

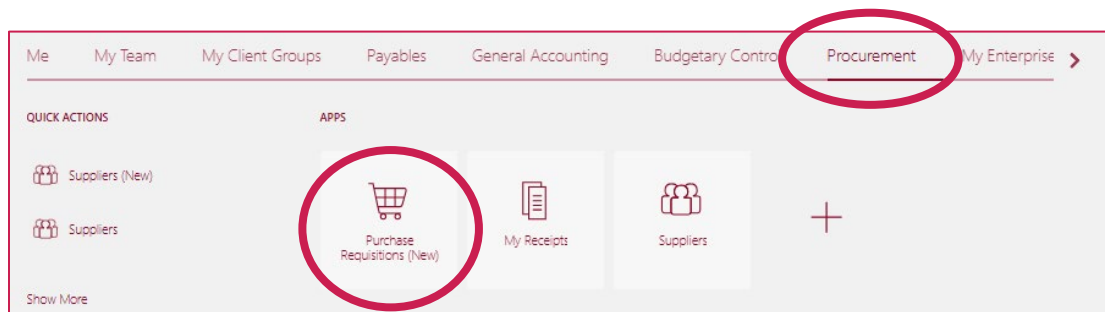
How to Create a Tejas Punchout Requisition:

You Will Need a Quote from IT Solutions if:

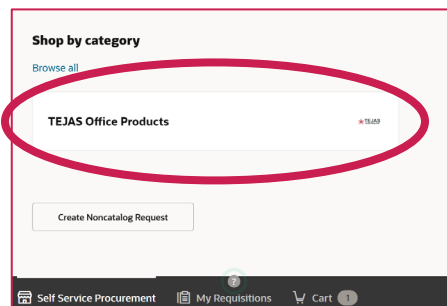
- You are purchasing **4 or more** computer setups* on a single requisition.
- If you plan to purchase a **desktop printer**.

