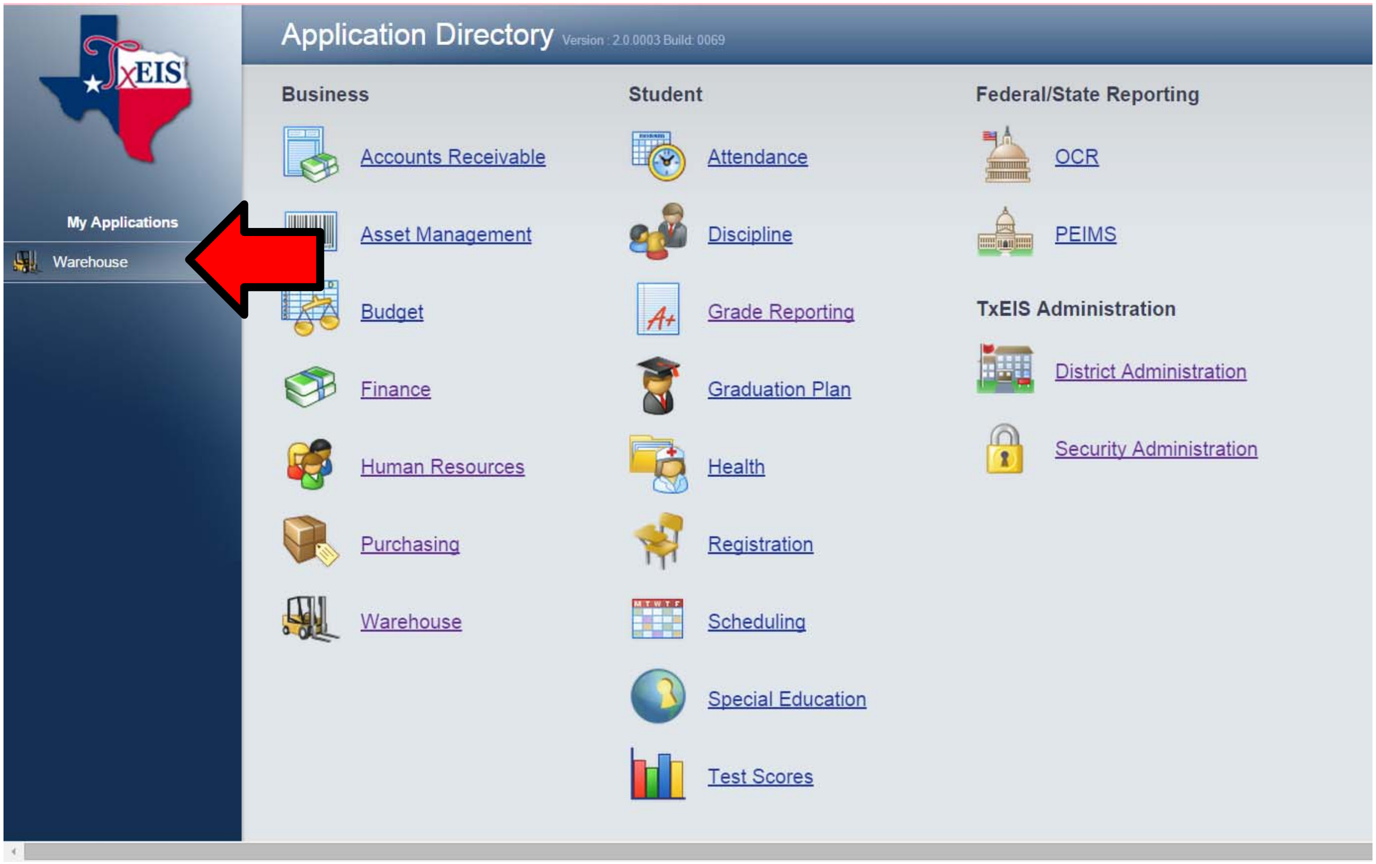
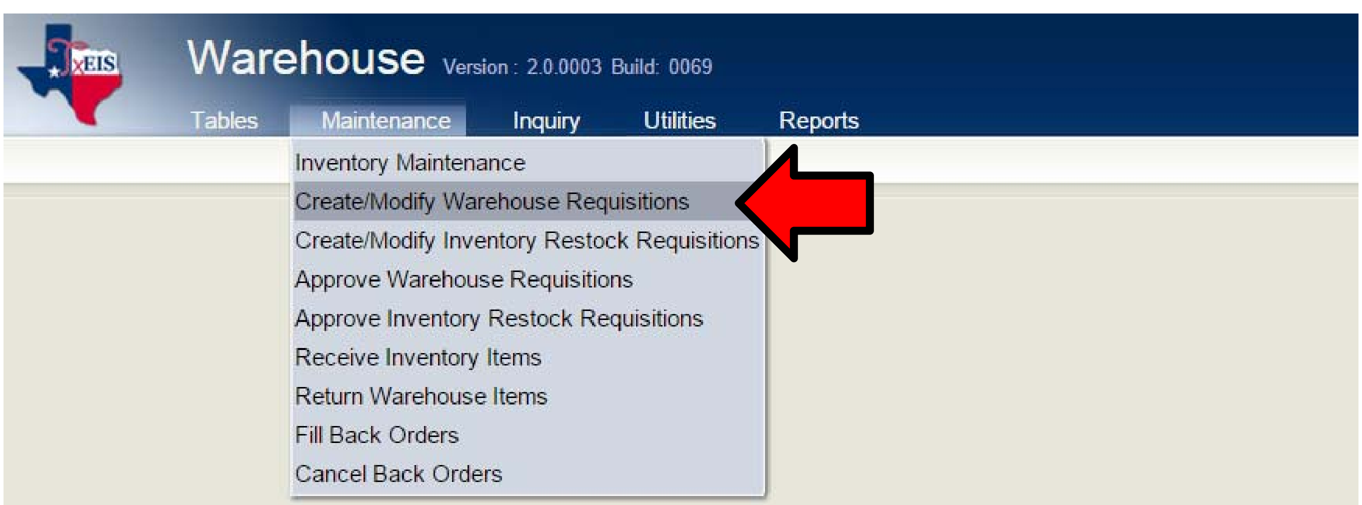
Creating a Warehouse Requisition in TxEIS

