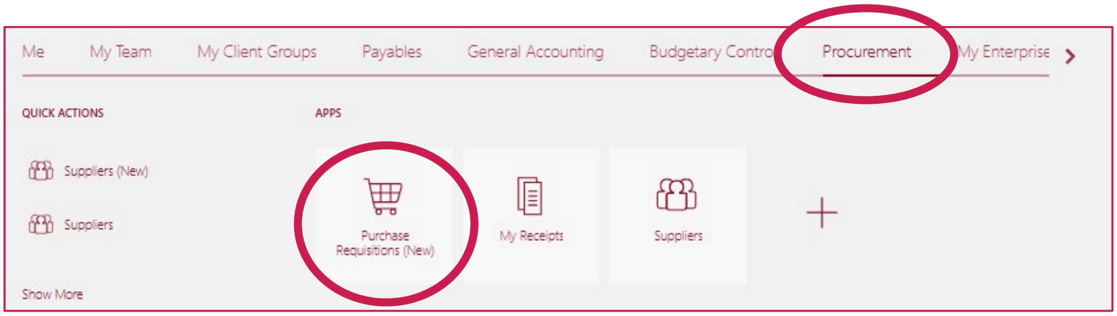
# How to Create a Tejas Punchout Requisition:

**You Will Need a Quote from IT Solutions if:**

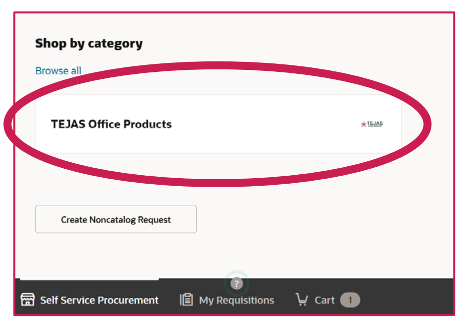
- You are purchasing **4 or more** computer setups* on a single requisition.
- If you plan to purchase a **desktop printer**.

**A computer setup consists of 1 desktop computer/laptop and up to 2 monitors. (Care packs and peripheral options available in the Tejas Punchout Catalog are not included toward this count.)*

