

## Creating a Printer Ink/Toner PO

1. Decide what product you need to purchase
  - Find model number on old cartridge (or)
  - Receive email alert for printers low on toner
2. Sign into Teams and select "Create Requisition"
3. Choose Traditional and click continue

https://teams.tylerisd.org/requisition/EntryPointCreateRequisitionsAction.do?busFunc=CreateRequisitions&fromMenu=Campus+Financials+(Approval)&selDDMen=Technology+Service+Center+Menu%2CEmployee+++Self+S

Recent \*Technology Service Center Menu \*Employee Self Serve Menu !Campus Financials (Approver) Help

Selected Position: 11713 Role Name: Technology Service Coordinator [643A]

Select Requisition Type

**Requisition Types**

Requisition Type: \*  Traditional (New)  
 Saved Carts  
 Not To Exceed Requisition - Maximum Amount \$300  
 Project  
 Blanket

Fiscal Year: \* 2016  
Process Lines Separately: \*  Yes  No  
Confirmation Only: \*  Yes  No  
Cart Name: \* Traditional Joseph Jacks 01-22-2016 Cart #2

Continue Cancel

4. For Category choose "OFF- Toners and Ink"
  - Then choose "CDW Government Inc-12505" as your "Vendor" and "Order From" will auto populate.

Create Requisition Line Items

Traditional Requisition Header

Category: \* OFF- Toners and Inks Vendor: \* CDW Government Inc - 12505  
Contract: Order From: \* (P) CDW Government Inc - 230 N Milwaukee Ave, Vernon Hills, IL, 60061, 4304  
Requestor: \* Vargas, Sandra Deann - :  
References:  
Ship-To Location: \* Ship-To Receiving Group: \*

Messages

Add Line Items Clear

5. Fill in “Ship to Location” and “Receiving Group”

**Create Requisition** Line Items

**Traditional Requisition Header**

Category: \* OFF- Toners and Inks  
Contract:   
Requestor: \* Vargas, Sandra Deann - :  
Vendor: \* CDW Government Inc - 12505  
Order From: \* (P) CDW Government Inc - 230 N Milwaukee Ave, Vernon Hills, IL, 60061, 4304  
References:   
Ship-To Location: \* Administration - 922  
Ship-To Receiving Group: \* 730-Purchasing

Messages

**Add Line Items** **Clear**

6. Click “Add Line Items”

**Create Requisition** Line Items

**Traditional Requisition Header**

Category: \* OFF- Toners and Inks  
Contract:   
Requestor: \* Vargas, Sandra Deann - :  
Vendor: \* CDW Government Inc - 12505  
Order From: \* (P) CDW Government Inc - 230 N Milwaukee Ave, Vernon Hills, IL, 60061, 4304  
References:   
Ship-To Location: \* Administration - 922  
Ship-To Receiving Group: \* 730-Purchasing

Messages

**Add Line Items** **Clear**

7. At the bottom of the screen click “Add Line from Catalog”

The screenshot shows the 'Traditional Requisition Line Items' section. At the top, there are navigation tabs: 'Recent', '\*Technology Service Center Menu', '\*Employee Self Serve Menu', '!Campus Financials (Approver)', and 'Help'. Below this, a header bar contains metadata: 'Selected Position: 11713', 'Role Name: Technology Service Coordinator [643A]', 'Cart Name: Traditional Joseph Jacks 01-22-2016 Cart #2', 'Fiscal Year: 2016', 'Requested For', 'Procurement Category: Printer Supplies', 'Vendor: CDW Government Inc (CDW Government Inc)', 'Ship To Location: Ramey Elementary School', and 'Ship To Receiving Group: 116-Ramey Ele'. Below the header, there are buttons for 'Create Requisition' and 'Line Items'. The main section is titled 'Traditional Requisition Line Items' and includes several radio button options for 'Show Install?', 'Show Freight?', 'Show Tax?', and 'Split Accounts By Type?'. A table below these options shows a single line item with a quantity of 1.0 and a total amount of \$0.00. At the bottom of the screen, there are buttons for 'Add Line from Scratch', 'Add Line from Catalog' (highlighted with a red arrow), 'Save Cart as Incomplete', 'Submit', 'Return', and 'Cancel Shopping Cart'.

8. Type the product number or printer model in the description box and click “Search”
- Ie. For a HP Laserjet 4000 you would input 4000 or the toner model number 27x

The screenshot shows the 'Purchasing Catalog Criteria' section. At the top, there are navigation tabs: 'Recent', '\*Technology Service Center Menu', '\*Employee Self Serve Menu', '!Campus Financials (Approver)', and 'Help'. Below this, a header bar contains 'Purchasing Catalog', 'My Favorites', 'My History', and 'Search Results'. The main section is titled 'Purchasing Catalog Criteria' and includes several fields: 'Company:' with a value of '12505', 'Procurement Category:' with a value of 'Printer Supplies', and 'Description:' with a value of '4000'. There is also a 'Contains:' field. At the bottom left, there is a 'Search' button (highlighted with a red arrow) and a 'Return to Shopping Cart' button (highlighted with a red arrow).

9. Select the item you wish to purchase
  - This will fill in your requisition line with the product and price

Selected Position: 11713      Role Name: Technology Service Coordinator [643A]      Fiscal Year: 2016      Cart Name: Traditional Joseph Jacks 01-22-2016 Cart #2

Purchasing Catalog | My Favorites | My History | Search Results

**Search Results**

Configure columns | Sort | Clear    Sorted by: (default)

Prchs Item ID	Req. Type	Short Description	Long Description	Unit Price	Category	Unit of Measure	Hazard	Perish	NIGP Code	Quantity Available
4	V	Laserjet 4000n	HP 27X Black High Yield Toner Cartridge	152.24	Printer Supplies	Each	x	x		

Select All    Select Catalog Item(s)    Return to Shopping Cart

10. Update quantities and add account codes
11. Add additional lines in the same manner
12. When complete click submit

Selected Position: 11713      Role Name: Technology Service Coordinator [643A]      Cart Name: Traditional Joseph Jacks 01-22-2016 Cart #2      Fiscal Year: 2016

Procurement Category: Printer Supplies      Vendor: CDW Government Inc (CDW Government Inc)      Ship To Location: Ramey Elementary School      Ship To Receiving G

Create Requisition | Line Items

**Traditional Requisition Line Items**

Show Install?:  Yes  No    Show Freight?:  Yes  No    Show Tax?:  Yes  No    Split Accounts By Type?:  Yes  No    Cart Total Amount: **\$627.50**

Save as Fav?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt	Total Line Amount	Accounts	Type
<input type="checkbox"/>	3.0	98432	Each	HP 27X Black			152.24	0.00	456.72	192.11.6319.00.947.11.000 - 100.0%	Traditional
<input type="checkbox"/>	2.0	698008	Each	HP 49A (Q59-			85.39	0.00	170.78	(click to add an account)	Traditional

Add Line from Scratch    Add Line from Catalog    Save Cart as Incomplete

Submit    Return    Cancel Shopping Cart

13. Once PO is approved by Accounting and Purchasing you may send PO to vendor for purchase.