1. Login to TxEIS using your **Login ID** and your **Password**.

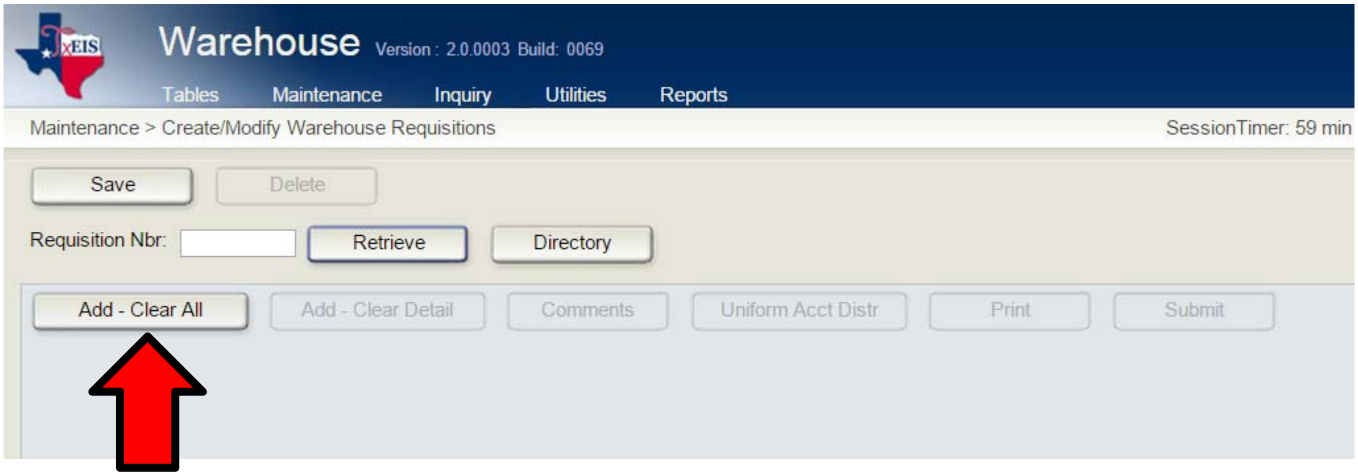
2. This is the Application Directory. The My Applications section on the left of the page displays the applications to which you have access. Select **Warehouse**.



