How to Create a Computer Requisition/PO

By

Procurement Services

FY16

procurementservices@scsk12.org

Important Notes

- Log onto APECS using either Internet Explorer 10 or Safari (if you'll Internet Explorer 11 you'll have to contact IT Help Desk to modify so APECS will be accepted). APECS doesn't function properly with Chrome or Firefox. If you need access to APECS > Procurement website > Managers and Employees > Change Request form for APECS; and use this form for all modifications for the APECS routing.

- Regularly monitor your Awaiting My Action queue for Inactive and Returned requisitions and process them accordingly.

- You can have more than one Account Code per requisition.

- Account Code questions please direct them to: Finance Services website or 901.416.5461

- Accounts Payable, including Payment Requests and Payment Reimbursements, questions direct them to: Accounts Payable which is under the Finance website or 901.416.5407, fax 901.416.5859.

- Go to: Procurement > Pricing Catalogs > (view the computer documents ~ HP & Lenovo Desktop PCs, Laptops, and Ultrabooks Purchasing Information and Apple Computers, Hardware and Installation Purchasing Information ˜ *please* read before you begin so you'll be familiar with the protocol)

- The secret to creating a complete and accurate computer requisition/PO so it won't be Returned to you to correct, is **COPY & PASTE** the information in the Pricing Catalog to the requisition you're creating on APECS.

- Please remember that all the screen shots are not factual because they are from the APECS test site that is used for training purposes only.

These fields will autofill

Choose PO Type Description is required

Vendor: for Lenovo computers choose Unistar Sparco ~please review Pricing Catalogs

Notes (Internal): justification for Title 1; any pertinent information relating to the requisition/PO. This information will not be seen by the vendor, but by anyone who reviews the requisition/PO.

EXTREMELY IMPORTANT ESPECIALLY DURING HOLIDAYS OR SCHOOL BREAKS

Notes to Vendor: Please complete with current and accurate contact information to facilitate a timely delivery

http://apecstestapp01/biz_training/bus_fi_reqn_reqn_ent_hdr.aspx

Admin#s | Pan | APECS | SCS | Twit | W E | E2 | ConAdvg | eSM | NOAA | BlueMtn | TrainAPECS | NIGP | Cigna | Suggested Sites

400737 | user2, train - 08/02/2013 02:13 PM | Requisition Search | **Shelby County Schools**
Computers for Staff | 3,743.01 | Inactive | 2014

ed Business System
BIZ TRAINING

Finance > Requisition > Header   Options | Help

Search | **Header** | Details | Approval Details

Req. Center: 33300 - PROCUREMENT   PO Type: R - Regular   Status: **Inactive**
Req. No.: **400737**   Req. Date: 08/02/2013   PO No.:   PO Date:
Description: Computers for Staff   PO Dispatch Method: EM - Email

Ship To: 33300 - PROCUREMENT   Date Needed: 09/01/2013   Buyer Code: 04 - Planning
Requestor Name: user2, train   Mark For: MCoburn, SKing, LShaw
FOB: D - Destinat   Ref. No.:   Bid No.:   Aprvl. Hold:
Campus/Bldg/Room:

Vendor Information
Type: Vendor   Name: UNISTAR-SPARCO COMPUTERS, INC.
ID: 346131   Address1: 7089 RYBURN DRIVE
                    Address2:
                    Address3:
City: MILLINGTON   State: Tennessee
Zip: 38053   Country: USA

Vendor Contact
Attention:
Phone No.: (901) 872-2272   Ext.:
US Fax No.: (901) 872-8482
Email: Lim@sparco.com

Bid/Terms and Conditions: more...
Shipping Notes:

Notes (Internal):   Notes To Vendor:
Contact for Delivery:
Deb Aleman
901.416.5621
alemanda@scsk12.org
160 S. Hollywood St. Room 126

<< Req   Cancel | Save & Continue | Save & Post | Clear | Add

Shelby County Schools Standard PC Offerings
(August 6, 2014)

LAPTOP - UltraLight-Ultrabook

Please contact Information Technology to complete a Non-Standard Form if you do not select an item listed on this website.

