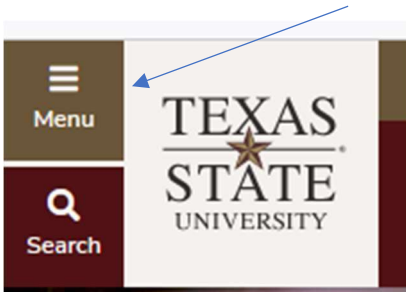


HOW TO DISPLAY A MARKETPLACE REQUISITION:

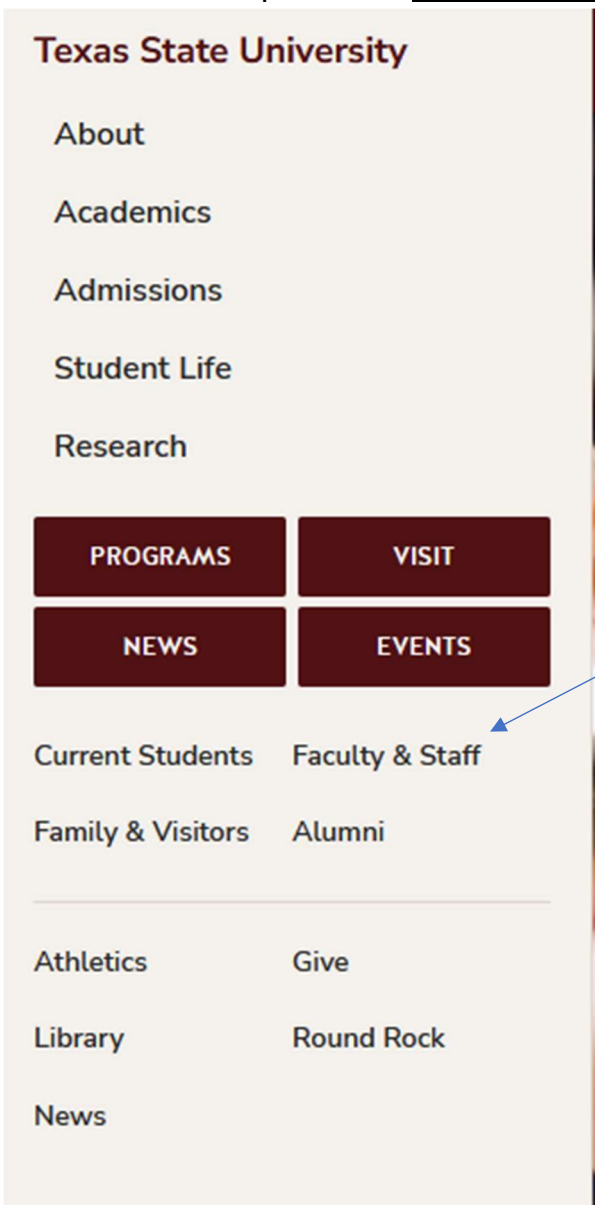
NOTE: The requisitions displayed in these instructions will not match the video.

Log Into Marketplace through the TXST Portal:

