

E-Procurement Requisition Entry

Munis: Financials<Purchasing<Purchase Order Processing<Requisitions entry

Confirm Search Actions Output Office Tools Menu

Accept Cancel Search Query Builder Add Update Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Maplink Alerts Line Items Mass Allocate Release More... Return

Switch Form Activate ←

Requisition Entry - Munic [*NON-PRODUCTION* v11.2 D]

Requisition Loc: [Text Field]

Fiscal year: [Text Field] Current Next

Requisition number: [Text Field]

General commodity: [Text Field]

General description: [Text Field]

General Notes: [Text Area]

Status: [Text Field]

Entered: [Text Field] By: [Text Field]

PO expiration: [Text Field]

Receive by: Quantity Amount

Three way match required

Inspection required By: [Text Field]

Vendor

Vendor: [Text Field] Committed

Name: [Text Field]

PO mailing: [Text Field]

Delivery method: Print Fax E-Mail E-Procurement

Address: [Text Field]

Vendor/Sourcing Notes: [Text Area]

Vendor Quotes (0): [Text Area]

Shipping and Billing

Ship to: [Text Field]

Address: [Text Field]

Email: [Text Field]

Reference: [Text Field]

Miscellaneous

Location: [Text Field]

Type: [Text Field]

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
Total amount: [Text Field]											

Workflow

My Approvals: [Approve] [Reject] [Forward] [Hold] [Approvers]

Conversion

[Convert]

HOME

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Main

Dept/Loc
Fiscal year
Requisition number
General commodity
General description
General Notes

Status
Entered
PO expiration
Receive by
Quantity Amount
Three way match
Inspection req

Vendor
Vendor
Name
PO mailing
Delivery method
Print Fax E-Mail E-Procurement

Address

Vendor/Sourcing Notes
Vendor Quotes (0)

Select "BISD" for all requisitions except warehouse.
Select "WHSE" for warehouse requisition.

Choose a Form

Choose an option

BISD
 MREQ
 WHSE
 NONE

OK Cancel

Miscellaneous

Allocation
Type
PO

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty table body]											

Accounts Total amount

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert

HOME

Accept Cancel Search Query Builder **Add** Update Delete Global Duplicate Print Preview PDF Excel Word Email Schedule Attach Notify Maplink Alerts Notes Audit Switch Form Activate Line Items Mass Allocate Release More... Return

Confirm Search Actions Output Office Tools Menu



Main

Dept/Loc: []

Fiscal year: [] Current Next

Requisition number: []

General commodity: []

General description: []

General Notes: []

Status: []

Entered: [] By: []

PO expiration: []

Receive by: Quantity Amount

Three way match required

Inspection required By: []

Vendor

Vendor: [] Committed

Name: []

PO mailing: []

Delivery method: Print Fax E-Mail E-Procurement

Address: []

Vendor/Sourcing Notes: []

Vendor Quotes (0): []

Shipping and Billing

Ship to: []

Address: []

Email: []

Reference: []

Miscellaneous

Allocation: []

Type: []

PO: []

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[]											

Accounts Total amount: []

Workflow **Conversion**

My Approvals Approve Reject Forward Hold Approvers Convert



Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Notify Maplink Alerts Return

Main

Dept/Loc: 99PC
 Fiscal year: 2020 (Current/Next)
 Requisition number: [blank]
 General commodity: [blank]
 General description: [blank]
 General Notes: [blank]

Status: 2 Created
 Entered: 07/23/2019 By b14443
 PO expiration: [blank]
 Receive by: Quantity Amount
 Three way match required
 Inspection required By [blank]

Vendor

Vendor: [blank] Committed
 Name: [blank]
 PO mailing: [blank]
 Delivery method: Print Fax E-Mail E-Procurement
 Address: [blank]
 Vendor/Sourcing Notes: [blank]
 Vendor Quotes (0): [blank]

Your department/campus should auto populate.
 Only change if doing Bond, Federal, P-Card, or Invoice requisition.

