

Review and Print Purchase Orders

When a Purchase Order is created, a *Purchase Order Created* workflow task will route to the SAP Portal Worklist of the requisition creator. Requisition creators will be sent hourly e-mails to notify them that a **New Workflow** has been delivered to their worklist.

STEP 1: Go into **SAP Web portal** and select the **Worklist** tab.

STEP 2: Select **Purchase Order Created** task to process.

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist', 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. A search bar shows 'Show: New and In Progress Tasks (20 / 20)' and 'All'. A table lists tasks with columns for Subject, From, Sent, Status, and Substituted For. The first task is 'Purchase Order Created - 4500077990' from 'Allbright, Jacque' sent on 'Oct 28, 2013' with a status of 'New'. Below the table, there are navigation icons and 'Row: 11 of 20'. The main content area shows details for 'PO Release - req. 10058370 / 00110', including 'Sent: Yesterday by Salinas, Crystal', 'Status: New', and 'Priority: Normal'. There is an 'Attachments' section with a link to 'Requisition item: 001005837000110'. On the right, a 'You can also:' section contains links for 'Add Memo', 'Manage Attachments', and 'View History'. A blue box with the number '1' is overlaid on the top navigation bar, and another blue box with the number '2' is overlaid on the first row of the task table.

Subject	From	Sent	Status	Substituted For
Purchase Order Created - 4500077990	Allbright, Jacque	Oct 28, 2013	New	
Purchase Order Created - 4500077991	Allbright, Jacque	Oct 28, 2013	New	

PO Release - req. 10058370 / 00110
Sent: Yesterday by Salinas, Crystal Status: New
Priority: Normal

Attachments

Type	Title
	Requisition item: 001005837000110

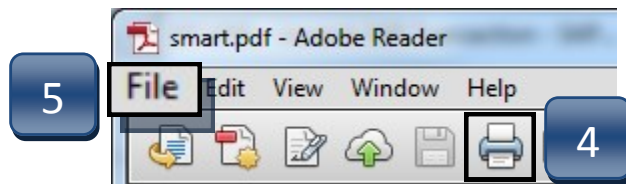
You can also:
[Add Memo](#)
[Manage Attachments](#)
[View History](#)

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STEP 3: Select **Print Preview**. Purchase Order will open in Adobe as PDF.



STEP 4: Review the purchase order and select **Print**. If any information is incorrect, please contact the Purchasing Office at **245-25121** or purchasing@txstate.edu.



STEP 5: Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.

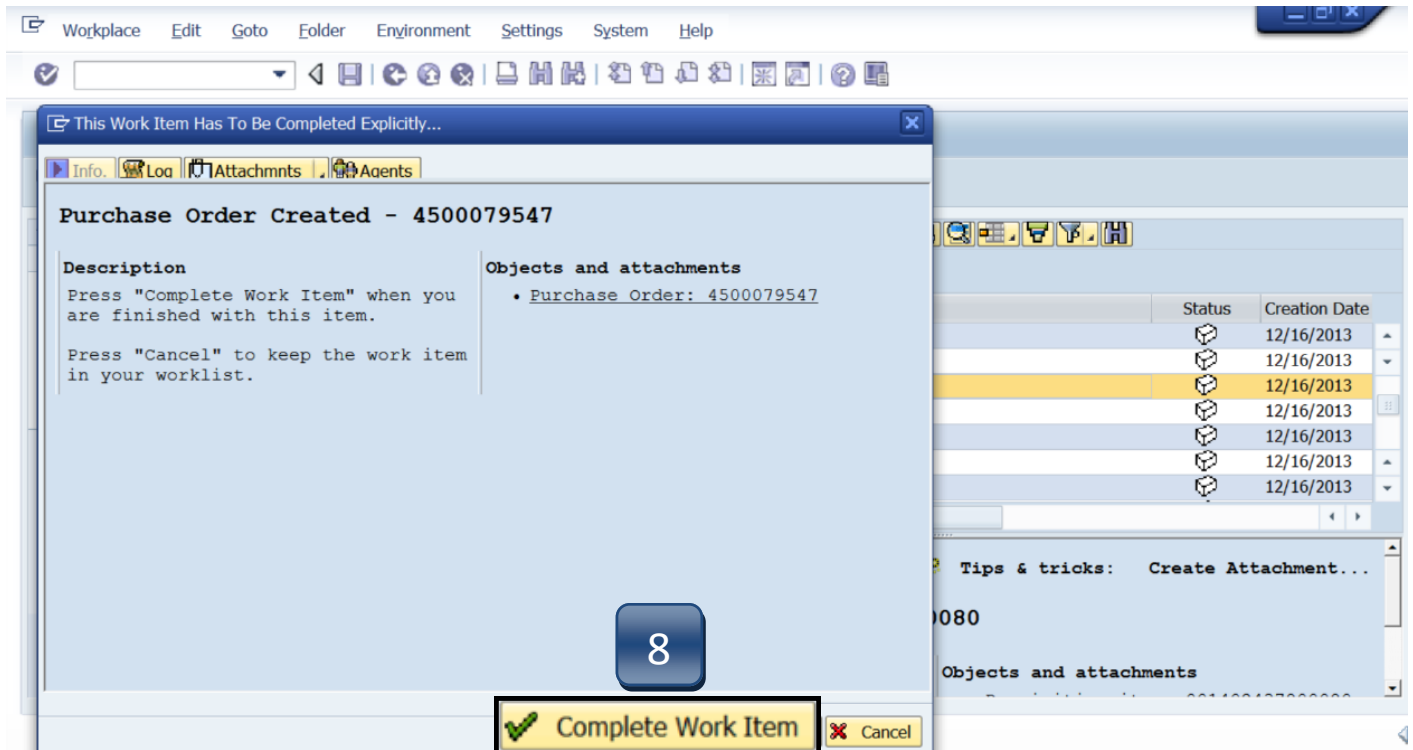
STEP 6: Select **Back** when finished to return to the prior screen.



STEP 7: Select **Back** again to return to the worklist.



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STEP 8: Select **Complete Work Item** to complete this task, then **Close**.

STEP 9: Following task completion, click **Refresh** to see the task removed from your worklist.

