How to Create a Computer Requisition/PO

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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

EXTREMELY IMPORTANT ESPECIALLY DURING HOLIDAYS OR SCHOOL BREAKS

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

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.
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
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.

PASTE here; it's quick and easy and exactly how the vendor wants it.
This what your Lenovo computer Details tab requisition/PO should look like completed.

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.
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
Load your account codes here

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.