Shipping and Billing

Ship to: [blank]
 Address: [blank]
 Email: [blank]
 Reference: [blank]

Miscellaneous

Allocation: [blank]
 Type: N - NORMAL
 PO: [blank]

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty table body]											

Accounts Total amount: [blank]

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

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Confirm Search Actions Output Office Tools

Main

Dept/Loc: 99PC

Fiscal year: 2020 Current Next

Requisition number: [Blank]

General commodity: [Blank]

General description: [Blank]

General Notes: [Blank]

Status: 2 Created

Entered: 07/23/2019 By: b144

PO expiration: [Blank]

Receive by: [Blank]

Quantity Amount

Three way match required

Inspection required By: [Blank]

Vendor

Vendor: [Blank] Committed

Name: [Blank]

PO mailing: [Blank]

Delivery method: Print Fax E

Address: [Blank]

Vendor/Sourcing Notes: [Blank]

Miscellaneous

Allocation: [Blank]

Type: N - NORMAL

PO: [Blank]

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	DISC %	Credit	Line Total	Justification	Manufacturer
[Empty Table]											

Accounts Total amount: [Blank]

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert

General Description:
List the reason for the requisition.

If doing Blanket please include that in your description.

- 1- Rejected:** The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.
- 2- Created:** The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or, the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4.
- 4- Allocated:** The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4- Allocated to be released into Workflow; click Release to initiate the Workflow process .
- 6- Released:** The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.
- 8- Approved:** The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.
- 0- Converted:** The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in Requisition Entry.

HOME

Confirm Search Actions Output Office Tools

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Main

Dept/Loc: 99PC Purchasing Status: 2 Created

Fiscal year: 2018 Current Next Entered: 07/25/2017 By: b09325

Requisition number: 11800937 PO expiration: [Calendar Icon]

General commodity: [Dropdown] Receive by: Quantity Amount

General description: OFFICE SUPPLIES Three way match required

Inspection required By: [Dropdown]

Vendor

Vendor: 6516 Committed

Name: OFFICE DEPOT

PO mailing: 0

Delivery method: Print Fax E-Mail E-Procurement

Address: 6600 NORTH MILITARY TRAIL
[Redacted]
[Redacted]
BOCA RATON FL 33496

Shipping and Billing

Ship to: 947

Address: BISD BUSINESS OFFICE
3124 CARSON STREET
[Redacted]
HALTOM CITY TX 76117

Email: JEANNIE.FANCHER@BIRDVILLESCHOOLS.NET

Reference: JEANNIE FANCHER

Select your Eprocurement Vendor

This field must contain the persons name the package is going to and then your name.

Do not put department name in this spot and/or description.

Miscellaneous

Allocation: 0

Type: N - NORMAL

PO: [Redacted]

Line Items

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Main

Dept/Loc: 99PC Purchasing Status: 2 Created

Fiscal year: 2020 Current Next Entered: 07/23/2019 By: b14443

Requisition number: 12000909 PO expiration: 06/30/2020

General commodity: ... Receive by: Quantity Amount

General description: REASON FOR REQUISITION Three way match required

General Notes: Inspection required By: ...

Vendor

Vendor: 4451 Committed

Name: PREFERRED OFFICE PRODUCTS INC

PO mailing: 0

Delivery method: Print Fax E-Mail E-Procurement

Address: PREFERRED BUSINESS SOLUTIONS
1701 W WALNUT HILL
IRVING TX 75038

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping and Billing

Ship to: 947

Address: BISD BUSINESS OFFICE
3124 CARSON STREET
HALTOM CITY TX 76117

Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET

Reference: TMULLINS / DDOMINGUEZ

Every Requisition must have a vendor sourcing note.

Miscellaneous

Allocation: ...

Type: N - NORMAL

PO: ...

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty table body]											

Accounts Total amount: ...

Workflow **Conversion**

My Approvals Approve Reject Forward Hold Approvers Convert

A software toolbar with a 'HOME' tab. It contains several groups of icons: 'Confirm' (Accept, Cancel), 'Search' (Search, Query Builder), 'Actions' (Add, Update, Delete, Global, Duplicate), 'Output' (Print, Text file, PDF, Preview), 'Office' (Excel, Word, Email, Schedule), 'Tools' (Attach, Notes, Audit, Notify, Maplink, Alerts), and 'Menu' (Print On PO, Import, Return). The 'Accept', 'Print On PO', and 'Return' icons are circled in red.

Note

Requisition	2020	12000909
Date/Time	2019-07-23 16:37	<input checked="" type="checkbox"/> Print on PO.
Created By	b14443	

054-16

Quote #12345

You must click "Print on PO".