**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)**

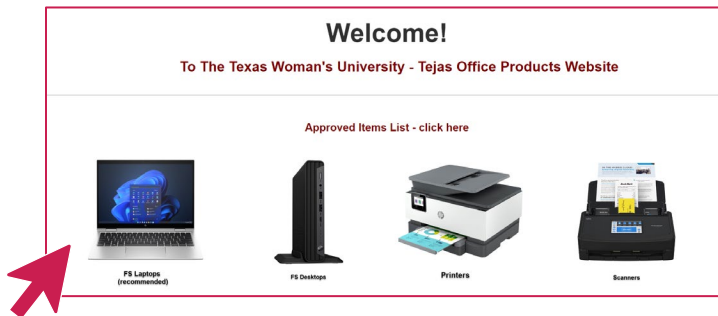


2. Scroll down and click the **TEJAS Office Products** button.



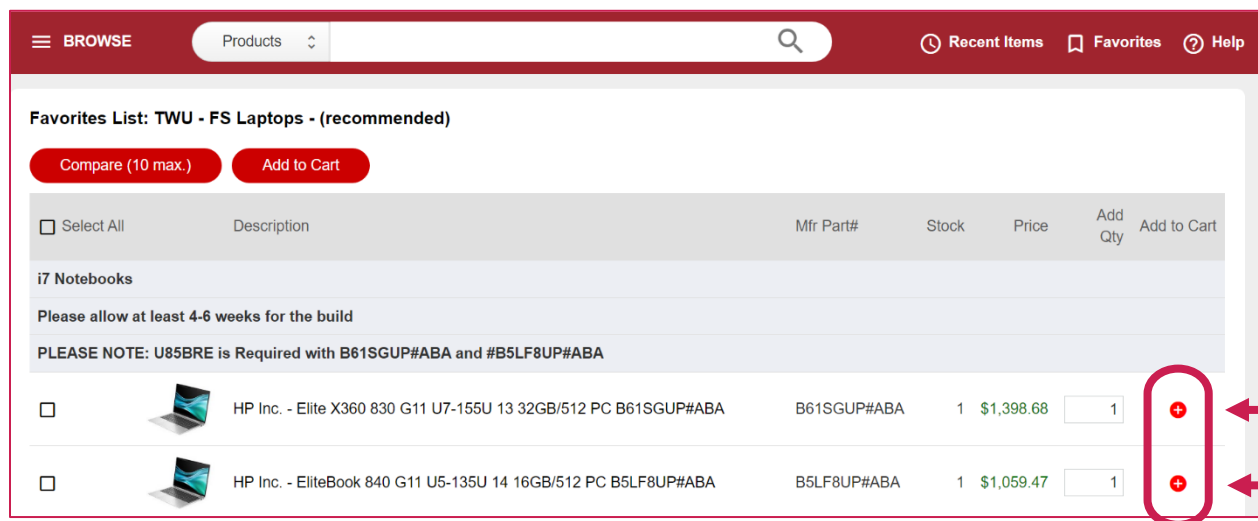
3. Choose your category

- 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.

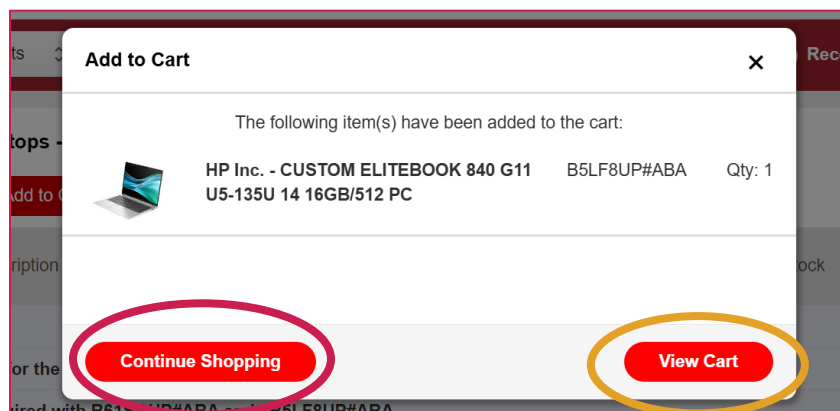


4. Add item(s) to your cart

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

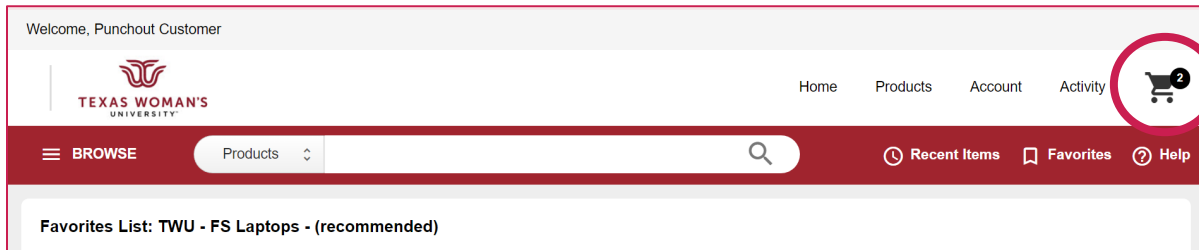


- Add more items to your cart by choosing **Continue Shopping**.
- Choose **View Cart** to review the items in your cart.



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.

A screenshot of the 'Document Notes (Optional)' section. It features a text input field containing 'Quote #123456'. To the right is a 'Customer Comments' section. Below these is a blue note stating 'NOTE: All work is auto-saved when navigating away.' At the bottom, there are four buttons: 'Send/Print', 'Save & Create New Cart', 'Empty Cart', and 'Checkout'. The 'Checkout' button is circled in red with an arrow pointing to it.