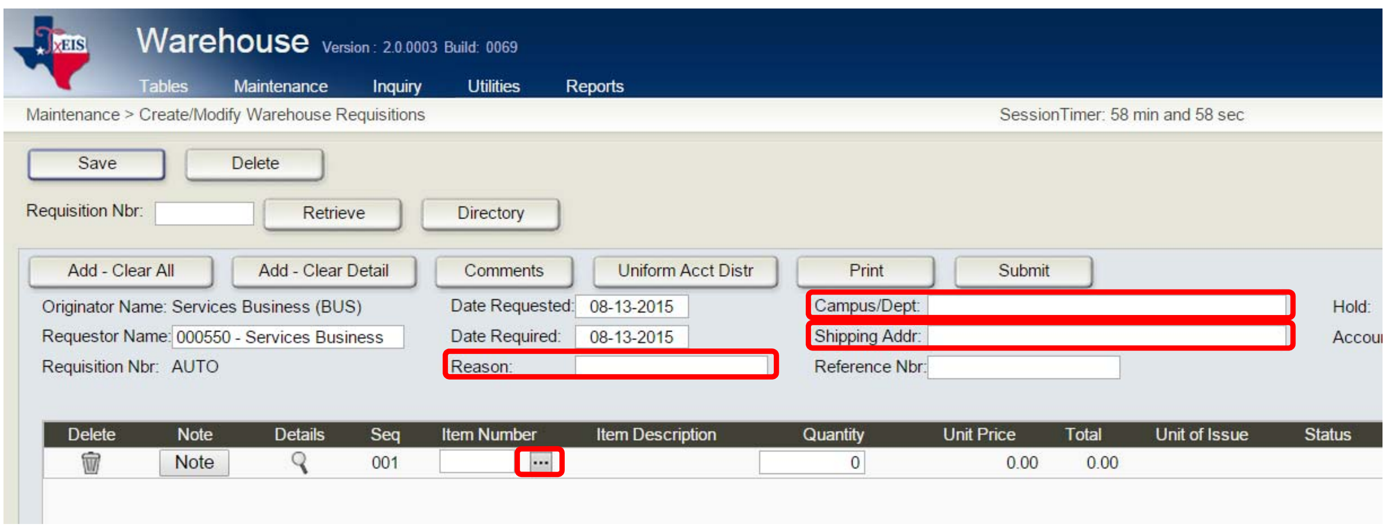
3. The TxEIS Warehouse landing page will display with menu options across the top. To enter a new Warehouse Requisition:
Maintenance > Create/Modify Warehouse Requisition