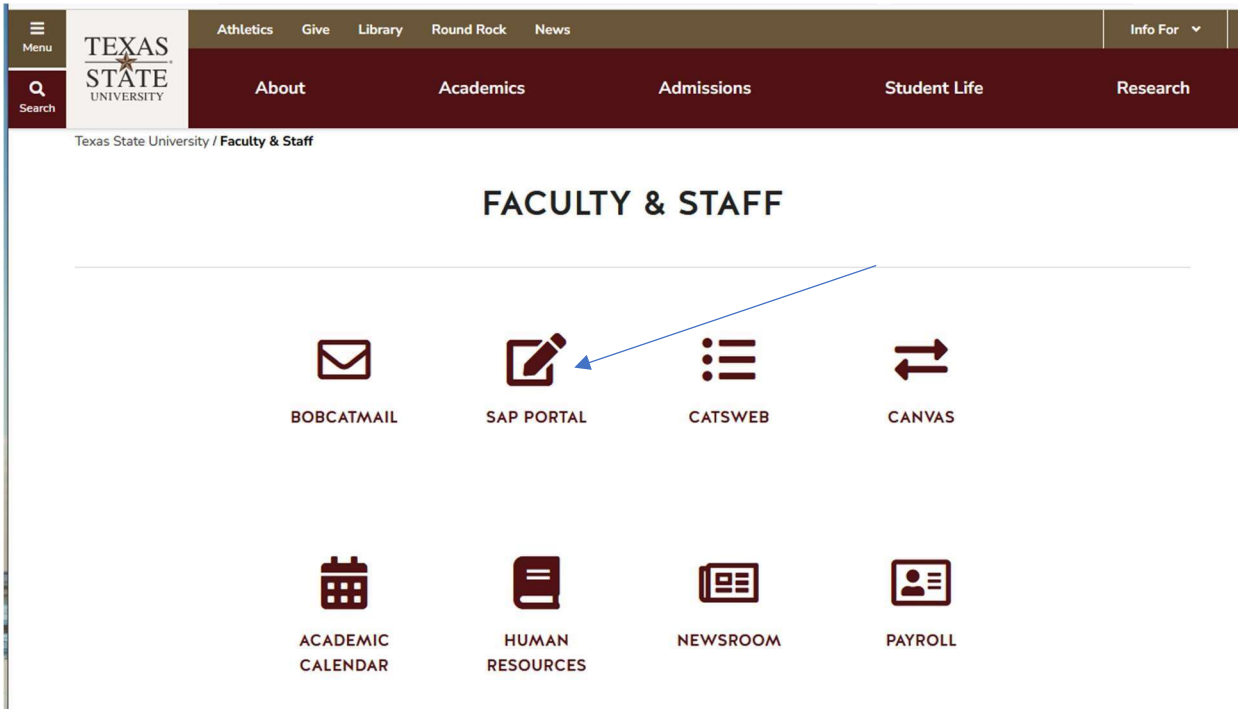
- a. Go to the TXST Website and **select the Menu.**



The Menu will expand and **select Faculty and Staff**



The Faculty and Staff Screen will expand and **select SAP PORTAL**

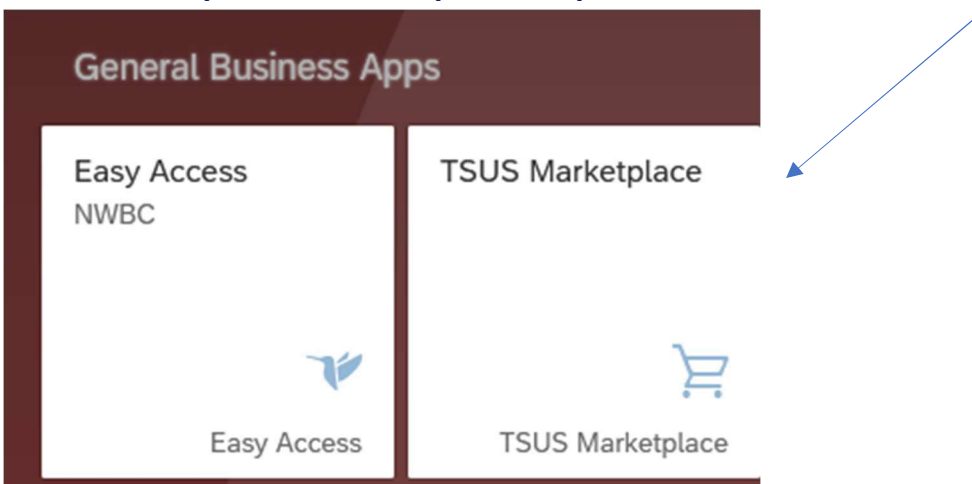


SAP Portal Access will be associated with your job role.