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

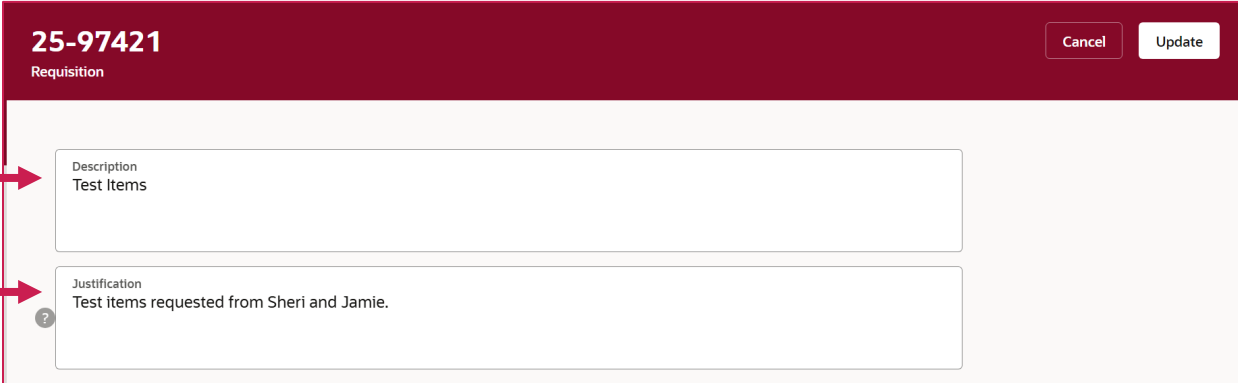
6. Create Requisition

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

A screenshot of the 'Cart' page for Requisition 25-97340. The page shows a list of items with their quantities and prices. On the right, there is a 'Requisition summary' section. A pencil icon in the top right corner of the 'Requisition summary' section is circled in red with an arrow pointing to it. The summary includes fields for Subtotal (\$1,565.16), Nonrecoverable Tax (\$0.00), and Approval Amount (\$1,565.16). Below this, there is a 'Description' section with fields for Deliver to Location (Central Receiving - Denton), Charge To (Multiple), Funds Status (Not reserved), and Budget Date (6/6/25).

7. Add Description: *Required*. Enter a simple description of your line items.

Add Justification: *Optional*. Provide a note to your approver here.



The screenshot shows a requisition form titled "25-97421 Requisition". At the top right are "Cancel" and "Update" buttons. Below the title bar, there are two main input areas. The first is labeled "Description" and contains the text "Test Items". The second is labeled "Justification" and contains the text "Test items requested from Sheri and Jamie." Two red arrows point to the left of these fields, indicating where to click to add or edit content.

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


8. Add Attachments

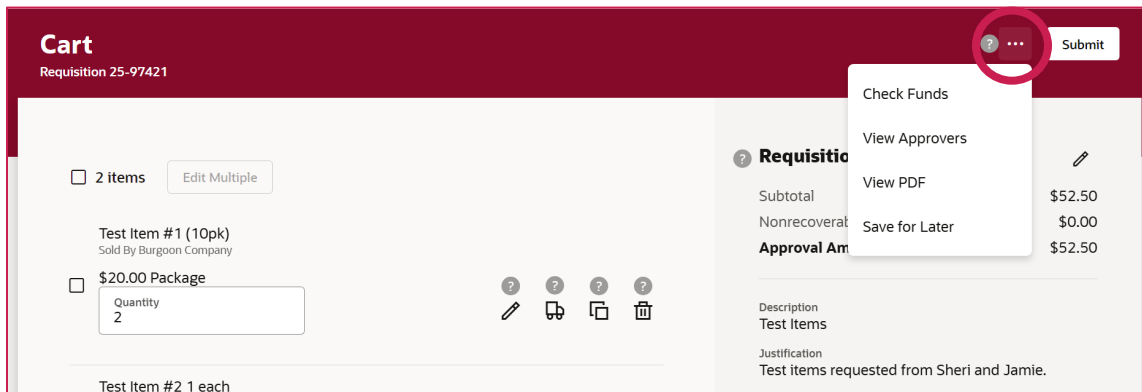
- Change **Category** to **Buyer**.
 - This allows the Buyers in Procurement access to view your attachments.
- Add your attachments via Drag and Drop, or by adding a URL.
 - Example: Attach the quote provided by IT and the risk assessment.
 - **Note:** All software (including mobile apps, licenses,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



The screenshot shows the "Attachments" section of the form. It has a "Category" dropdown menu currently set to "Internal to Requisition". Below this is a "Drag and Drop" area with the text "Select or drop files here." and a "URL" input field with an "Add URL" button. A red circle highlights the dropdown arrow, and a red arrow points to a list of categories on the right: "Internal to Requisition", "To Approver", "Buyer" (highlighted in blue), "To Receiver", "To Supplier", and "Miscellaneous".

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.