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**

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

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**

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.