



1. Go to Requisition Entry

Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

2. Click **Switch Form** on the ribbon at the top of the page *Click on More if you don't see it.



3. Select **Regular** from the pop up box, click ok

Choose a Form ×

Choose an option

CONTRACT

MREQ

REGULAR

WHSE

NONE

Box Definitions:

CONTRACT – Use to enter a contract

MREQ – Master form, don't use

REGULAR – Use this to enter most requisitions

WHSE – Use to enter a warehouse order

NONE – No modifications made full form

4. Click **Add** in the ribbon

5. Your Site/Department number will show in the **Dept/Loc** box

6. Press **Tab**

7. The Fiscal year will complete for you

8. **Tab** past the Requisition number box; a requisition number will auto-populate.

9. In the **General Description** box enter a definition of the type of order you are creating, such as TEXTBOOKS, CLASSROOM SUPPLIES, ETC.

(REMEMBER ALWAYS USE CAP LOCK IN MUNIS).

10. Just below the General Description box is **General Notes**. This is where you can enter a note such as your school site plan justification for categorical programs. Remember to attach your school site plan page to the requisition. (Do Not flag this note to "Print on PO")

11. Click **Accept** and then click back.

12. Notice that the Status box is Status 2 **CREATED**

Status 2 Created

13. **Tab** past the **Needed by** box and the **Entered** box that has auto-filled

14. **Tab** past the **PO expiration** box leaving it empty.

15. **Tab** past the **Receive by** bullet leaving it on **Quantity**

16. **Tab** past **Three-way match** that is checked

17. **Tab** past, **Inspection required** and **Project accounts** leaving the boxes unchecked.

Main

Dept/Loc * 362 ...

Fiscal year * 2024 Curre

Requisition number * 24000955

General description CLASSROOM SUPPLIES

Note

Requisition 2024 24000955

Date/Time 2023-07-23 14:23 Print on PO.

Created By 4180mkitchen

SPSA: GENERAL ED PG 2

You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing



18. Vendor – School Specialty eProcurement Vendor Number 20943

You can purchase from any of School Specialty’s suites of brands using the same requisition as long as the funding is appropriate and the items are approved for purchase.

1. School Specialty brands:

Learning Environments: Califone Educational Technology, Childcraft Early Childhood Development, Classroom Select, Safe School Safety Products

Curriculum: Coach, Delta Education hands-on program materials, Foss, Spire ELA Products, Wordly Wise 3000 Intervention solutions

Education Essentials: Abilitations Special Needs Products, Frey Scientific, Sax Art and Crafts, School Smart & Classroom Direct School and Office Supplies, Sportime PE Equipment

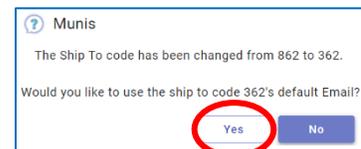
19. **Enter** the vendor number listed above for School Specialty.

20. **Tab** past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.

21. The **Shipping Address** defaults to the warehouse.

a. Change the Shipping Address to your site number.

22. You will get a pop-up asking if you want to use the ship to code’s default email, **click Yes**.



23. **Email** – the correct email should have just populated, you can modify it if necessary.

24. **Reference** – Use this field to enter the information you may need to know such as the Teacher’s name and room number.

25. **Special handling** –Leave N – NONE selected.

26. **Terms** section, Leave all the information with the default settings.

a. **Discount %** - Leave blank, we utilize the Omnia piggyback bid through School Specialty and the US Communities Bid through Amazon. The discounts are already reflected when shopping on those sites.

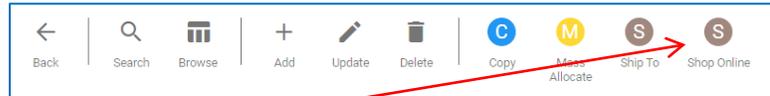
b. **Freight %** - There is no need to enter anything here, if there is a shipping charge it will be exported to your requisition when you transfer your cart back to Munis

c. **Sales tax group** – Your correct tax is already entered, please leave it in place.

27. Click **Accept**, you will be transferred to the **Line Items** screen.



You are now ready to shop online at School Specialty.