**1.** Navigate to **Procurement** > **Purchase Requisitions (New)**

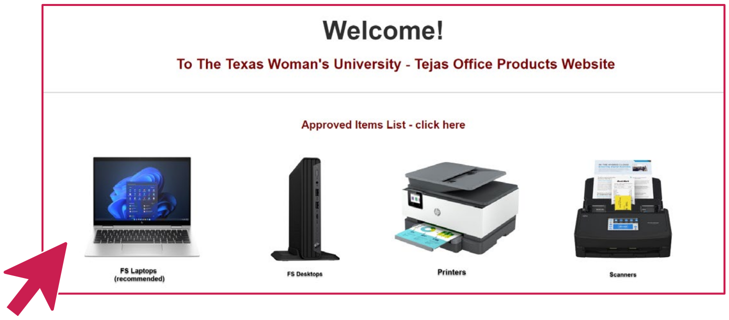



**2.** Scroll down and click the **TEJAS Office Products** button.



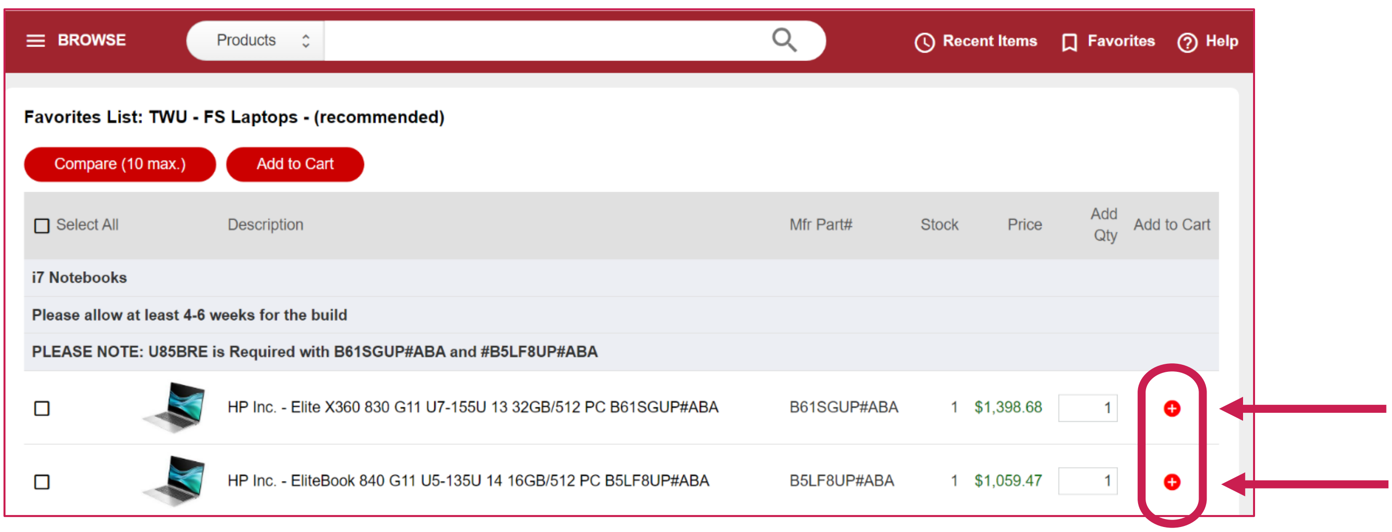
# 3. Choose your category

- Navigate to the desired item(s) using the categories on the welcome page.
  - Example: If you want to purchase a laptop, click on FS Laptops.

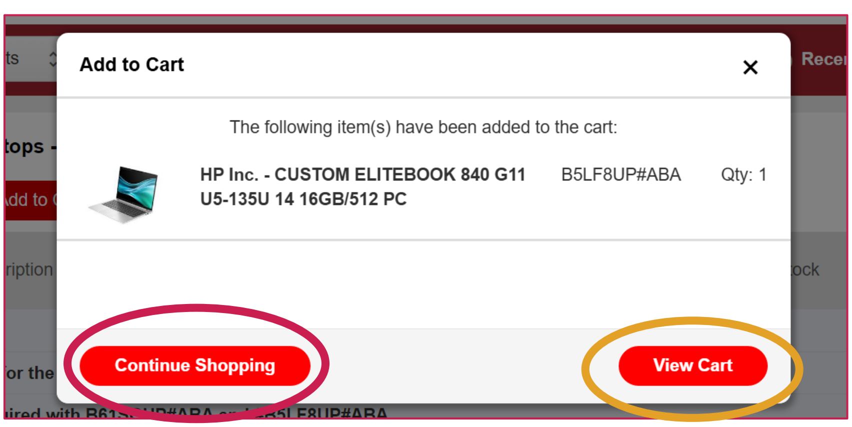



# 4. Add item(s) to your cart

- Press the red plus button to add individual items to your cart.

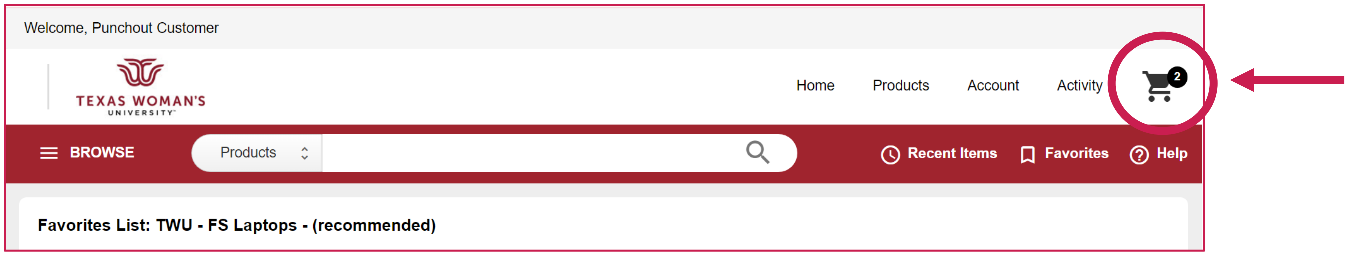



- Add more items to your cart by choosing **Continue Shopping**.
- Choose **View Cart** to review the items in your cart.

