

## MEMORANDUM

**To:** Deans, Directors, Departmental Chairperson  
And All Other Administrative Personnel

**From:** Mail Services

**Re:** FY26 Mail Services Purchase Orders

Listed below are the steps to enter your requisitions for Mail Services encumbrances.




### **PO'S FOR MAIL SERVICES ARE STILL ENTERED IN PEOPLESOFT (FMS)**

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**IMPORTANT: Only 1-line item with 1 distribution line allowed on purchase orders for Mail Services.**

#### Entering Requisition

1. Main Menu select eProcurement
2. **Create/New Requisition** panel appears
3. Select **Internal Service Dept Request**
4. Under Request Defaults, info should populate.
5. Click OK. The **Create Requisition** page appears
6. Select **Special Request-Fixed Cost Services**
7. **Fixed Cost Service** page appears
  - a. Service description: Name of Dept. /Title or Name of Mailing or Name of Grant or Dr.'s Name (**You Must Indicate Previous Year's PO#**)
  - b. Value of service: Enter \$ encumbrance for the entire FY26
  - c. Category: must be **Mail Services**
  - d. Currency – USD
  - e. Supplier ID: 0000000002
  - f. Supplier name: Central Mail (Click magnifying glass, select #2, **MAIN ONLY**)
  - g. Start date: 09/01/2025
  - h. End date: 08/31/2026
  - i. Quote number: If applicable
  - j. Quote date: If applicable
8. Additional Information: Indicate the previous year's PO#
9. Check all that apply
  - Send to Supplier (✓ this box)
10. Select **Add to Cart**.
11. Click **Checkout**
12. The **Checkout-Review and Submit** page appears

13. Requisition Summary
  - Business Unit: Populated
  - Requester: populated
  - Currency: populated
  - Requisition Name: Name of Dept. (ex., **FY26 Mail-Rheumatology, Dr. ABC and Dr. XYZ**)
14. **Cart Summary:** Total amount populated in USD
15. **Requisition Lines**
  1. Click on the icon  (under details) for Line details
  2. The line details page appears
    - a. Physical Nature: Services
    - b. Buyer: Select the Buyer for your department
    - c. Contract Information: not applicable
    - d. Supplier Information: populated (*Must read MAIN*)
    - e. Manufacturer Information: if applicable
    - f. Sourcing Controls: if applicable
  3. Click OK
16. Continue under **Requisition Lines**
  1. Click the  (Show Ship to/Accounting Lines)
  2. Go to  Accounting Lines
    - a. Change **Distribute By** to read AMT
    - b. Fill in the Chart fields 2 information
      - **Operating Unit**
      - **Dept. ID**
      - **Fund**
      - **Project**
      - **Program**
      - **Account (67291)**
      - **Class**
      - **Fund Affiliate**
17. **Shipping Summary:** Verify information-edit if needed
18. **Requisition Comments and Attachments:** Enter requisition comments  
Check all that apply
  - Send to Supplier (✓ this box) Indicate FY25 PO#
  - Show at Receipt
  - Show at Voucher
19. **Approval Justification:** Enter approval justification for this requisition
20. Click **Check Budget** – Budget Checking Status should read **VALID**
21. Then click **Save & Submit**
22. The **Confirmation** page appears
23. The requisition was saved and submitted to workflow approval.

The requisition was automatically sent to Mail Services for approval. Mail Services approves the requisition, and then it will return to the requesting department for their approval. The requisition will assign a PO number when it has completed the approval process and budget check.

**Mail Services will not process metered mail without funds encumbered.** Mail Services will use the PO number as your job number.

**DO NOT PRINT; INFORMATION SUBJECT TO CHANGE.**

Barcodes

1. Once your requisition approved and assigned a PO number, Mail Services will automatically send one (1) sheet of barcodes. Please enter a request for any additional barcodes through the Mail Services web page <https://www.uth.edu/mail-services/forms/UT-Mail-Serv-Bar>
2. Remember purchase order numbers used to process your outgoing mail. We cannot process mail or barcode requests from a requisition number.
3. Mail Services does not maintain a record of departmental purchase orders. Please keep a copy of your requisition and PO numbers, to obtain billing information.
4. Cost of barcodes:

Per sheet (30 barcodes per sheet)	\$1.00
Per pack (4 sheets = 120 barcodes)	\$4.97