The following information must be used when completing a request for Laptop UltraLight-Ultrabook:

NOTE: Each computer line item description in APECS must include Model Name and Equipment Description (highlighted in yellow), or it will be returned to the requestor. Installation and Microsoft Office must be purchased for each computer order. All laptops not stored in a cart require a purchase for a 3 yr. Computrace Complete subscription. (Please see information for installation, MS Office and subscription at the bottom of this list.) For questions, please contact VanEsta Walker at 416-5646.

When ordering computer(s), you can list each item required for that order on one (1) requisition. Procurement Services will take the requisition and break down the order to the appropriate vendor(s). For vendor selection on APECS requisition, please select No Vendor. Vendor information is not required when ordering items against this price list.

Commodity Code 204-54

	Option 1 $771.00	Option 2 $847.00	Option 3 $985.00
Model Name and Number	2324CTO1, Lenovo ThinkPad X230, 12.5 Inch Widescreen, HD 1366x768, Utralight - Energy Star, Intel i3-3120, 4GB RAM, 6 cell batter, AC Adapter, 3.31 lbs., with case	2324CTO2, Lenovo ThinkPad X230, 12.5 Inch Widescreen, HD 1366x768, Utralight - Energy Star, Intel i5-3230, 8GB RAM, 6 cell batter, AC Adapter, 3.31 lbs., with case	2324CTO3, Lenovo ThinkPad X230, 12.5 Inch Widescreen, HD 1366x768, Utralight - Energy Star, Intel i7-3520, 8GB RAM, 6 cell batter, AC Adapter, 3.31 lbs., with case
Battery Options	Lenovo 0A36307 9 cell battery $151.00	Lenovo 0A36280 6 cell battery slice $141.00	
Battery Life:	Up to 10.3 Hours. 9-cell Battery up to 15.5 Hours; External 6-cell battery slice adds another 10.6 Hours and can be combined with the 6-cell or 9-cell internal battery for a maximum of 26.1 Hours		
Operating System:	Windows 7 Professional 64 bit		
Processor:	Intel i3-3120 2.5GHz 3MB Dual	Intel i5-3230 2.6GHz - 3.2GHz	Intel i7-3520 2.9GHz - 3.6GHz
Memory:	4GB, 1 Memory Slots available,	8GB, 0 Memory Slots available,	8GB, 0 Memory Slots
Hard Drive:	320GB 7200 RPM Standard		
Keyboard and Mouse:	Spill resistant keyboard with USB optical mouse		
Network:	Intel 82579LM Gigabit Network Connection, Intel Wireless 802.11 BGN		
Ports:	2 USB3.0, 1 USB 2.0 Powered USB, VGA, Mini Display Port, Combo audio microphone/headphone.		
Integrated Video: Intel HD	Intel Integrated HD 4000		
Internal Integrated Audio:	HD Audio, Realtek ALC3202 codec; stereo speakers, 1W x 2		
Warranty & Service:	5 Year Onsite Next Day warranty with local pick up and repair; International warranty; Accident Protection available upon request.		
Internal Docking Capability	Internal docking capable standard through chassis		
4 in 1 Media Card Reader	4-1 Media Card reader standard		
Fingerprint Reader	Fingerprint Reader standard		
720p min. Web Camera	720p HD Camera standard. Face tracking software		

THESE THREE ITEMS MUST BE INCLUDED WITH PURCHASE OF THESE COMPUTERS:

	Installation Cost Per Laptop (Commodity Code 920-31)	$48.60
Required by IT	3 Yr. Computrace Complete (Commodity Code 208-80)	$76.00
	Microsoft Office For Windows (Commodity Code 208-80)	$50.99

This is a screen shot of the PDF on the Pricing Catalogs for Unistar Sparco. Remember to **COPY** the description of the item(s) from here and

http://apecstestapp01/biz_training/bus_fi_reqn_reqn_ent_dtls.aspx

Admin#s | Pan | APECS | SCS | Twit | W E | E2 | ConAdvg | eSM | NOAA | BlueMtn | TrainAPECS | NIGP | Cigna | Suggested Sites

400737 | user2, train - 08/02/2013 02:13 PM
Computers for Staff | 3,481.77 | Inactive

Requisition Search

Shelby County Schools
2014

Finance > Requisition > Details

Options | Help

| Search | Header | **Details** | Approval Details |

Req. No.: **400737**   Req. Date: **08/02/2013**   PO No.:   PO Date: Ship To: [▼]

Grp. No.: **1** [▼] of 1   Distribution Type: [▼]

Account Info

✖	Account No	Percentage	Amount	Action 🖌
	01-11140-00000-000000-0000-0000 🔍	81.91	2,851.92	VD
	01-11410-00007-000000-0000-0000 🔍	18.09	629.85	VD
☐	🔍			
☐	🔍			
☐	🔍			
☐	🔍			
☐	🔍			

Commodity Code for all items is noted on all the PDFs

Load the Unit Cost and when you tab away, the Ext Cost will auto load.