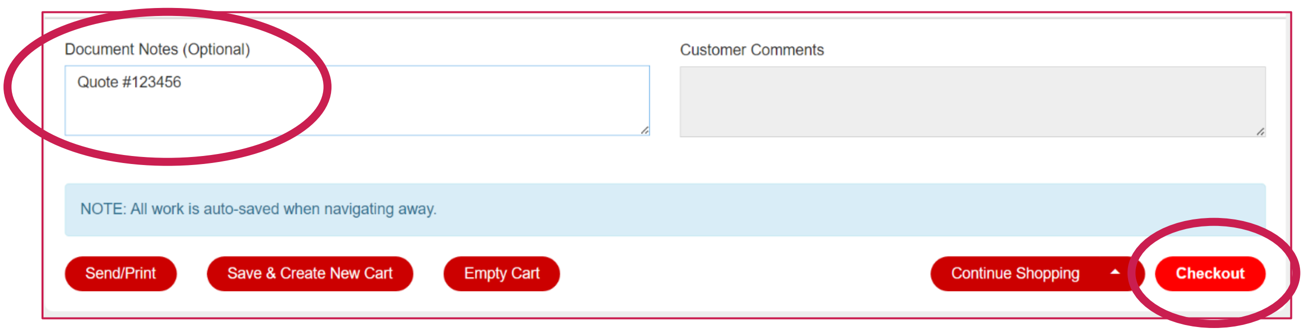


## 5. Review Your Cart & Add Quote Number

- Once you've added all your items to your cart, you can view the cart by clicking the shopping cart icon at the top of the screen.