4. Click **Add - Clear All** to begin entering a new warehouse requisition.



5. Enter all relevant information regarding your purchase request.

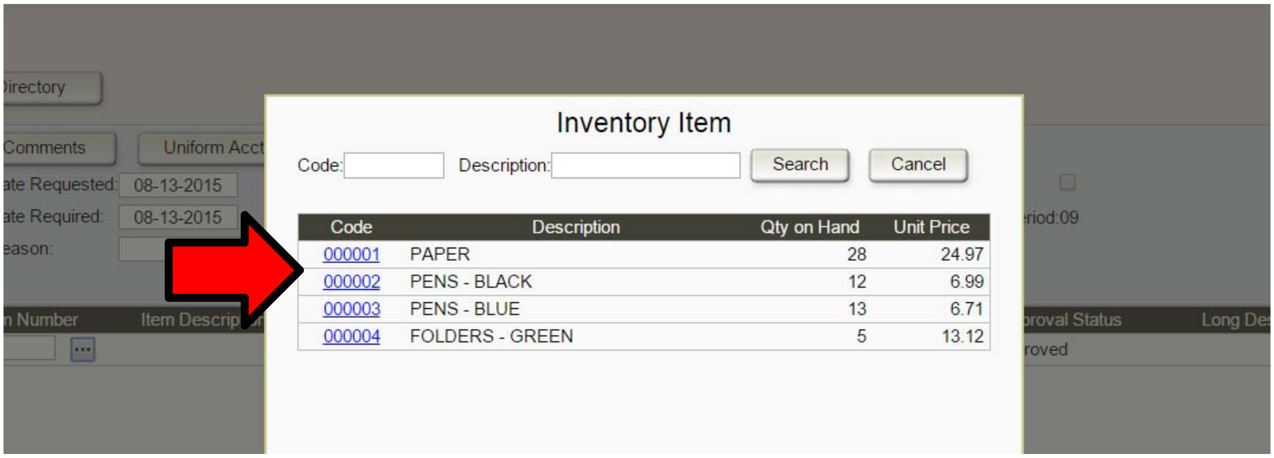


- Enter a **Reason** for the requisition.
- Select the applicable **Campus/Department**. With the cursor in the cell, hit the spacebar key to see a list of available campuses/departments.
- Select a **Shipping Address**. With the cursor in the cell, hit the spacebar key to see a list of available shipping addresses for the campus/department selected.
- The **Reference Number** field is not a required field, but is available if needed.
- Click the ellipses button located next to the Item Number field.

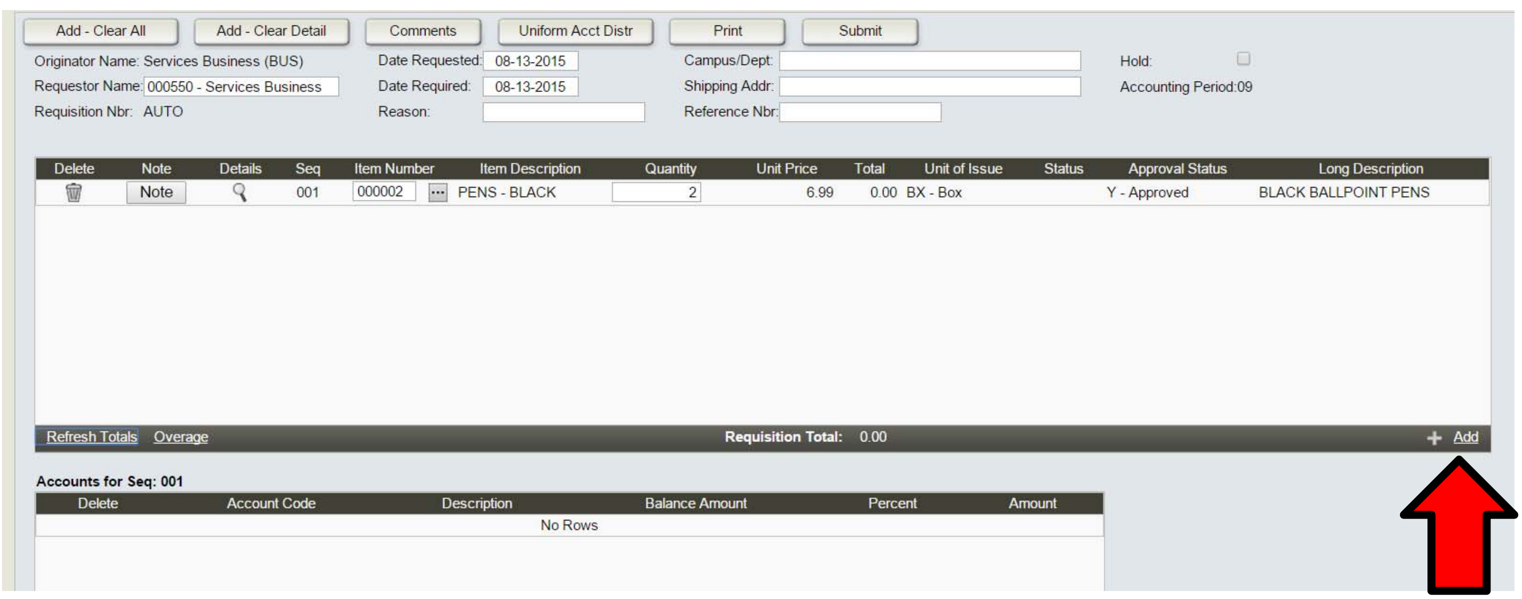
A directory of available warehouse items is displayed.