Line Items Info

✖	Qty	UOM	CmdtyCd/Item/ISBN No	Description	Unit Cost	Ext Cost	Dis ☐	Action 🖌
	3.0000	each	204-54 🔍	2324CTO3, Lenovo ThinkPad X230, 12.5 Inch Widescreen, HD 1366x768, Utralight - Energy Star, Intel i7-3520, 8GB RAM, 6 cell batter, AC Adapter, 3.31 lbs., with case [×]	985.0000	2,955.00	☐	VD
	3.0000	each	920-31 🔍		48.6000	145.80	☐	VD
	3.0000	each	208-80 🔍		50.9900	152.97	☐	VD
	3.0000	each	208-80 🔍		76.0000	228.00	☐	VD
☐			🔍				☐	
☐			🔍				☐	
☐			🔍				☐	
☐			🔍				☐	

		Tax	Discount %	Amt	S & H %	Amt		Net
Vendor Discount: ☐								
Distribution Total:								3,481.77
Line Amount:	3,481.77	0.00		0.00		0.00		3,481.77
Tot. Req. Amount:	3,481.77	0.00		0.00		0.00		3,481.77

[<< Req]   [Add Group]   [Cancel]   [Save & Continue]   [Save & Post]   [Clear]   [Add]

400737 | user2, train – 08/02/2013 02:13 PM
Computers for Staff | 3,481.77 | Inactive

Requisition Search

Shelby County Schools
2014

Finance > Requisition > Details

Options | Help

Search | Header | **Details** | Approval Details

Req. No.: **400737**   Req. Date: **08/02/2013**   PO No.:   PO Date: Ship To: [▾]
Grp. No.: **1** [▾] of 1   Distribution Type: [▾]

Account Info

✖	Account No	Percentage	Amount	Action 🖌
	01-11140-00000-000000-0000-0000 🔍	81.91	2,851.92	VD
	01-11410-00007-000000-0000-0000 🔍	18.09	629.85	VD
☐	🔍			
☐	🔍			
☐	🔍			
☐	🔍			
☐	🔍			
	🔍			

> This what your Lenovo computer Details tab requisition/PO should look like completed

Line Items Info

✖	Qty	UOM	CmdtyCd/Item/ISBN No	Description	Unit Cost	Ext Cost	Dis ☐	Action 🖌
	3.0000	each	204-54 🔍	2324CTO3, Lenovo ThinkPad X230,	985.0000	2,955.00	☐	VD
	3.0000	each	920-31 🔍	Installation of Computers, Per	48.6000	145.80	☐	VD
	3.0000	each	208-80 🔍	Microsoft Office for Mac	50.9900	152.97	☐	VD
	3.0000	each	208-80 🔍	3 Yr. Computrace Complete	76.0000	228.00	☐	VD
☐			🔍				☐	
☐			🔍				☐	
☐			🔍				☐	
☐			🔍				☐	

Vendor Discount: ☐		Tax	Discount %	Amt	S & H %	Amt	Net
Distribution Total:							3,481.77
Line Amount:	3,481.77	0.00					3,481.77
Tot. Req. Amount:	3,481.77	0.00					3,481.77

> click on Save & Continue when all 3 lines agree; if you get a successful save > click on Save & Post and your requisition should move forward to New

> when all 3 lines agree ~ move to Save & Continue

<< Req | Add Group | Cancel | Save & Continue | Save & Post | Clear | Add

APPLE or HP Computer Orders

Complete the Header fields as you do for requisition/PO

Choose **No Vendor** from the drop down box **ONLY WHEN** ordering Apple or HP devices ~ this example is for Apple products
****