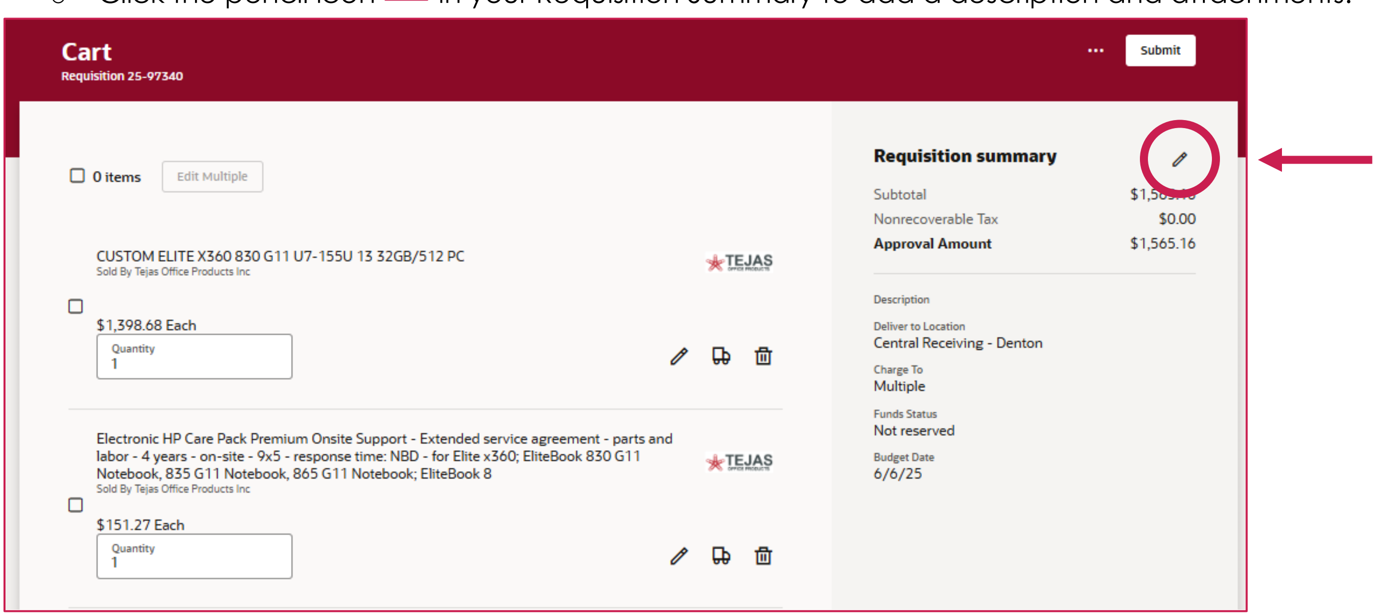

- Scroll down to **Document Notes** and add your quote number.



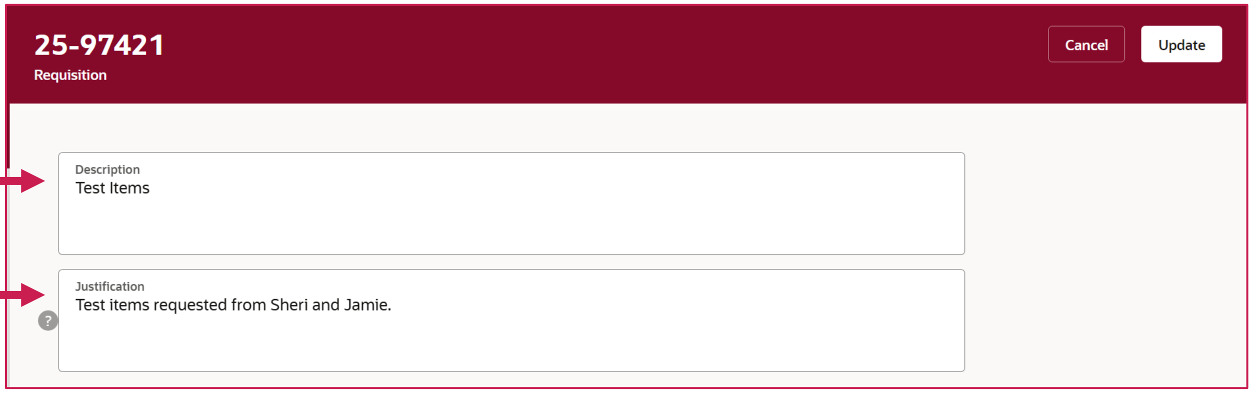

- Click **Checkout** and you'll be redirected back to Self Service Procurement, where a requisition for your Tejas items has been created.

## 6. Create Requisition

- Click the pencil icon in your Requisition Summary to add a description and attachments.



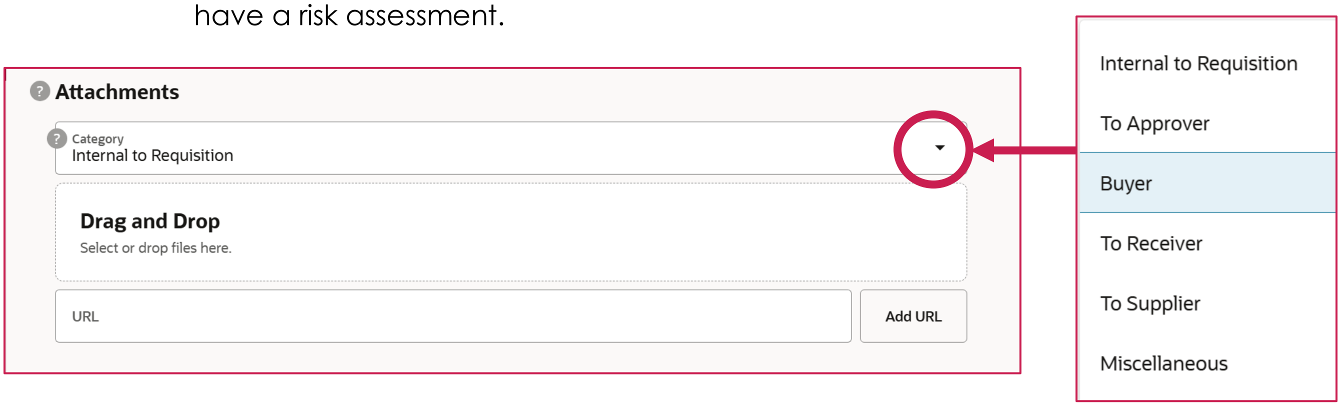
**7.** **Add Description**: *Required*. Enter a simple description of your line items.
**Add Justification**: *Optional*. Provide a note to your approver here.




