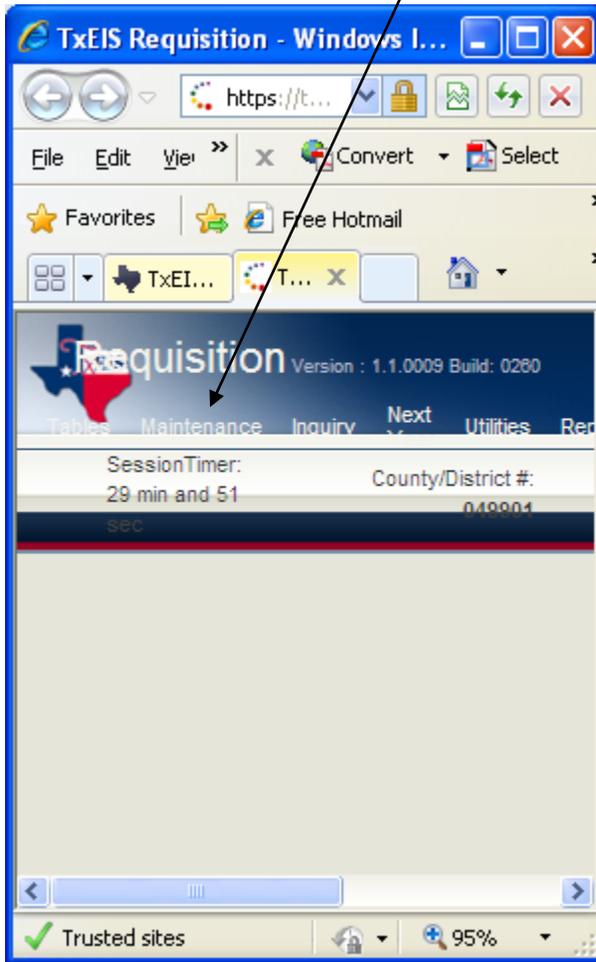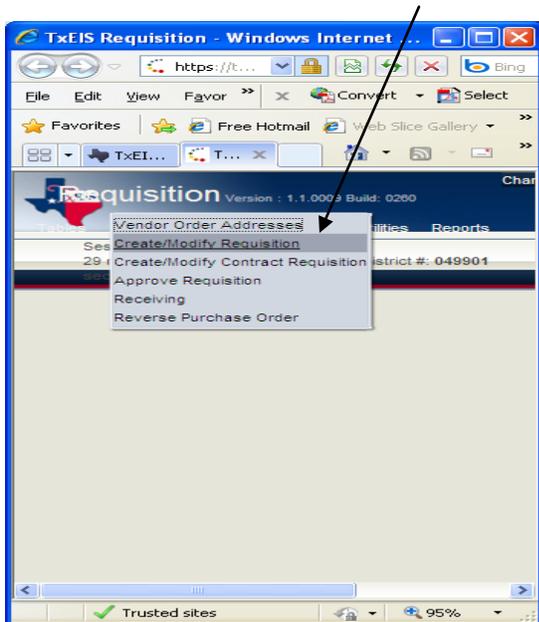Req Users

Log in to TxEIS
https://txeis21.esc11.net:8443/CAS/login?service=https%3A%2F%2Ftxeis21.esc11.net%3A8443%2FMai
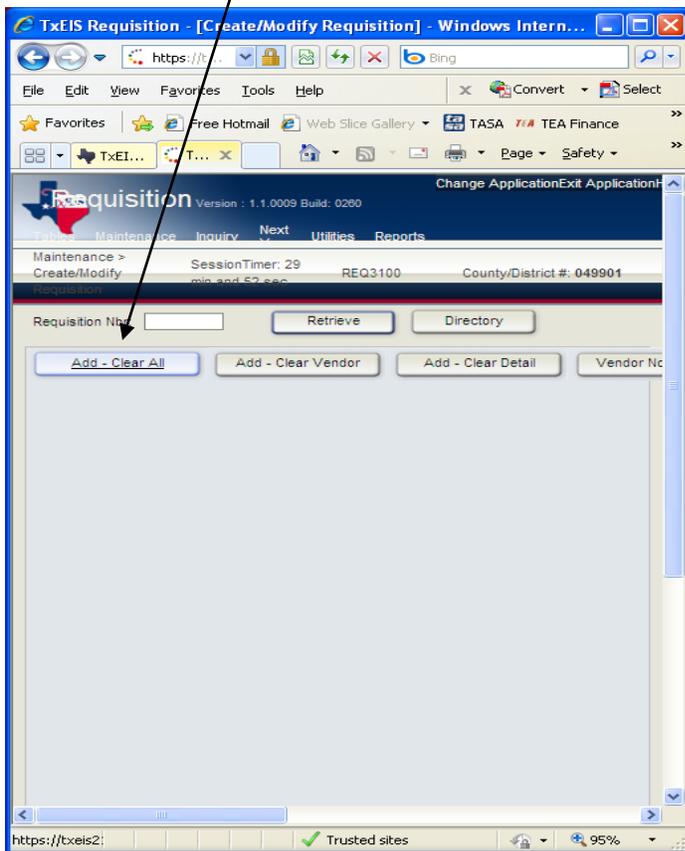nMenu%2Fapp%2Fj_acegi_cas_security_check

Click on Requisition, then click on Maintenance,

then click on Create/Modify Requisition

Click on Add Clear All

On this screen, you need to enter the Sort Key/Vendor name: (this is a link to the vendor database)

Start keying the vendor name and a window will come up showing similar names

Fill in the reason box with some exact information about the order. The check register that is published shows this reason. It is posted on the web and in the board packet each month.

This next part is where you enter the items you are purchasing, the account code and the shipping/freight

One line is ready for you to enter your data, once you have entered the data, then click

Refresh Totals. If you are ready to enter a new line item then click on the + Add button.

Use the Comment box if you want to explain your order. This will not print. The label changes to Italicize once a comment has been entered.

Use the Vendor Notes button, if you need to supply to info that needs to be printed on the requisition.

Enter the freight/shipping cost here

In this row, enter the item number, description, unit of issue, unit price, and quantity.

Click Uniform Acct Distr button to enter the account code(s)

Click in the Account Code box and start keying your account number, a box will come up populated with your available accounts. Once your select your account, then the description will fill in. Next enter your percentage. If you want to split between two accounts then enter 50%. Otherwise enter 100%. Then click on the Calulate Amount button.

To add another account line, click on the + Add button. Now enter you next account code and your percentage. Next click on Calulate Amount button.

Once you are through then click on the OK button.

TxEIS Requisition - [Create/Modify Requisition] - Windows Internet Explorer

https://txei...   Bing

File Edit View Favorites Tools Help

Favorites   Free Hotmail   Web Slice Gallery   TASA TEA Finance   Moak Casey

TxEIS Ap...   TxEIS ...   Safety   Tools

If you are not ready to submit then you can save your requisition and submit it later.

Once you have entered your data, you are ready to submit your requisition.

Save   Delete

Uniform Acct Distr   Print   Submit

Reference Nbr:

Work Order:

Confirm Only:

Attachments:

Bid Nbr:

Freight Cost: 0.00

If you have gotten quotes or bids for this purchase, enter the quote or bid number in this box. Be sure and send the bid/quotes to the business office for attachment to the accounts payable file.

Unit Price	Quantity	SubTotal	Discount %	Discount Amt	Freight Elig
0.00000	0.00	0.00	0.00%	0.00	✔
		0.00		0.00	

Trusted sites   100%