

# Review and Print Purchase Orders

When a Purchase Order is created, a *Purchase Order Created* workflow task will route to the SAP Portal Worklist of the requisition creator. Requisition creators will be sent hourly emails to notify them that a New Workflow has been delivered to their worklist.

**STEP 1:** Go into **SAP Web portal** and select the **Worklist** tab.

**STEP 2:** Select **Purchase Order Created** task to process.

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist' (highlighted with a '1' in a blue box), 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are links for 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. The main content area shows a list of tasks. A '2' in a blue box points to the first task in the list. The task details are as follows:

| Subject   | From              | Sent         |   | Status | Substituted For |
|---|-------------------|--------------|---|--------|-----------------|
| <a href="#">Purchase Order Created - 4500077990</a> | Allbright, Jacque | Oct 28, 2013 | 1 | New    |                 |
| <a href="#">Purchase Order Created - 4500077991</a> | Allbright, Jacque | Oct 28, 2013 | 1 | New    |                 |

Below the table, there are navigation controls: 'Row : 11 of 20:'. The task details for the selected task are:

**PO Release - req. 10058370 / 00110**  
Sent: Yesterday by Salinas, Crystal    Status: New  
Priority: Normal

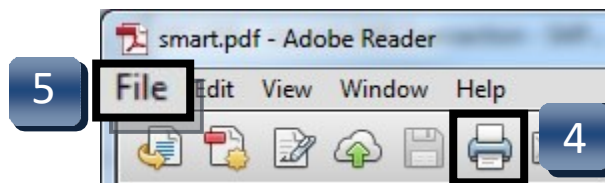
**Attachments**

| Type | Title   |
|------|---|
|      | <a href="#">Requisition item: 001005837000110</a> |

On the right side, there are links for 'You can also: Add Memo', 'Manage Attachments', and 'View History'.

## Review and Print Purchase Orders

- STEP 3:** Select **Print Preview**. Purchase Order will open in Adobe as PDF.
- STEP 4:** Review the purchase order and select **Print**. If any information is incorrect, please contact the Purchasing Office at **245-2521** or [purchasing@txstate.edu](mailto:purchasing@txstate.edu).
- STEP 5:** Click **Save As** from the File menu to save a PDF copy to your computer for your records. Close PDF.
- STEP 6:** Select **Back** when finished to return to the prior screen.
- STEP 7:** Select **Back** again to return to the worklist.



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**STEP 8:** Select **Complete Work Item** to complete this task, then **Close**.

**STEP 9:** Following task completion, click **Refresh** to see the task removed from your worklist.