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

SAP Easy Access = SAP Requisition

TSUS Marketplace = Marketplace Requisition



When selecting the TSUS Marketplace Tile, the next screen will come up:

To **Display a Requisition**, type in the REQ number in the **REQUISITION SEARCH TAB**

The screenshot shows the TSUS Marketplace website interface. At the top, there is a navigation bar with a search bar containing the text "Search (Alt+Q)". A blue arrow points to this search bar. Below the navigation bar, there are tabs for "Simple" and "Advanced", and a "Go to:" menu with options like "Non-catalog Item", "Favorites", "Forms", "Shop", "Quick Order", "Browse: Suppliers", "Categories", "Contracts", and "Chemicals". The main content area is divided into three sections: "Science & Research", "Technology", and "Office & Furniture Suppliers". Each section contains a grid of supplier logos and names, such as Fisher Scientific, Millipore Sigma, Airgas, VWR International, Bio-Rad, Dell, Abacus, B&H, Cowi, Connection, Shi, Graybar, Anixter, Apple, Howard, Hbi, Staples, Rockford, Amazon, Texas State Print and Mail Shop, EshipGlobal, and WorkQuest. On the left side, there is a welcome message and a notice from Staples regarding office chairs.

Example of entry the Requisition number you want to display / Enter.

The screenshot shows the same TSUS Marketplace website interface, but with the requisition number "173113436" entered in the search bar. A blue arrow points to the search bar. The rest of the page layout is identical to the previous screenshot.

This screen will pull up and show you where the REQ is in workflow:

In this [REQ 173113436](#) example, the REQ is at the [Cost Center Review](#).

Requisition • 173113436

Summary Taxes/S&H PO Preview Comments Attachments History

COVID-19 **N**
No

WorkQuest *no value*

Accounting Codes

Account Assignment Category **K**
Cost Center

Material Group **G1**
Goods, Supplies & Equip

Storage Location **ALK2**
ALK 209 - Alkek Library, Admin.

Purchasing Group **CPO**
Central Purchasing Office

PO Type **BC**
Bobcatalog Local

Limit *no value*

Expected Value *no value*

Overall Limit *no value*

Valid Start Date (Enter MMDDYYYY) *no value*

Valid End Date (Enter MMDDYYYY) *no value*

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number
2022001023	1210000000	<i>no value</i>	<i>no value</i>	730000	<i>no value</i>	<i>no value</i>

Subtotal 130.19
Shipping 0.00
Handling 0.00
130.19

What's next?

Workflow

- Submitted
6/13/2023 9:55 AM
Priscilla Hernandez
- Initial Budget Check
Completed
- Cost Center Review**
Active
- Second Budget Check
Future
- Create PO
Future
- Finish
Future

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If you [click on the cost center review button](#), you will see who is next to approve in workflow.

In this REQ 173110109 example, it has **processed through workflow and issued the Purchase Order**

Requisition • 173110109

Summary Taxes/S&H Comments Attachments History

Accounting Codes

Account Assignment Category	K Cost Center
Material Group	G1 Goods, Supplies & Equip
Storage Location	ENC5 Health Admin.
Purchasing Group	CPO Central Purchasing Office
PO Type	BC Bobcatalog Local
Limit	<i>no value</i>
Expected Value	<i>no value</i>
Overall Limit	<i>no value</i>
Valid Start Date (Enter MMDDYYYY)	<i>no value</i>
Valid End Date (Enter MMDDYYYY)	<i>no value</i>

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number
2000011023 Des Method	1324100000 Health Admin	<i>no value</i>	<i>no value</i>	730000 Consumable Supplies	<i>no value</i>	<i>no value</i>

Completed

Total (194.62 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	194.62
Shipping	0.00
Handling	0.00
Total	194.62

Related Documents

Purchase Order: 3100232325

What's next?

Workflow

Submitted
6/13/2023 9:23 AM
Robert Garcia

You can **double click on the Purchase Order**, and it will bring it up to view.
A copy of the PO should be in your worklist for you to print or review.

Congratulations!

You know how to look up a Marketplace Requisition, viewing workflow approval and how to view the purchase order.