Enter the contract # for e-procurement, click "Print on PO" & then click accept.

Click Return to go back to the main screen.

Reference: Requisition Quick Reference Guide

HOME

Accept Cancel

Browse Add Update Delete Global Duplicate

Print PDF Preview

Excel Word Email Schedule

Attach Notify MapLink Alerts

Switch Form Activate Line Items Mass Allocate Release More...

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Main

Dept/Loc: 99PC Purchasing Status: 2 Created

Fiscal year: 2020 Current Next Entered: 07/23/2019 By: b14443

Requisition number: 12000909 PO expiration: 06/30/2020

General commodity: Receive by: Quantity Amount

General description: REASON FOR REQUISITION Three way match required

General Notes: Inspection required By:

Vendor

Vendor: 4451 Committed

Name: PREFERRED OFFICE PRODUCTS INC

PO mailing: 0

Delivery method: Print Fax E-Mail E-Procurement

Address: PREFERRED BUSINESS SOLUTIONS
1701 W WALNUT HILL
IRVING TX 75038

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping and Billing

Ship to: 947

Address: BISD BUSINESS OFFICE
3124 CARSON STREET
HALTOM CITY TX 76117

Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET

Reference: TMULLINS / DDOMINGUEZ

Miscellaneous

Allocation: N - NORMAL

PO:

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
<p>Accounts Total amount</p>											

Workflow **Conversion**

My Approvals Approve Reject Forward Hold Approvers

Convert



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Switch Form Activate Line Items Mass Allocate Release More...

Tools



Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 (Current/Next)
 Requisition number: 12000909
 General commodity: ...
 General description: REASON FOR REQUISITION
 General Notes: ...

Status: 2 Created
 Entered: 07/23/2019 By b14443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required
 Inspection required By: ...

Vendor

Vendor: 4451 Committed
 Name: PREFERRED OFFICE PRODUCTS INC
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement

Address: PREFERRED BUSINESS SOLUTIONS
 1701 W WALNUT HILL
 IRVING TX 75038

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping and Billing

Ship to: 947
 Address: BISD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 Reference: TMULLINS / DDOMINGUEZ

Miscellaneous

Allocation: ...
 Type: N - NORMAL
 PO: ...

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty table body]											

Accounts Total amount: ...

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert



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Requisition
 Fiscal year Number Line

Detail

Quantity Unit Price
 UOM

Description
 Add'l Desc/Notes

GROSS
 Freight
 Discount %

Credit
 TOTAL

Amount justification: UNKNOWN

Miscellaneous

Manufacturer Bid

Manufacturer item no. Fixed Asset

Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
-----	---	---------	-------------	--------	--------



Order By Item | My Lists

Search by Keyword or Item#

My Account

Orders

Quick Order

My Lists

Cart 1 Items \$16.13

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology & Services Furniture School Supplies

MY OFFICE DEPOT

Home / Find Your Product

The item listed below was added to your shopping cart.

Need Help?

- Email Assistance
- Phone Support
- FAQs

Description	Your Price/unit	Qty.
-------------	-----------------	------



Paper Mate® Flair® Porous-Point Pens, Medium Point, 1.0 mm, Assorted Barrels, Assorted Ink Colors, Pack Of 12
 Item # 884744 Entered Item # 884744

\$16.13 /pack 1

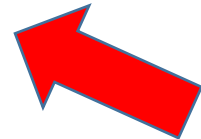
Contract Items

Build your cart then check out/submit.

Continue Shopping

SHOPPING CART

CHECK OUT



Other products you might be interested in

Availability	Your Price	Qty.
--------------	------------	------

Your items have been submitted to MUNIS.

Once in MUNIS, click the "continue" option to populate your requisition with your items.


It is OK to [close](#) this page.

This screen means the transmission was successful. Close the page and return to your requisition.

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Continue



Requisition

Fiscal year Number Line

Detail

Quantity Unit Price

Description

UOM

GROSS

Freight

Discount %

Credit

TOTAL

Amount justification: UNKNOWN

Add'l Desc/Notes

Once you click continue the items that were in your cart will auto-populate into Munis. The pricing and quantities will self calculate.

