

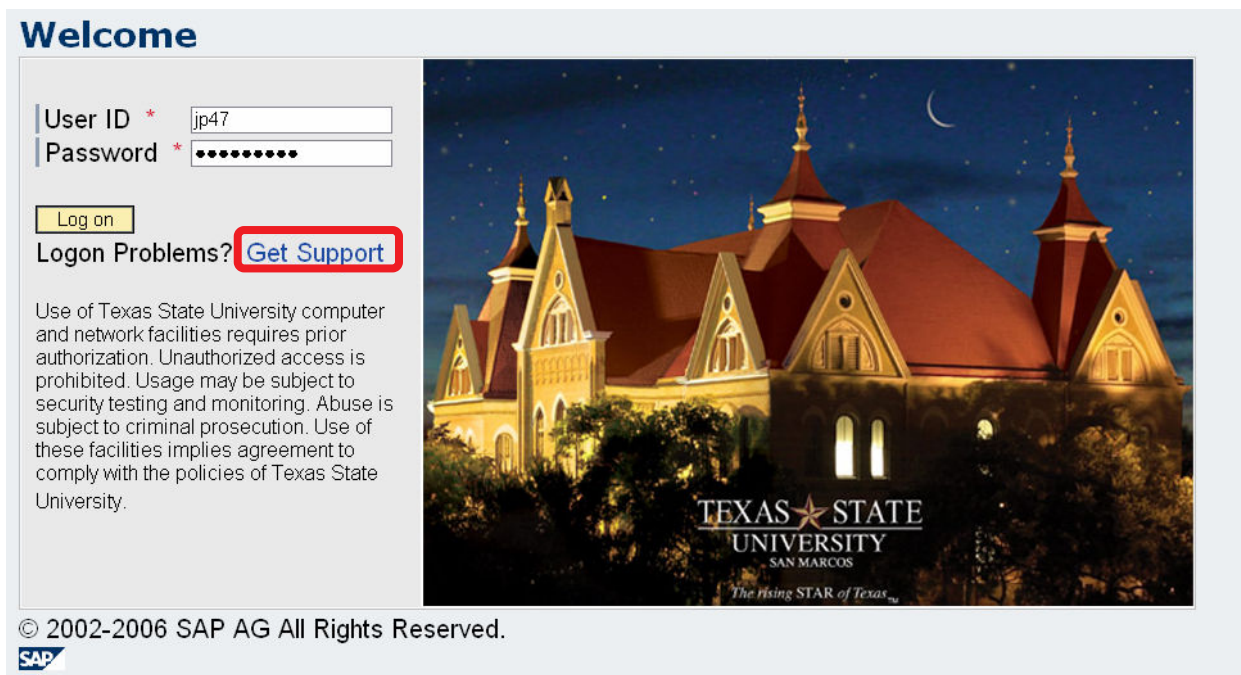
# Purchase Order Created

Requisition Creators will follow this process to **Review** and **Print** Purchase Orders. When a Purchase Order is created, a “Purchase Order Created” workflow task will be routed to the SAP Portal Worklist of the original requisition creator. Hourly emails (during business hours) will notify Requisition Creators that **New Workflow** has been delivered to their SAP Portal Worklist.

Process:

- Logon to the SAP Portal.
- Click on the “Worklist” tab.
- Select the “Purchase Order Created” task you wish to work on.
- Review and Print Purchase Order.

1. Logon to the SAP Portal.



**Welcome**

User ID \* jp47  
Password \* ●●●●●●●●

Log on

Logon Problems? [Get Support](#)

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SAP

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The Rising STAR of Texas

SAP Portal Logon

NOTE: if you forgot your password or are using SAP for the first time and don't know your password, click the **Get Support** link to get a new password.

2. Click on the “Worklist” Tab.

The screenshot shows the SAP NetWeaver Portal interface. The navigation bar includes 'Welcome Mr. Mark Pierol', a search bar, and tabs for 'Worklist', 'SAP Easy Access', 'ESS', 'Workflow', 'My Bank', and 'MSS'. The 'Worklist' tab is selected. Below the navigation bar, there are links for 'Worklist Help' and 'Substitution Help'. The main content area is titled 'Worklist' and includes a 'Tasks (2) Alerts' section. A dropdown menu shows 'Show: New and In Progress Tasks (2)' and 'All'. A table displays the following tasks:

Subject	From	Sent	Status	Substituted For
Purchase Order Created - 4500020734	Texas State SAP Workflow - RQ2,	Yesterday	1 In Progress	
Collective Approval of Working Times - Hourly	Knodel, Aaron	Jul 19, 2007	1 In Progress	

A 'Refresh' button is located at the top right of the task list, circled in red.

