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 emails 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.

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Review and Print Purchase Orders

STEP 3: Select Print Preview . Purchase Order will open in Ad	dobe as PDF.
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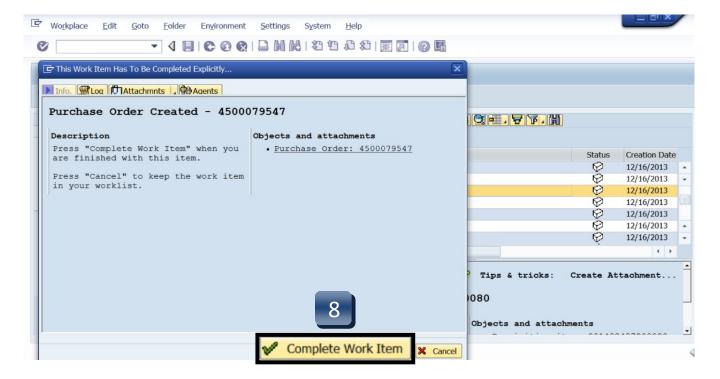
- **STEP 4:** Review the purchase order and select **Print**. If any information is incorrect, please contact the Purchasing Office at **245-2521** or <u>purchasing@txstate.edu</u>.
- **STEP 5:** Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.
- **STEP 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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Review and Print Purchase Orders

- **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.



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