

## Requisition Instructions

- Web address to enter a requisition: <https://TXEIS07.txeis.net/MainMenu> (you may save this to your “favorites”). You may also find the link on the district website under “Administration” and “Employee Forms and Information”
- Your Login ID will be the same as your network login
- Your password will either be the same as your network login (or it will be the word “Password1”). If it is “Password1”, you will want to click on the change password box.
- County/District Number: 234909
- From the “Application Directory” – select Purchasing
- At the top of the screen – click on “Maintenance”
  - From the drop down menu choose “Create/Modify Requisition”
- Click on “Add – Clear All”
- Click the mouse in the blank “Requestor” box and then hit the space bar to show list– select your name (your name should already be there)
- Click the mouse in the blank “Shipping Address” box and then hit the space bar to show list – select “Fruitvale ISD”
- **Click the mouse in the blank “Campus/Dept:” box and then hit the space bar to show list – select the appropriate campus or department.**
- In the “Sort Key / Select Vendor Name” pull down box – select the vendor
  - If the vendor you are looking for is not there, please submit: Vendor Approval Request, vendor name, address, phone #, fax #, vendor completed W-9, and vendor completed Conflict of Interest form to Christi David (forms may be found on the school web site). If the vendor is approved they will be added to the system. Allow 5 days for a new vendor to be added.
- In the “Reason” box – type in the description that would let us know what to best charge the order to in regards to budget
  - If it’s for your classroom supplies – type in your class name and “supplies” (i.e. “5A Supplies” or “Science Supplies”)
  - If it’s for a specific type of workshop – type that in (i.e. “Special Education Workshop” or “GT Workshop”)
  - If it’s for a specific project – type that in (i.e. “Head Start Food Experience” or “Math TAKS Prep materials”)
  - Be as specific as you can be in the amount of space provided
- Fill in the Catalog Item Number (or type in the session number in this space if you have it for training)
- Fill in the Description (If it has a brand name, please use it)
- Choose the Unit of Issue from the pull down box (i.e. EA-each, PK-package, ST-set, RL-roll, etc.)
- Fill in the unit price (NOT THE TOTAL if requesting more than 1 ea)
- Fill in the quantity
- Click on “Refresh Totals” and the program will calculate the total (you cannot change the total – only the unit price and quantity)
- If you need to put in more detail for the item, go to “Long Description” at the end of the line (i.e. page numbers, dates and times, etc.)
- If you are requesting something without a price, such as a free promotional item or a catalog, go to the “Vendor Notes” tab at the top center and fill that information in there.
- Any other special information to the vendor needs to go in the “Vendor Notes” area – this will print at the top of the actual PO.
- If there are special instructions or notes, that your principal or the admin office need to know – click on the Comment button – next to vendor notes and enter your information there. If no special instructions are included on the requisition, the business office will place the order when the purchase order is created.
- If you have Freight, go to “Freight Cost” (above, right) and type in the freight total, click on “Refresh Totals” for it to fill in the percentages.
- When done, click the “Submit” button
- It will ask you if you want to print requisition information, select yes or no. It is good to have a copy for reference.
- If you clicked “yes,” click “print” button
- Pop up will say “Submission for approval completed” – click “OK”