### Portal Worklist

3. Click on the “Purchase Order Created...” task to process. You will see the Purchase Order number in the task description.
4. Following completion of task, click **Refresh** to see the task removed from your worklist.

For general Worklist Help, click on the “Worklist Help” link

The screenshot shows a close-up of the navigation bar. The 'Worklist' tab is selected, and the 'Worklist Help' link is highlighted in red.

# Purchase Order Review / Print

SAP NetWeaver Portal - Microsoft Internet Explorer

Local PO 4500020734 Created by Joyce Munoz

Menu | Back | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview | Messages | Help | More...

Local PO: 4500020734 Vendor: 8869 WIDGETS AND GIZMOS GALC Doc. date: 08/06/2007

Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr.	Per	Matl Group
10	K	Test Workflow- Widgets	20 EA	D 10/05/2007	1.00 USD	1	EA	Goods, Supp
20	K	Test Workflow-Gizmos	30 EA	D 10/05/2007	2.00 USD	1	EA	Goods, Supp

Item: [ 10 ] Test Workflow- Widgets

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts

Qty: 20 EA Net 20.00 USD

Ch...	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condit...
PBXX	Gross Price	1.00	USD	1	EA	20.00	USD			1	EA	1	EA
	Net value incl. disc	1.00	USD	1	EA	20.00	USD			1	EA	1	EA
NAVE	Non-Deductible Tax	0.00	USD			0.00	USD			0		0	
	Net value incl. tax	1.00	USD	1	EA	20.00	USD			1	EA	1	EA
SKTC	Cash Discount	0.000	%			0.00	USD			0		0	
	Final price	1.00	USD	1	EA	20.00	USD			1	EA	1	EA

Condition rec. | Analysis | Update

1. Click on **Print Preview** to review and print the Purchase Order (see instructions next page).
2. Click on **Back** following return from the Purchase Order review and print step.
3. Click **“Complete Work Item”** to complete this task. **Close window**. Note - “Cancel” will retain the task.

SAP NetWeaver Portal - Microsoft Internet Explorer

SAP

Menu | System

This Work Item Has To Be Completed Explicitly...

Info | Log | Attachmnts | Agents

**Purchase Order Created - 4500020734**

**Description**  
Press "Complete Work Item" when you are finished with this item.  
Press "Cancel" to keep the work item in your worklist.

**Objects and attachments**  
• [Purchase Order: 4500020734](#)

Complete Work Item | Cancel

1. Press **Print** to send Purchase Order to your printer.
2. Press **Save** to save the Purchase Order as a PDF file on your computer. *The saved file may be distributed as an email attachment.*
3. Press **Back** when finished to return to the prior screen.

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**Local Purchase Order**

WIDGETS AND GIZMOS GALORE  
DBA NERDS R US  
P O BOX 3000  
NASHUA, NH 03061

**Section 1 - PO #:** 4500020734 Page: 1 of 1  
**Date:** 08/06/2007 1213000000  
PO # must be on invoice(s); failure to include may delay payment.  
Refer to PO # on all inquiries & correspondence.  
Vendor's Texas State ID# 8669

**Section 2 - Invoices - (Texas State is Sales Tax Exempt):**  
Mail original and one(1) copy of invoices to:  
Texas State University - San Marcos  
ATTN: Invoices  
P.O. BOX 747 San Marcos, TX 78667-0747  
Payment Terms: Per Texas Govt Code Sec 2251 unless noted.  
Failure to mail to the above address may delay payment.

**Section 3 - Ship to:**  
University Distribution Center  
Texas State University - San Marcos  
305 River Ridge Parkway, San Marcos, TX 78666

**Terms:** FOB DESTINATION

**Section 4 - Other Order Information**  
A. 1213000000 - VPIT Operating  
B. Created by: Joyce Munoz  
C. Requisitioner: TTrup  
D. Approver: Joyce Munoz  
\*\*\* Final page of PO must be signed by Purchasing Office to be valid \*\*\*

Audit: By accepting the Purchase Order, vendor agrees to all Texas State Terms & Conditions, including right to audit. Refer to back of this page or website for details.  
Fraud: To report concerns regarding fraud, waste or financial abuse at Texas State, call the Texas State Audit Hotline at (512) 245-1707.

(a) Line #	(b) Description	(c) Quantity	(d) Unit	(e) \$/Unit	(f) Memo Total
00010	Test Workflow- Widgets	20	each	\$1.00	\$20.00
00020	Test Workflow-Gizmos	30	each	\$2.00	\$60.00
Total Order Amount					\$80.00

Must be signed by Purchasing Office to be valid. Approved by: Jacqueline 08/06/2007  
Purchasing Office Date

Purchasing Office (512)245-2521 FAX (512) 245-2393 www.vpffs.tx.state.edu/purchase/  
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