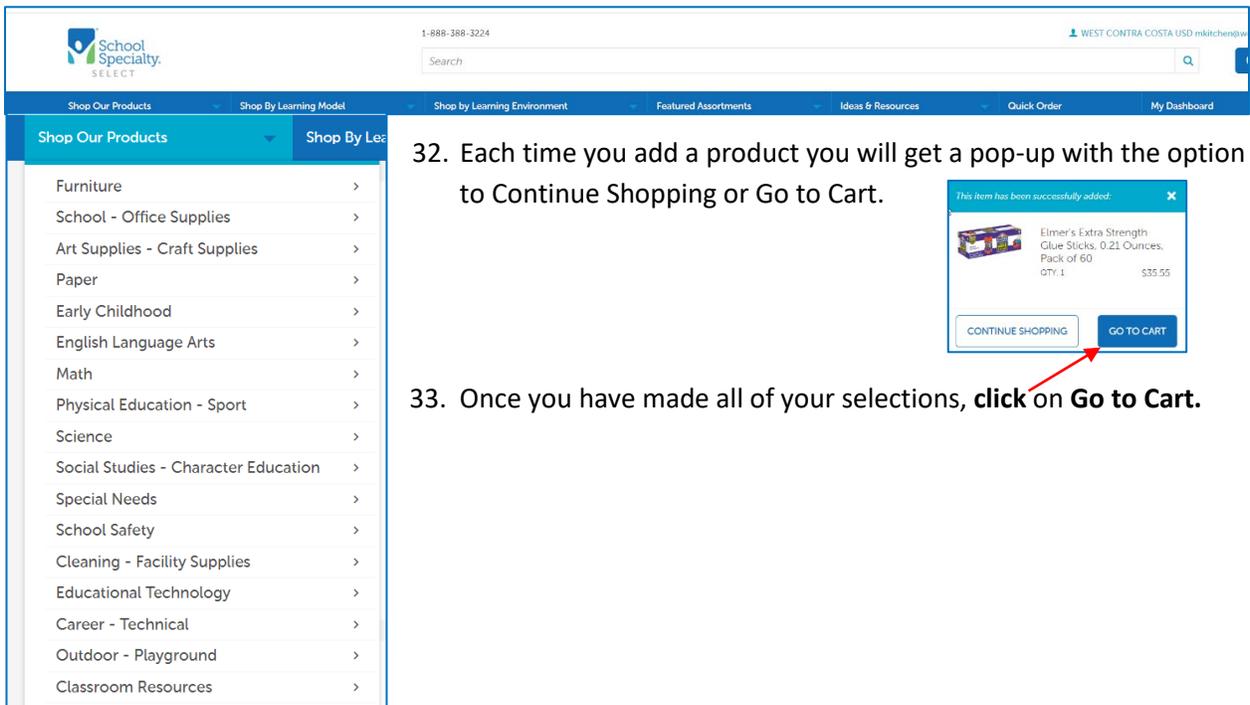
28. Click on **Shop Online** in the ribbon



29. Click on School Specialty.

30. Click **Accept**

31. You will be transferred to the vendors website where you can select the items you wish to purchase.



32. Each time you add a product you will get a pop-up with the option to Continue Shopping or Go to Cart.

33. Once you have made all of your selections, **click on Go to Cart.**

34. Your cart will open so that you can review your items and make any corrections or changes.



Your Shopping Cart [Edit](#)

Cart 1023264672 | Last modified on 07/23/2021
 Pricing Program: OMNIA - FL/CA FREE FREIGHT ALL
 Prices are subject to change in saved carts.

Other Saved Carts

ACTIONS

You are shopping with your OMNIA - FL/CA FREE FREIGHT ALL pricing program. Items in pricing programs are eligible for this cart. [View](#) [Download](#)