IF you're ordering Lenovo, **ONLY** choose Unistar Sparco ~ review prior example

Notes (Internal) Load necessary information relating to the requisition/PO

Notes To Vendor: it is **EXTREMELY IMPORTANT** to have the current, correct and complete contact information to include: name, phone number, email address and any other necessary information for accurate delivery; be receptive to the vendor's calls/emails *ESPECIALLY* when there is a time frame when everyone is not on site to receive the delivery ~examples may be vacations, holidays, breaks ~ during this period, it is highly recommended to have contact information for 2 people

Now that this tab is completed, hit Save & Continue and if you have a good save, hit Save & Post

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400737 | user2, train - 08/02/2013 02:13 PM
Computers for Staff | 3,743.01 | Inactive

Requisition Search

Shelby County Schools
2014

e3 **Business System**
BIZ TRAINING

Finance > Requisition > Header

Options | Help

Search | **Header** | Details | Approval Details

Req. Center: 33300 - PROCUREMENT
Req. No.: 400737   Req. Date: 08/02/2013
Description: Computers for Staff

PO Type: R - Regular
PO No.:
PO Dispatch Method: EM - Email

Status: Inactive
PO Date:

Ship To: 33300 - PROCUREMENT
Requestor Name: user2, train
FOB: D - Destinat   Ref. No.:
Campus/Bldg/Room:

Date Needed: 09/01/2013   Buyer Code: 04 - Planning
Mark For: MCoburn, SKing, LShaw
Bid No.:   Aprvl. Hold:

Vendor Information
Type: No Vendor
ID:
Name:
Address1:
Address2:
Address3:
City: State:
Zip: Country:

Vendor Contact
Attention:
Phone No.:   Ext.:
US Fax No.:
Email:

Bid/Terms and Conditions:
Shipping Notes:

more...

Notes (Internal):
Notes To Vendor: Contact for Delivery:
Deb Aleman
901.416.5621

<< Req   Cancel   Save & Continue   Save & Post   Clear   Add

Load your account codes here

APPLE or HP Computer Orders

Load your quantity here ~ remember if you're getting a cart or packs to note the number involved and order accordingly

Commodity Code is noted for ALL items listed ~ COPY & PASTE

COPY & PASTE the description from the Pricing Catalog for the computer(s)/items you chose directly into the Description ~ *follow the directions exactly* and add the line items accordingly ~ if an item is missing, the requisition will be returned to you to complete

COPY & PASTE the Unit Cost

remember, these 3 lines need to be exactly the same ~ if not you'll get an error message ~ refer to How to Create A Requisition/PO for help. Now that the Details tab is completed > Save & Continue > (if you get a successful save) > Save & Post. Your requisition is beginning the approval process and once it's given a PO #, it will be processed and sent to the appropriate vendor.

Screenshot content:

http://apecstestapp01/biz_training/bus_fi_reqn_reqn_ent_dtls.aspx

400737 | user2, train - 08/02/2013 02:13 PM — Computers for Staff | 3,743.01 | Inactive

Requisition Search — Shelby County Schools — 2014

Finance > Requisition > Details — Options | Help

Search | Header | **Details** | Approval Details

Req. No.: 400737 Req. Date: 08/02/2013 PO No.: PO Date: Ship To:
Grp. No.: 1 of 1 Distribution Type:

Account Info

Account No	Percentage	Amount	Action
01-11140-00000-000000-0000-0000	81.91	3,065.90	VD
01-11410-00007-000000-0000-0000	18.09	677.11	VD

Line Items Info

Qty	UOM	CmdtyCd/Item/ISBN No	Description	Unit Cost	Ext Cost	Dis	Action
3.0000	each	204-54	MacBook Air 11-inch, 1.4GHz Intel	849.0000	2,547.00		VD
3.0000	each	208-80	AppleCare Protection Plan for	183.0000	549.00		VD
3.0000	each	920-31	Installation of Computers, Per	97.7200	293.16		VD
3.0000	each	208-80	Microsoft Office for Mac	41.9500	125.85		VD
3.0000	each	208-80	3 Yr. Computrace Complete	76.0000	228.00		VD

Vendor Discount:		Tax	Discount %	Amt	S & H %	Amt	Net
Distribution Total:							3,743.01
Line Amount:	3,743.01	0.00		0.00		0.00	3,743.01
Tot. Req. Amount:	3,743.01	0.00		0.00		0.00	3,743.01

<< Req | Add Group | Cancel | Save & Continue | Save & Post | Clear | Add