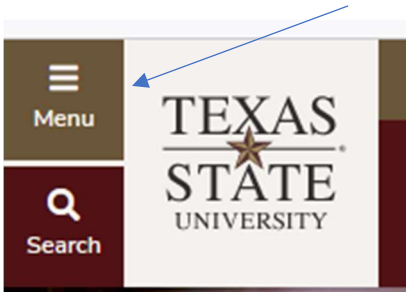


HOW TO DISPLAY AN SAP REQUISITION:

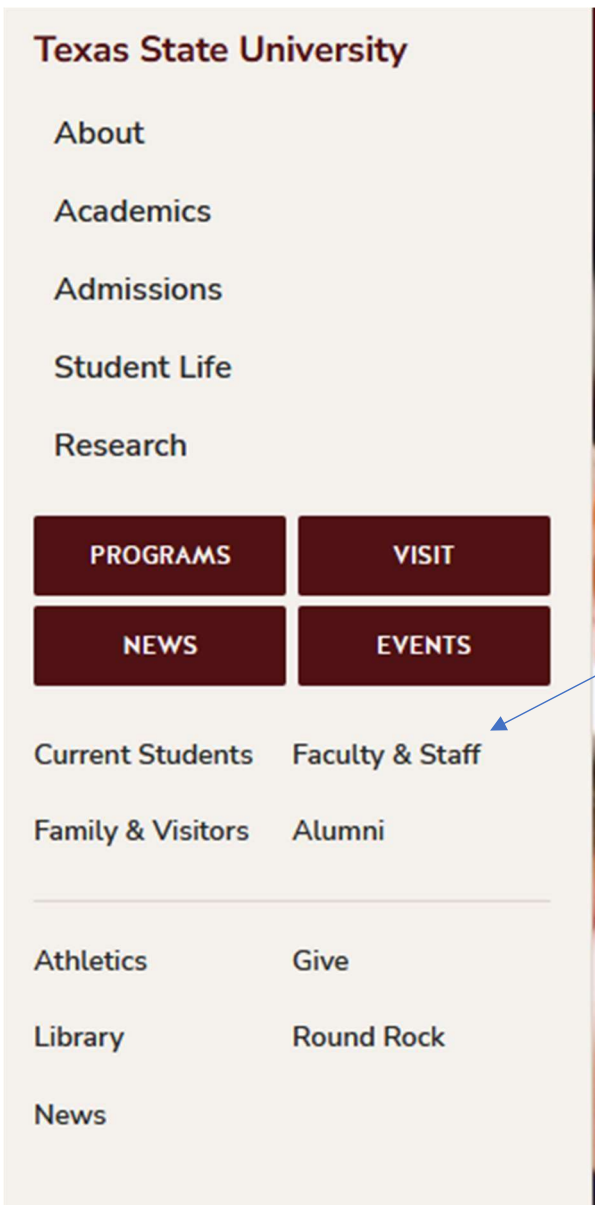
NOTE: The requisitions displayed in these instructions will not match the video.

Log Into SAP and Marketplace through the TXST Portal:

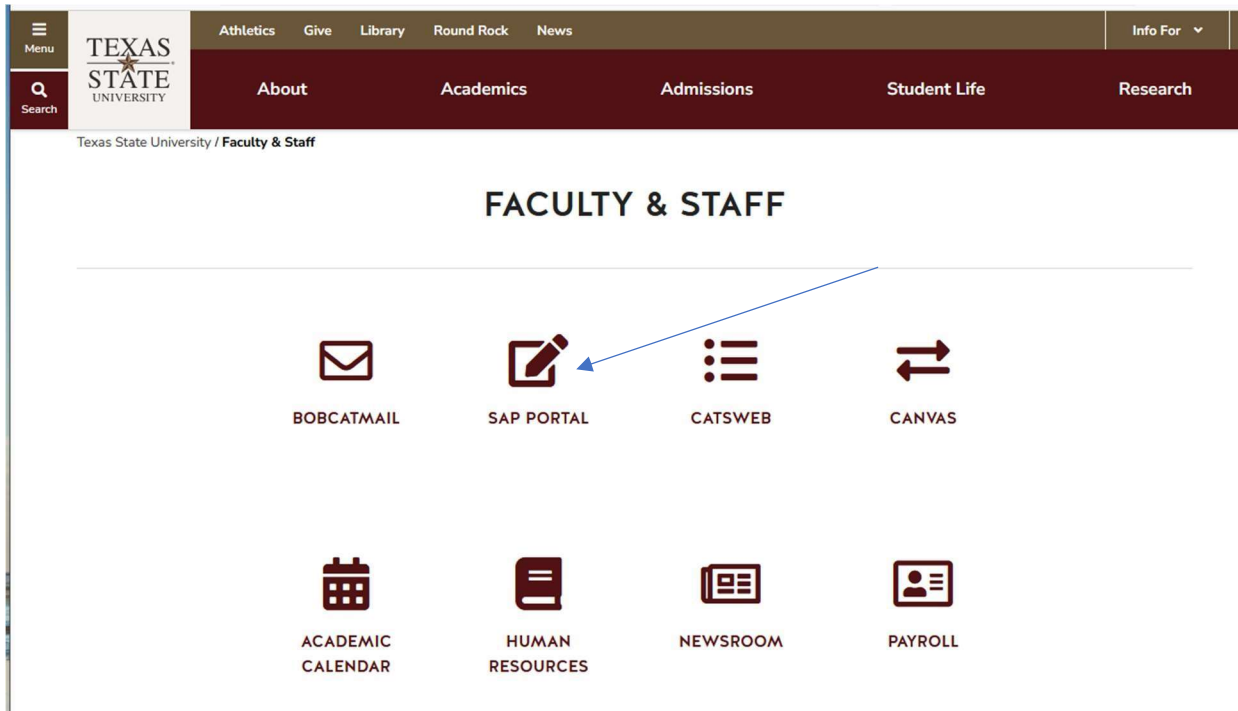
a. Go to the TXST Website and select Menu.



The Menu will expand and select Faculty and Staff



The Faculty and Staff Screen will expand and select SAP PORTAL

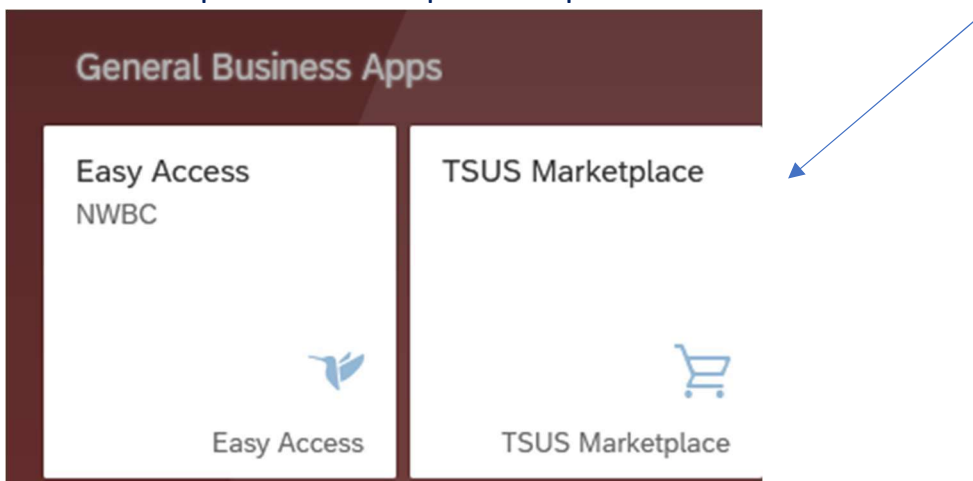


SAP Portal Access will provide access associated with your job role.

In the **General Business APPS**, you will see these tiles.

SAP Easy Access = SAP Requisition

TSUS Marketplace = Marketplace Requisition



To Select an **SAP REQUISITION**; Choose the EASY Access Tile (with blue bird on it)

To DISPLAY a requisition:

Issue SAP TCODE ME53N: Enter in box below.

The screenshot shows the 'Session Manager Menu Tree Display (SMEN)' window. On the left is a tree view under 'SAP Easy Access Menu' with categories like Favorites, Budgets, Accounts Payable, Purchasing, SAP Menu, Office, Cross-Application Components, Logistics (TXState), Accounting (TXState), Human Resources, Information Systems, Tools, and TXState Custom Reports. On the right is a large image of the Texas State University building at night with the text 'TEXAS STATE UNIVERSITY The rising STAR of Texas'.