Miscellaneous

Manufacturer Bid

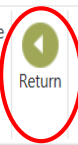
Manufacturer item no. Fixed Asset

Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
-----	---	---------	-------------	--------	--------

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Requisition
 Fiscal year 2018 Number 11800937 Line 1

Detail

Quantity	1.00	Unit Price	16.13000
		UOM	PK
Description	ITEM: Paper Mate(R) Flair(R) Porous-Point Pens, Medium Point, 1.0 mm, Assorted Barrels, Assorted Ink Colors, Pack Of 12		
	Add'l Desc/Notes		
	GROSS		16.13
	Freight		.00
	Discount	.00 %	
	Credit		.00
	TOTAL		16.13
	Amount justification:	Not Needed	

Miscellaneous

Manufacturer Bid
 Manufacturer item no. Fixed Asset N
 Vendor item no.

Seq	T	Account	Description	Amount	GL Bud
-----	---	---------	-------------	--------	--------

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Main

Dept/Loc	99PC ...	Purchasing	Status	4 Allocated
Fiscal year	2018	<input type="radio"/> Current <input checked="" type="radio"/> Next	Entered	07/25/2017 By b09325
Requisition number	11800937		PO expiration	06/30/2018
General commodity	...		Receive by	<input checked="" type="radio"/> Quantity <input type="radio"/> Amount
General description	OFFICE SUPPLIES		<input checked="" type="checkbox"/> Three way match required	
<input type="button" value="General Notes"/>				

Vendor

Vendor	6516 ...	<input type="checkbox"/> Committed
Name	OFFICE DEPOT	
PO mailing	0 ...	
Delivery method	<input type="checkbox"/> Print <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> E-Procurement	
Address	6600 NORTH MILITARY TRAIL	
	BOCA RATON FL 33496	
<input type="button" value="Vendor/Sourcing Notes"/>	<input type="button" value="Vendor Quotes (0)"/>	

Shipping and Billing

Ship to	947 ...
Address	BISD BUSINESS OFFICE
	3124 CARSON STREET
	HALTOM CITY TX 76117
Email	JEANNIE.FANCHER@BIRDVILLESCHOOLS.NET
Reference	JEANNIE FANCHER

Miscellaneous

Allocation	...
Type	N - NORMAL
PO	



HOME

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Tools Alerts

Seq	Exp	Account	Description	Percent
01	Exp	- - - - -	...	100.000

Type in your budget code and click accept

HOME

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Allocations

Seq	T	Account	Description	Percent
01	Expense	199-41-6399-0f-741-99-290-	SUPPLIES	100.000



HOME

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Allocations

Seq	T	Account	Description	Amount
01	Expense	199-41-6399-0f-741-99-290-	SUPPLIES	000



HOME

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Main

Dept/Loc: 99PC Purchasing
 Fiscal year: 2020 Current Next
 Requisition number: 12000909
 General commodity: ...
 General description: REASON FOR REQUISITION
 General Notes

Status: 4 Allocated
 Entered: 07/23/2019 By: 814443
 PO expiration: 06/30/2020
 Receive by: Quantity Amount
 Three way match required
 Inspection required By: ...

Status 4 – Allocated means this requisition is ready for release.

Vendor

Vendor: 4451 Committed
 Name: PREFERRED OFFICE PRODUCTS INC
 PO mailing: 0
 Delivery method: Print Fax E-Mail E-Procurement
 Address: PREFERRED BUSINESS SOLUTIONS
 1701 W WALNUT HILL
 IRVING TX 75038

Shipping and Billing

Ship to: 947
 Address: BIRD BUSINESS OFFICE
 3124 CARSON STREET
 HALTOM CITY TX 76117
 Email: DONNA.DOMINGUEZ@BIRDVILLESCHOOLS.NET
 Reference: TMULLINS / DDOMINGUEZ

Vendor/Sourcing Notes Vendor Quotes (0)

Vendor Sourcing is highlighted in yellow now because the information is saved in it.

Miscellaneous

Allocation: ...
 Type: N - NORMAL
 PO: ...

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	Box of 12 Pens	(4451) PREFERRED OFFICE PRODUCTS INC	1.00	10.00000	EACH	0.00	0.00	1.50	8.50	Not Needed	

Accounts Total amount 8.50

Workflow My Approvals Approve Reject Forward Hold Approvers

Conversion Convert