Items in the directory can be searched by code or by description.

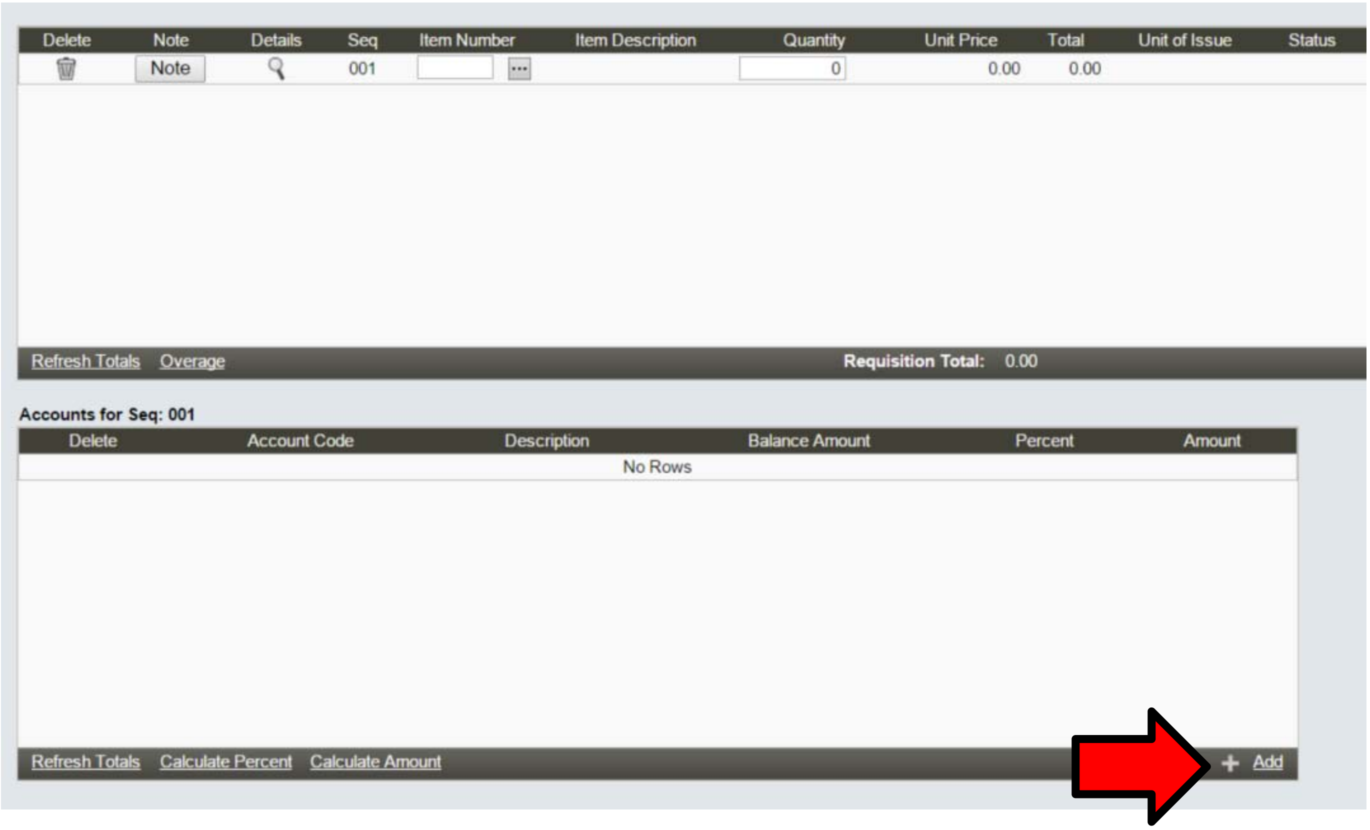
Select the item using the blue link code number.



