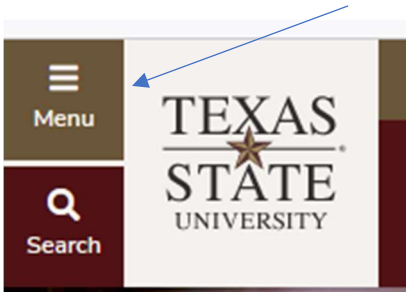**HOW TO DISPLAY AN SAP REQUISITION:**
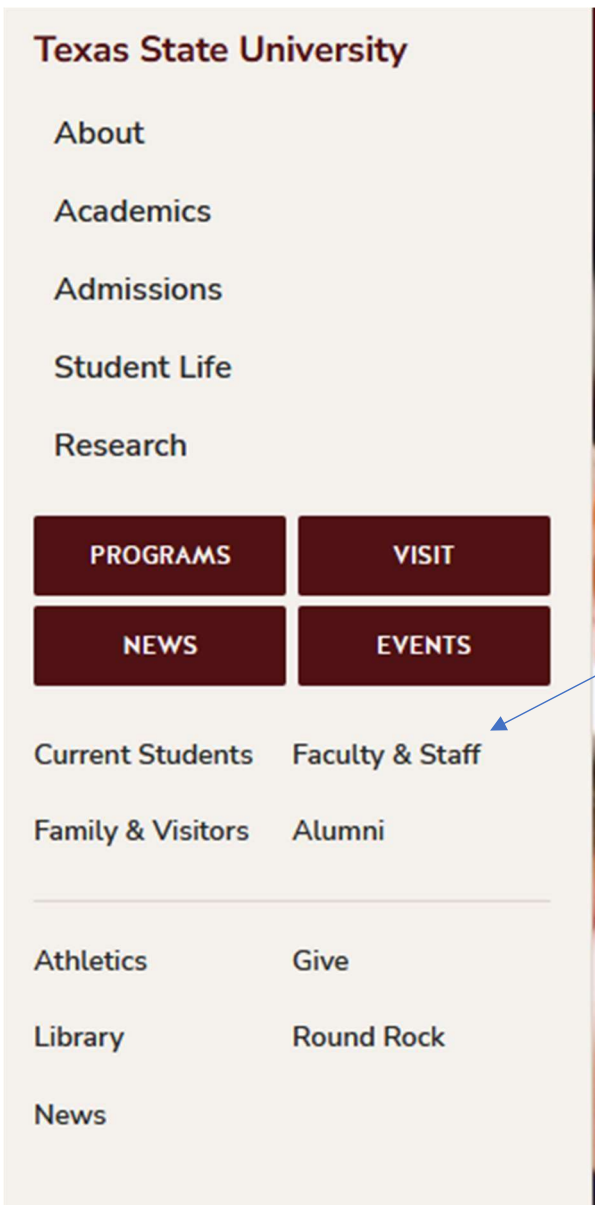
NOTE: The requisitions displayed in these instructions will not match the video.