OMNIA - FL/CA FREE FREIGHT ALL

15 Items

Product	Delivery	Quantity	Unit Price	Total Price
S.P.I.R.E. Phonogram Cards, 2-1/2 x 3-1/2 Inches, Levels 0 to 8 Item #: 97023107143 Temporarily Out of Stock - On Order View to List	Free Shipping Ineligible Details	10	\$24.20	\$242.00
Sportline Max Women's ProRubber Basketball, 28-1/2 Inches Item #: 617074 In Stock - Typically Ships Within 0-2 Days View to List	Ships Free with your Pricing Program	1	\$15.79 (\$14.09)	\$15.79
School Smart Blunt Tip Kid Scissors 5 Inch, Assorted Colors, Pack of 12 Item #: 118158 In Stock - Typically Ships Within 0-2 Days View to List	Ships Free with your Pricing Program	1	\$14.81 (\$13.79)	\$14.81
School Smart Classroom Crayon Pack with Storage Box, Assorted Colors, Pack of 600 Item #: 242712 In Stock - Typically Ships Within 0-2 Days View to List	Ships Free with your Pricing Program	1	\$18.99 (\$19.99)	\$18.99
Children's Construction Paper, 9 x 12 Inches, Assorted Colors, 300 Sheets Item #: 1187389 In Stock - Typically Ships Within 0-2 Days View to List	Ships Free with your Pricing Program	1	\$11.69 (\$17.09)	\$11.69
School Smart Glue Sticks, 0.28 Ounces, Purple and Dries Clear, Pack of 20 Item #: 1151216 In Stock - Typically Ships Within 0-2 Days View to List	Ships Free with your Pricing Program	1	\$12.15 (\$19.89)	\$12.15

*No Other Discounts Apply

Subtotal: \$266.33
 + Estimated Tax: \$18.89
 = Shipping: \$14.44
 Total: \$434.37
 Total You Save: \$291.02 (\$60.02)

Have Promotions Applied?
 Enter Promotion Code: [APPLY](#)
 Promotional Code:

*Please note that Promotion Codes are case sensitive. Promotion Codes may not apply to specially priced items.

Next Step [SAVE CART](#) [TRANSFER](#)

35. Click on **Transfer** to bring your selected items back into Munis.

36. You will see the message to please wait and then this screen will open.

Your items have been submitted to MUNIS.

Once in MUNIS, click the "continue" option to populate your requisition with your items.

It is OK to **close** this page.

37. You can now click on **close** to close this page.

38. You will be returned to Munis

39. Click on **Continue** in the ribbon

Line Items

Back Search Browse **Continue** Cancel



40. All of your items will populate as line items in your Munis requisition.

a. **Notice** that the Item information is in lower case. **It's okay you can leave it that way.**

41. Click **update** and **add your account number** to the first line item.

42. Click **Accept**.

43. Using the arrows at the bottom of the screen, **go to your second line item**.

44. Click **update**.

45. Place your cursor at the beginning of the Account section. Make sure that there are no spaces before your cursor.

46. Click **Copy GL Acct** in the ribbon at the top of the screen to populate the same account code.

47. Click **Accept**

48. Continue adding your account code to each of the line items.

49. After entering your last account code click **Accept**, then click **Back** to go back to the main page of the requisition.

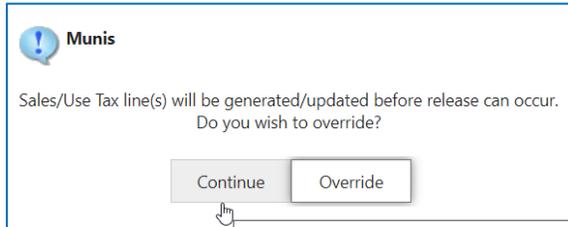
50. You are ready to send your requisition into workflow when your status is 4 Allocated.



51. Click **Release** in the ribbon.



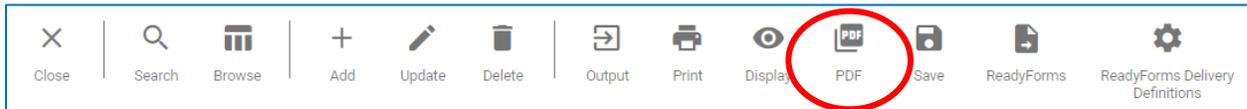
52. When you click release you will get this pop-up



53. Click **Continue**

54. Your status will now be 6 (Released).

55. If you want to save a copy for your records, click on PDF and a copy will be created. Do not use the print option. Create and print the PDF.



56. The requisition will process through the workflow approval process.

57. Once it arrives in purchasing it will be converted into a purchase order and your items will be ordered for you.