The system will auto populate your last requisition and *may not be* the REQ you want to look up: Example (This was my last requisition reviewed)

The screenshot shows the 'Display Purchase Req. 14067271' window. The 'Framework requisi.' dropdown is set to '14067271'. The 'Texts' section shows a 'Header note' with a green checkmark. The text content is: '6/12/23 Added BuyBoard Contract - LL BUYBOARD Contract No:642-21 Estimate 2633 Requested by Charlie Salas/LBJSC Wall Base for Directors Admin Area & One Extra Office LBJSC 4th Floor (REVISED MAY 12, 2023 - ADD EXTRA OFFICE)'. Below the text is a dropdown menu labeled 'Continuous-tex...' and the text 'Text adopted from Purch. Requisition (Header note)'. A blue arrow points to the text area. At the bottom is a table with columns: Status, S, Rel, Proc. St, Item I, A, Short Text, Quantity, Unit, Val. Price, Total Value, GR, Matl Group, PC..., PGr, Vendor, Min... C.

Status	S	Rel	Proc. St	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PC...	PGr	Vendor	Min... C
	B	2		10 B	K	DEMO/INSTALL WALL BAS ...	1	AU	996.60	996.60		Services, ...	99	CPO	4091	
										996.60						

TO DISPLAY ANOTHER REQ; SELECT OTHER PURCHASE REQUISITION

This BOX will come up:

ENTER YOUR REQUISITION NUMBER TO DISPLAY / PRESS ENTER

Select Document

Purchase Requisition

14067271

Pur. Order

Purch. Requisition

SRM Contract

Other Document

Type In NEW REQUISITION 14067272 to review

To check if the REQ is approved in workflow, look at the RELEASE STRATEGY TAB

It shows you that the Account Manager and Purchasing has approved.

Session Manager Menu Tree Display (SMEN)

Display Purchase Req. 14067272

Framework requisi... 14067272

Header note

6/12/23 NO TCM, F506 attached LL

Continuous-text...

Status	S	Rel	Proc. St.	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PC...	PGR	Vendor	Min...
B		2		10	B	K	Tyler Askins	1	AU	1,000.00		Services, ...	99	CPO	538561	

Item [10] Tyler Askins

Release group	Release Strategy	Code	Description	Status
ZZ	Req Release Strategy			
01	Req Release Strategy	AM	Account Manager	✓
		PO	Purchasing Dept	✓

To check if the REQ has turned into a Purchase Order, Select the **STATUS TAB**

The Purchase Order Number is listed below under **Purchasing Doc.**

You can **double click** on the Purchase Order number, and it will pull up the PO.

A copy of the PO should be in your worklist for your review and PO Printing if required.

Session Manager Menu Tree Display (SMEN)

Display Purchase Req. 14067272

Menu | [Search] | [Back] [Exit] [Cancel] [System] | [Document Overview On] [Create] [Display/Change] [Other Purchase Requisition] [Help] [Personal Setting]

Theatre Camp as well as being an KA for the camp. The camps dates are 7/9-22/2023.

Continuous-tex... | Text adopted from Purch. Requisition (Header note)

[Icons] | [Default Values]

Status	S	Rel	Proc. St.	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Matl Group	PC...	PGr	Vendor	Min...
	B	2		10	B	K Tyler Askins	1	AU	1,000.00	1,000.00		Services, ...	99	CPO	538561	
										1,000.00						

Item [10] Tyler Askins

[Limits] [Material Data] [Quantities/Dates] [Valuation] [Account Assignment] [Source of Supply] **Status** [Contact Person] [Release strategy] [Texts] [Delivery Address]

Proc. Status: PO created | Ord. Qty: 1 | AU | Release Completed

Block ID: Not Blocked

Doc.cat	LT	Pur. Doc.	Item	Short Descript.	Quantity	OUn
Purchase...		4500160536	10	Sch. Line	1	AU

Congratulations!

You know how to look up an SAP REQUISITION and find your Purchase Oder.