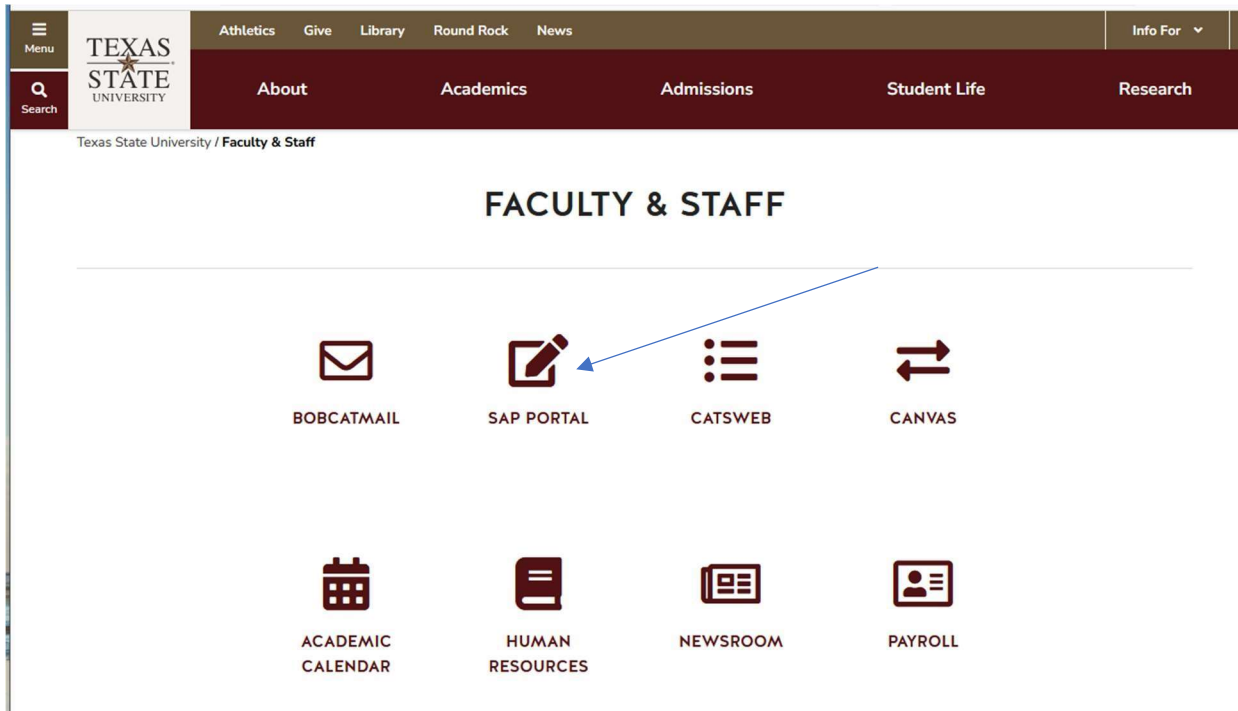Log Into SAP and Marketplace through the TXST Portal:

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 <u>select SAP PORTAL</u>
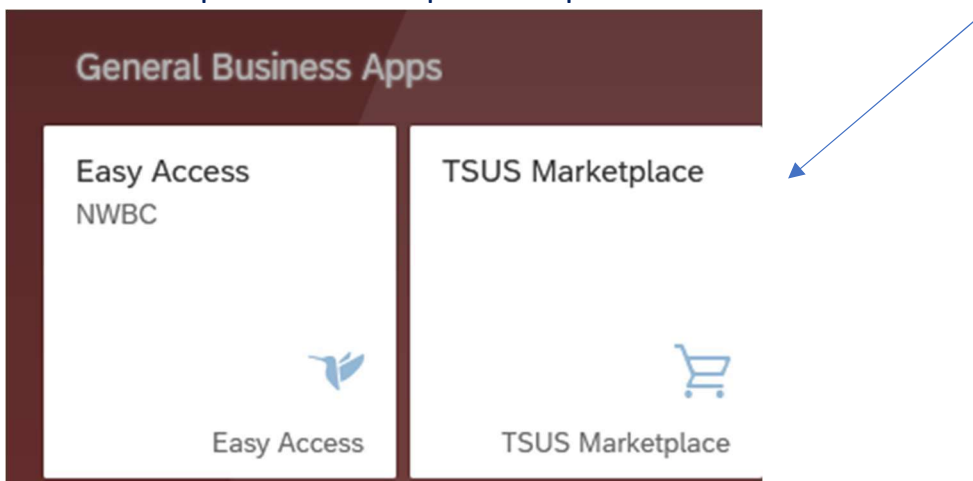

SAP Portal Access will provide access associated with your job role.

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

SAP Easy Access =   SAP Requisition

TSUS Marketplace = Marketplace Requisition

To Select an SAP REQUISTION; <u>Choose the EASY Access Tile </u>(with blue bird on it)

To DISPLAY a requisition:

Issue SAP TCODE ME53N: Enter in box below.

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)

TO DISPLAY ANOTHER REQ; SELECT OTHER PURCHASE REQUSITION

This BOX will come up:

ENTER YOUR REQUISITION NUMBER TO DISPLAY / PRESS ENTER

Type In NEW REQUSITION 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.

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.

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