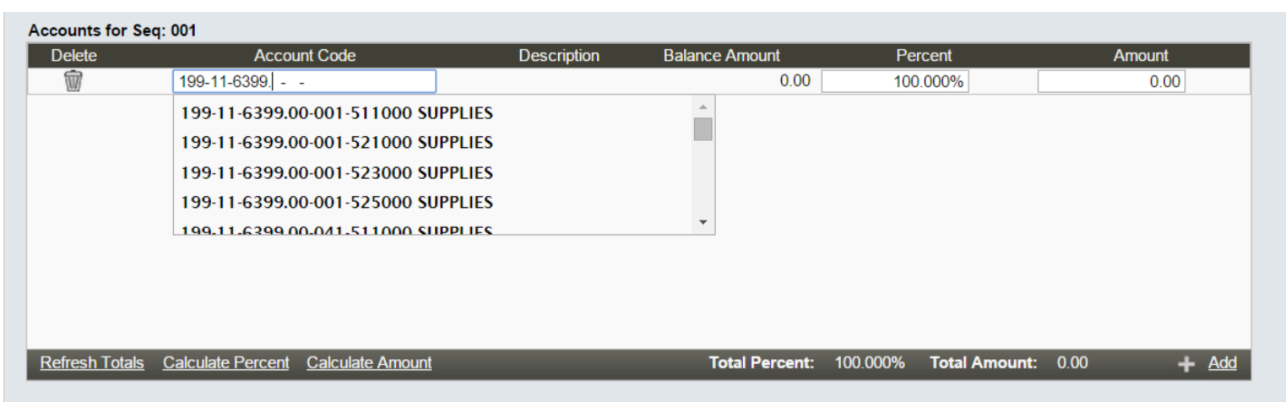
To key in additional line items, click the **+Add** button.



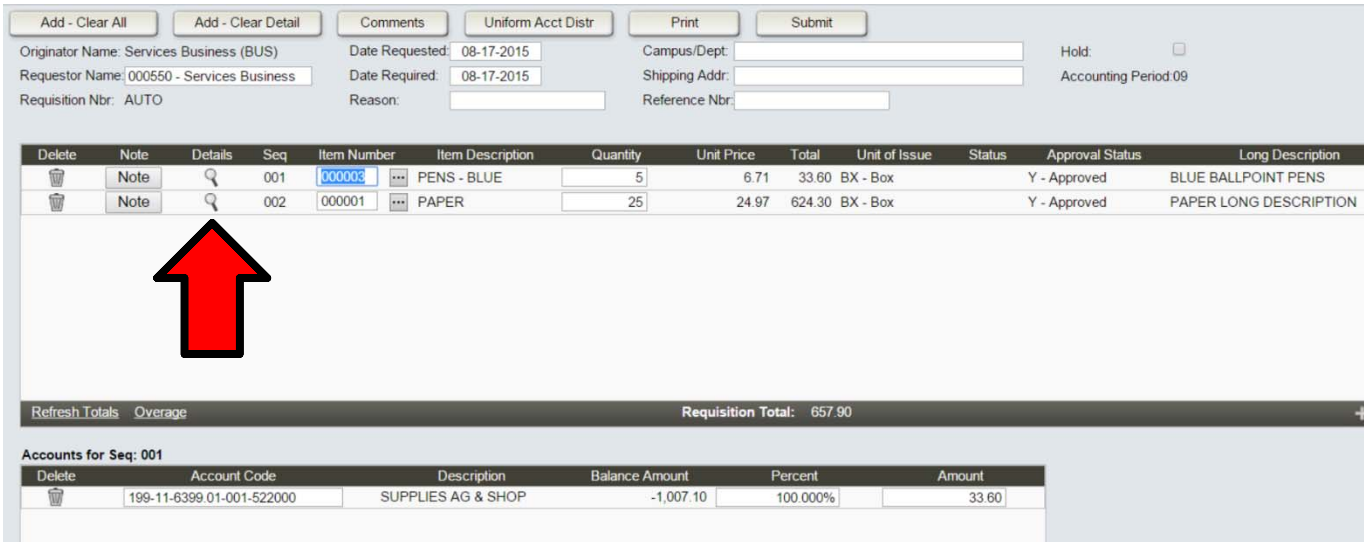
6. To add the Account Code to be used for the item, click **+Add** located in the bottom portion of the screen.