Note: **Do NOT** check the box for **Emergency Purchase Order Request**. Requisitions cannot be processed when this box is checked.

## 8. Add Attachments

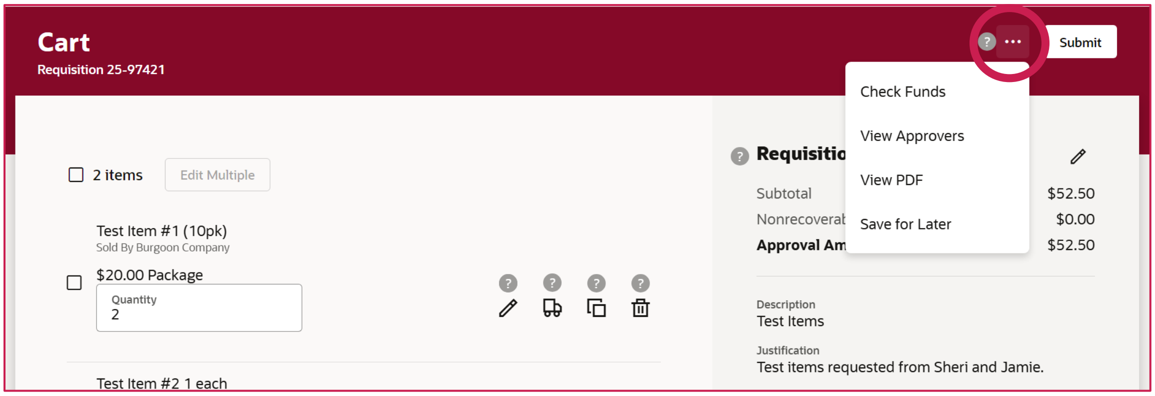
- Change **Category** to **Buyer.**
  - This allows the Buyers in Procurement access to view your attachments.
- Add your attachments via Drag and Drop, or by adding a URL.
  - Example: Attach the quote provided by IT and the risk assessment.
  - Note: All software (including mobile apps, licenses, web apps, and cloud service) must have a risk assessment.




**9.** Scroll up to the top and click **Update.**

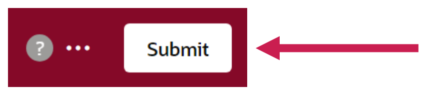
**10.** Before you submit, you can click the three dots ••• to do the following (if needed):

- **Check Funds:** Allows you to check the budget associated with your account string.
- **View Approvers:** Allows you to view the approvers for this requisition.
- **View PDF:** downloads a pdf version of your requisition to your desktop.
- **Save for Later:** This clears your shopping cart and saves its contents under their requisition number.




**11.** Review your information and click **Submit**.

- This submits your requisition for approval.




# Important Note: Ordering Noncatalog Items from Tejas

You **cannot combine** non-catalog items on a punchout catalog order.

If you need to order an item from Tejas that **DOES NOT** appear in the catalog, you must process the entire order as a non-catalog requisition.

**Failure to do so can result in significant delays in receiving your product.**