3. Click on the Maintenance menu
4. Choose the create/modify requisition field
5. Click Add-Clear All
6. In the order for box put in the name of the person who is requesting the order
7. In the shipping Address field click the arrow and the box will populate
8. In the Sort Key/Vendor Name field, type a valid vendor name. The system will populate the field with the name and number of the vendor.
9. In the Reason field, type the reason for submitting the request (e.g., Elem supplies)
10. In the Priority field click on the arrow to change the priority of the request if needed.
11. Next complete the Item field
12. Enter the catalog number of the item being ordered if applicable
13. Enter the description of the item (e.g., HS Computers). This field is required.
14. In the Unit of Issue field type in EA for each or BX for box. If you need other units you can click on the arrow to select from the drop down box.
15. In the Quantity field, type the quantity of the item being requested.
16. If you know the freight costs you can enter the info in the freight fields.

17. Under Accounts for item ### , click ADD to add an account **(only administrators/athletic director will be doing this step)**

- To view a list of account code components, place the cursor in one of the account code component fields, and then click **Lookup** or press F2.
- Type the desired account code components, or leave blank for all account codes, and then click **Search**.
- A list of available account code components is displayed.
- Select an account code component from the list. Otherwise, click **Cancel** to return to the Create/Modify Requisition page.

18. In the **Pct** field, type the percentage to charge to the fund.
19. Click the **Amount** field, and the system calculates the amount being charged to the fund.
20. Click **Refresh Totals** to update the totals in the Accounts grid if any fields are changed.
21. Click **Calculate Percent** to update the **Pct** column based on the **Account Code** field.
22. Click **Calculate Amount** to update the **Balance Amt** and **Amount** columns based on the **Account Code** field.
23. To delete a row, click the trash can icon. The row is shaded red to indicate that it will be deleted when the record is saved.

- Click **Save**. A message is displayed asking if you want to delete the row.

24. Click **Yes** to delete the row, or click **No** not to delete the row.
25. Click Save at the top of the page to save your entries.
26. You are now ready to print and submit your requisition.
27. Once you submit the requisition, it will go to the next person that needs to approve it. For example, if you are a campus secretary submitting a requisition it will then go to the campus principal, once approved by them, it will go to the business manager then to the superintendent.
28. Once the Superintendent has approved the requisition a purchase order will be generated that the business manager will email to the person who submitted the requisition so that the products can be ordered.
29. **Teachers and Administrators are still responsible for ordering their own supplies.**