

HOW TO CREATE A REQUISITION/PO

on

APECS

By

PROCUREMENT SERVICES

FY16

procurementservices@scsk12.org

~ IMPORTANT NOTES ~

- Log onto APECS using either Internet Explorer 10 or Safari (if you have 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.
- One vendor for a requisition; but you can have more than one Account Code. (Please note computer requisition/POs are different)
- Review the Pricing Catalog on our website for the vendors who have contracts with us to verify shipping information.
- Allow a week for the requisition to be approved to PO status if no contract is required and all information entered on the requisition is correct. If a contract is required, allow 3 – 4 weeks; again provided the information submitted is correct and timely.
- At anytime while creating the requisition/PO to save your work, click on Save and Continue and the document will be saved in your Awaiting My Action under Incomplete Documents.
- 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.
- Verify the vendor is in our database: Menu > Finance > Vendor > Search (search with Contains to get a broad and more thorough search ~ your search will be as good as ours). If the vendor isn't in our database > direct them to or copy and paste in an email > <http://www.scsk12.org/uf/procurement/index.php> > Doing Business with SCS > Vendor Registration and all the information is there.
- Verify with vendor the **current prices** and **shipping charges** if using a vendor not listed on the Pricing Catalogs.
- Verify if you need a contract from Contract Service's website; (typically for services provided by someone coming to your site). If a contract is required create an application for a to contract > <http://155Casadap/casadap/req/> (copy and paste) > log in with your SCS log in) > left side, light blue **Contract Request Portal** > New Request > complete fields following instructions. Note the number in Internal Notes or the fact you do not need a contract. Create a Contract Request at the same time you create your requisition/PO to facilitate these in a timely fashion.

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- Amazon and foreign countries **are not** vendors thus do not accept POs. Walmart, Kroger and Sam's Club are vendors although they DO NOT ACCEPT POs **BUT** they do accept Payment Reimbursements.
- Lowe's on Perkins is the only Lowe's in our database and they do accept POs. YOU MUST PUT YOUR DELIVERY CONTACT INFORMATION IN NOTES TO VENDOR because they always call Procurement for deliveries and this will expedite your delivery
- 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.

Header

- Requisition/POs are highly recommended for all purchases. It is Board Policy, (#2006) that \$500 or more has to be on a requisition/PO. If not, the creator will receive an Out of Compliance Letter ~ 2 or more will require a meeting with the Director of Procurement.
- These fields autofill. Unless you order for other areas, you will not be able to change these fields.
- Description is required. If this field is empty, an error message will occur. This is important for you so you can readily retrieve your requisition/PO. Please NO SYMBOLS.
- Choose PO Type: Regular is most common and you'll receive it on APECS under Post Receiving > once received, Accounts Payable will then pay vendor. Blanket PO is an open PO and is NOT received in Post Receiving. When you receive invoices for the Blanket PO, verify the items received, sign, date and submit the invoices to Accounts Payable who will pay against the PO until it is paid off or you decide to have it closed to unencumber unused funds because it will not be used any more. (Warehouse POs are **ONLY** for those who order **FOR** the Warehouse).

Header

- Choose a vendor by clicking on the search icon > pop up box > type part of the name in the field > Search > choose your vendor and click on the underscored number and it will auto populate the field. *****FOR COMPUTER ONLY** requisition/POs, choose No Vendor and follow the instructions for creating a computer requisition/PO under Pricing Catalogs ~ **REMEMBER** copy and paste the information into the Description field on the Details tab***. All information on how to complete the computer requisition/POs is under Pricing Catalogs. You will also choose No Vendor if you need to get three (3) quotes (when the amount is \$5000-\$10,000) from different vendors; once you have the quotes, you'll attach the quotes and choose the vendor and note in Internal Notes appropriately. When the amount is \$10,000-\$100,000, choose No Vendor and the buyer will need to create a bid and choose the vendor. When the amount is over \$100,000, choose No Vendor and the buyer will create an RFP.

Header

- Notes (Internal): is where you'll document if you need a contract and the application/request number; note verified current prices for the items and shipping charges OR no shipping charges; 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.
- Mark For is good reference for you.
- Notes to Vendor will be in the body of the PO thus seen by the vendor. Include here current and correct contact information: name, phone number and email address (the vendors often have questions about the POs and need to contact the creator; also for delivery information); this will facilitate in a more timely fashion arrival of your goods. Also, include here if you calculated a discount or if the shipping charges were waived per vendor's advise.
- Now that you have completed the fields and reviewed your work to verify it is accurate, click Save & Continue and if you get Save successful you can move to the Details tab to complete the requisition/PO. If you get an error message ~ Entry saved as a work in progress (more)... click on the (more) and follow the instructions to correct the error message.

THESE FIELDS WILL BE AUTOFILLED

Description is required ~ see notes

Choose PO Type ~ see notes

Choose Vendor or No Vendor ~ see notes

Notes (Internal) are extremely important ~ see notes

Notes to Vendor are extremely important ~ see notes

Once you have completed the required fields you can click Save & Continue

ONLY COMPLETE THE DESIGNATED FIELDS

Good idea to complete for your help

Browser: https://apecs.scsk12.org/biz/bus_fi_reqn_reqn_ent_hdr.aspx#

Business System UNIFIED LIVE

Shelby County Schools 2016

Finance > Requisition > Header

Search Header Details Approval Details

Req. Center: 33300 - Procurement PO Type: Status: Inactive

Req. No.: Req. Date: 07/20/2015 PO No.: PO Date:

Description: PRACTICE REQUISITION PO FOR TRAINING PO Dispatch Method: EM - Email

Ship To: 33300 - Procurement Date Needed: 08/19/2015 Buyer Code:

