## **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.

W	el 1	Worklist	SAP Easy Ac	cess	Employee S	Self-Servio	ce BO	BCATa	log	Training a	and C	Developmer	nt	
Ur	niversal V	Norklist	Worklist Help	Subst	itution Help	Substitu	ution Repo	rt   F	PCR	Approval He	elp			
											- 1	History	Back	Forward
I													4	) []
	Show:	New and In	Progress Tasks	(20 / 20	) 🔻 All	•				Show Fi	ilters	Hide Previe	ew <u>Ref</u>	resh
	Subje	ct		1	From	I	Sent	Ŧ	J	Status		Substitute	ed For	1
2	Purch	ase Order Cr	reated - 450007	7990	Allbright, Ja	Oct 28, 2	ct 28, 2013 1		New					
	Purch	ase Order Ci	reated - 450007	7991	Allbright, Ja	cque	Oct 28, 2	013	1	New				
		Row : 1	1 of 20: 💌 🗶	2										
	PO Re	lease - req	10058370 / 0	0110					Y	ou can also	o:			
	Sent: Priority:		oy Salinas, Cryst	al S	tatus: New					idd Merno Ianage Atta	chme	ents		
	Attachn	nents							V	iew History				
	Туре	Title												
	-	Requisition it	tem: 0010058370	000110										

# **Review and Print Purchase Orders**

<b>STEP 3:</b> Select <b>Print Preview</b> . Purchase Order will open in Ad	dobe as PDF.
---	--------------

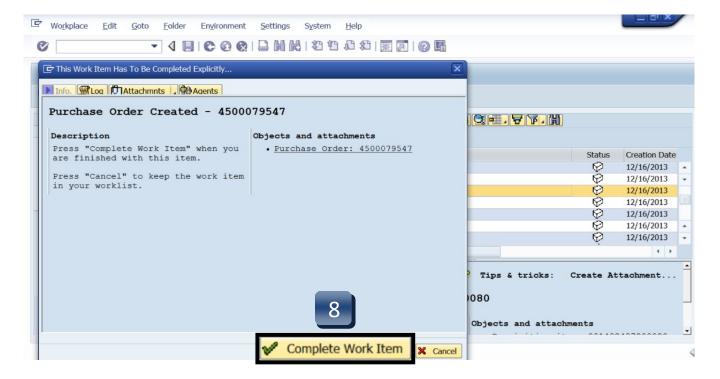
- **STEP 4:** Review the purchase order and select **Print**. If any information is incorrect, please contact the Purchasing Office at **245-2521** or <u>purchasing@txstate.edu</u>.
- **STEP 5:** Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.
- **STEP 6:** Select **Back** when finished to return to the prior screen.
- **STEP 7:** Select **Back** again to return to the worklist.

5 File dit View Window Help File dit View Window Help Compared Printer Menu a Back 6 hel System a	Loc	al PO 4	500	077	794	6 C	rea	ted	by	/ Shont	e Go	rdor	1							
Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Custom 5 File dit View Window Help File dit View Window Help File dit View Window Help Eack 6 Icel System 4	enu 🔺				_ ◀	Back	Exit	Cance	I S	ystem 🔺 🛛 Doc	ument Ov	erview On	Creat	e Disp	olay/Ch	ange	Other Pu	irchase O	Pri	nt Previ
5 File dit View Window Help File dit View Window Help Concerned Printer Menu I Back 6 rcel System I	LO	cal PO		▼ 450	00779	946 V	/endor			3178 ONETC	UCHPOIN	T SOUTV	VEST (	Doc. da	ite	10/	17/2013	3		
5 File dit View Window Help Control Control C		Delivery/Invoice	10	Condition	s	Texts		Address		Communicati	n F	artners	Ad	ditional [	Data	Or	g. Data	Status		Customer
				5		File	Edi			Window	Help	4								
cal PO 45000779 <u>46 Crea</u> ted by Shonte Gordon		Γ			: P	re	vie	w.	of							4				
	cal	PO 450	000	779	<u>46</u>	Cre	ate	ed b	y S	Shonte	Gor	don								

Menu 🖌	Back Jocument Overview On Create Display/Change Other Purchase Order Print Preview
Local PO	▼ 4500077946 Vendor 3178 ONETOUCHPOINT SOUTWEST ( Doc. date 10/17/2013
Delivery/Invoice	Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer

### **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.



AP Easy Access	Employee Self-Servi	ce BOBCATa	log	Training and	Development		
list Help   Subst	itution Help   Substitu	ution Report	PCR	Approval Help			
					History Ba	ck Forwar	
						9	
ess Tasks (20 / 20	)) <b>•</b> All •			Show Filter	s Hide Prev	efresh ⊠	
	From	Sent =	J	Status	Substituted F	For	
3056 / 00020	Allbright, Jacque	Oct 28, 2013	1	New			
2756 / 00040	Allbright, Jacque	Oct 28, 2013	1	New			
2756 / 00030	Allbright, Jacque	Oct 28, 2013	1	New			
0: 💌 🗶 🗶							
58370 / 00110			Y	ou can also:			
nas, Crystal S	A	Add Memo					
			N	lanage Attachn	nents		
	ess Tasks (20 / 20 3056 / 00020 2756 / 00040 2756 / 00030 0:	list Help   Substitution	list Help   Substitution Help   Substitution Report   ess Tasks (20 / 20) ▼ All ▼ 3056 / 00020 Allbright, Jacque Oct 28, 2013 2756 / 00040 Allbright, Jacque Oct 28, 2013 2756 / 00030 Allbright, Jacque Oct 28, 2013 0: ▼▼▼ 58370 / 00110	Iist Help Substitution Help Substitution Report PCR   ess Tasks (20 / 20) All ■   3056 / 00020 Allbright, Jacque Oct 28, 2013 1   2756 / 00040 Allbright, Jacque Oct 28, 2013 1   2756 / 00030 Allbright, Jacque Oct 28, 2013 1   0: ▼ ■ ■   58370 / 00110 Y A   inas, Crystal Status: New A	Iist Help Substitution Help Substitution Report PCR Approval Help   ess Tasks (20 / 20) ▲ All Show Filter   3056 / 00020 All ✓ Status   3056 / 00020 Allbright, Jacque Oct 28, 2013 1 New   2756 / 00040 Allbright, Jacque Oct 28, 2013 1 New   0: ✓ ✓ ✓ ✓ ✓   58370 / 00110 You can also: Add Memo ✓	list Help   Substitution Help   Substitution Report   PCR Approval Help   History Ba ess Tasks (20 / 20) ▼ All ▼ Show Filters Hide Pre Bass Tasks (20 / 20) ▼ All ▼ Status Substituted F Source Content of the Sent ♥ Status Substituted F Content of the Sent ♥ Status Substituted F Content of the Sent ♥ Status Substituted F Content of the Sent ♥ Status Substituted F Status Substituted F Content of the Sent ♥ Status Substituted F Content of the Sent ♥ Status Substituted F Content of the Sent ♥ Status Substituted F Status Substituted F Content of the Sent ♥ Status Substituted F Content of the Sent ♥ Status Substituted F Status Substitute	