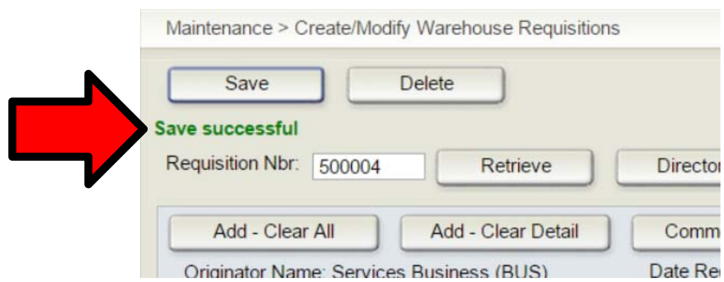
Type in the account code. The accounts listed will narrow as you type the code. Only the account codes that you are authorized to use will appear in the drop down menu. The percent and amount will automatically populate for the item above for the full amount.



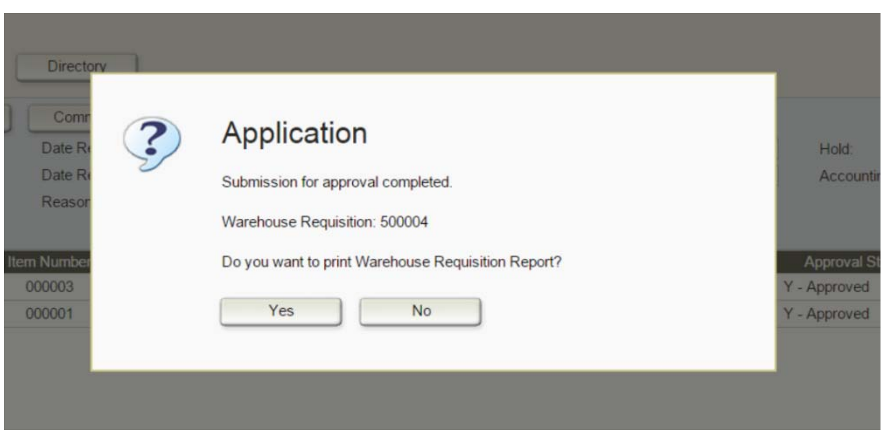
Use the spy glass under the Details column to change account information for each line item.



7. Click **Save**. You will get a green Save successful message in the top left of the screen.



8. When the Warehouse Requisition is complete, click **Submit**. You will get confirmation that the requisition has been submitted for approval and a warehouse requisition number. You also have the ability to print a warehouse requisition report at this time, if needed.



9. When you have finished entering warehouse requisitions, logoff the TxEIS session by clicking **Exit Application** in the top right corner of the screen.