Requestor Name: ALEMAN, DEBBIE Mark For:

FOB: D - Destinat Ref. No.: Bid No.: Aprvl. Hold:

Campus/Bldg/Room: Ext. Req.: Ext. PO:

Vendor Information

Type: Vendor 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:

Completed
Header
Sample

Search Header Details Approval Details

Req. Center:	33300 - Procurement	PO Type:	R - Regular	Status:	Inactive		
Req. No.:	600972	Req. Date:	07/20/2015	PO No.:		PO Date:	
Description:	PRACTICE REQUISITION PO FOR TRAINING		PO Dispatch Method:	EM - Email			

Ship To:	33300 - Procurement	Date Needed:	08/19/2015	Buyer Code:			
Requestor Name:	ALEMAN, DEBBIE	Mark For:	Ad for RFP WP				
FOB:	D - Destinat	Ref. No.:		Bid No.:		Aprvl. Hold:	
Campus/Bldg/Room:		Ext. Req.:		Ext. PO:			

Vendor Information		Vendor Contact			
Type:	Vendor	Name:	COMMERCIAL APPEAL		
ID:	6630	Address1:	495 UNION AVE.		
		Address2:			
		Address3:			
		City:	MEMPHIS	State:	Tennessee
		Zip:	38103	Country:	USA
		Attention:	HELEN CURL		
		Phone No.:	(901) 529-2815	Ext.:	
		US Fax No.:			
		Email:			

Bid/Terms and Conditions: [more...](#)

Shipping Notes:

Notes (Internal):	Ad for an RFP; no shipping is required; no contract is required.	Notes To Vendor:	Please contact: Debbie Aleman 901.416.5621 alemanda@scsk12.org
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Details

- Account Info > click on the search icon to get the pop up box and enter part or all of the code you want to use > Search > choose account code and click on underscored number ~ the account code will auto populate the field. Distribution Type can be either Percentage or Amount; choose from the drop down box. You can have more than one (1) account code but the total percentage can only be 100% or you'll get an error message to modify accordingly.
- If you need to remove a line, before you hit Save & Continue, click on the box on the left then the **X** above the box(es). If you want to remove the line after you hit Save & Continue, you'll click on the box with VD then click Save & Continue to remove the line. If you just delete the item after you t Save & Continue, it will not be removed from the database and will give you an error message.

Details

- Line Items ~ please load data completely and correctly. Enter the quantity.
- UOM is Unit of Measure
- Commodity Code > click on the search icon to get the pop up box > change “Starts With” to “Contains” > write a broad description > Search. It may take a few tries, when you find a Commodity Code that most accurately fits what you are requesting > click on the underscored number so it will populate the field. You will have to choose different Commodity Codes for the items you are purchasing. You cannot use just one code.
http://cmbireg.cpa.state.tx.us/commodity_book/Numeric_index.cfm this is an electronic link to search more easily but some of these aren't on our database and you may get an error message ~ so proceed with caution and keep searching.
- Description Remember to copy and paste for computers also if you're ordering out of a catalog which is online (eg. Office Depot) copy and paste would be a good idea. The vendors need the item numbers here. (if you're ordering books or items to stock the Warehouse, you'll load this data differently ~ contact Procurement Services for help).
- Load the shipping charges as a separate line item ~ Commodity Code 962-86
- Load the tax that needs to be applied to items that are resold in the Bookstore as an example, as a separate line item, also. If there's no tax, per vendor, note that in Notes (Internal).

Details

- Load the Unit Cost and when you move away, the Extended Cost will automatically factor.
- Distribution Total, Line Amount and Total Req. amounts MUST all be the same or you'll get an error message. At which time click on the (more)... to expand out and modify the document accordingly. Usually, the Distribution Total doesn't match the other 2 lines. The Distribution Total is the amount in Account Info ~ Amount field ~ make the numbers agree > Save & Continue and all 3 lines should agree (note completed Details document).
- Do not enter your discount here because usually it doesn't calculate correctly. Calculate your discount in the Unit Cost and note on the Notes to Vendor what you did.
- Now that you have completed the fields, hit Save & Continue, if you get Save successful hit Save & Post and your requisition/PO begins the approval process to be created into a PO by the buyer.

Line Items Info ALL FIELDS MUST BE CURRENT AND ACCURATE ESPECIALLY DESCRIPTION ~ see notes

Choose your Commodity Code by clicking here on the search icon

These 3 lines all need to be the same amount ~ see notes

Do not complete the Discount field ~ see notes

Now that all fields are completed accurately ~ click on Save & Continue and if you get Save Successful click on Save & Post

Choose your Account No(s) Distribution Types ~ see notes

Do not load Ship to field

These totals must be the same or you will get an error message ~ see notes for help

Account No	Percentage	Amount	Action
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>

Qty	UOM	CmdtyCd/Item/ISBN No	Description	Unit Cost	Ext Cost	Dis	Action
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

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

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

Completed
Details

Search Header **Details** Approval Details

Req. No.: **400732** 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	100.00	315.00	VD

Line Items Info

Qty	UOM	CmdtyCd/Item/ISBN No	Description	Unit Cost	Ext Cost	Dis	Action
1.0000	each	915-71	Ad for RFP for Procurement to be	315.0000	315.00	<input type="checkbox"/>	VD
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
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						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

Vendor Discount:	Tax	Discount %	Amt	S & H %	Amt	Net
Distribution Total:						315.00
Line Amount:	315.00	0.00	0.00		0.00	315.00
Tot. Req. Amount:	315.00	0.00	0.00		0.00	315.00