Office of Procurement & Strategic Sourcing

REQ TO CHECK USER GUIDE
Table of Contents

1. Search for Existing Vendor ................................................................. 1.01
2. Vendor Self Service (PaymentWorks) .................................................. 2.01
3. Create a Local Requisition ................................................................. 3.01
   - Line Items ....................................................................................... 3.03
   - Item Tab Detail ................................................................................ 3.06
   - Check, Save, and Submit ................................................................. 3.15
4. Create a Limit Framework Requisition .................................................. 4.01
   - Line Items ....................................................................................... 4.03
   - Item Tab Detail ................................................................................ 4.06
   - Check, Save, and Submit ................................................................. 4.14
5. Attach Documents to a Requisition ....................................................... 5.01
   - SAP GUI ......................................................................................... 5.01
   - SAP Web Portal ............................................................................... 5.04
6. Check Requisition Status ...................................................................... 6.01
7. Approve or Reject a Requisition .......................................................... 7.01
8. Correct a Rejected Requisition ............................................................. 8.01
9. Review and Print Purchase Orders ......................................................... 9.01
10. Copy a Requisition ............................................................................ 10.01
11. Requisition to Check Flowchart .......................................................... 11.01
Search for Existing Vendor

**STEP 1:** Enter transaction code **ZMK03** in main menu search field. Press **Enter** on your keyboard.

**STEP 2:** Check all boxes in **General data** and **Purchasing organization data** sections.

**STEP 3:** Place cursor in **Vendor** field, then click the box icon that appears at the end of the field:
Search for Existing Vendor

STEP 4: Enter your search terms in any of the fields. **Use *Asterisks* to include more results in your search. Words can be truncated. Search term is a commonly-used search field.**

STEP 5: Click the green check button or press ENTER.

STEP 6: A listing of all the vendors with the term *jason* in their profile for the field you searched will appear. Vendor number is located in the Vendor column; this number is required for requisition entry. To view more information about a particular vendor, double-click vendor number and proceed to STEPS 7 & 8.

- NOTE -
Any “USE ######” or “USE TSUS Marketplace” tags in the vendor search:

- If the record references another vendor number, use the referenced number.
- If the record notifies you that this is a TSUS Market Place vendor, please enter the requisition through TSUS Marketplace!
Search for Existing Vendor

STEP 7: Once you have double-clicked a vendor it will be added to the search field. Press Enter on your keyboard or click the green check button in the top left corner to view vendor information screen:

STEP 8: To return to the main menu, select the Back button twice.

If vendor is not found using the ZMK03 search, proceed to Vendor Self Service Portal (PaymentWorks) section.
PaymentWorks is the electronic replacement for the paper FS-01 Vendor Request form. If a vendor is not set up in SAP a representative of the University will send an invitation to the vendor via the PaymentWorks portal. The vendor will then create an account and enter their information. This is then electronically sent to the office of Procurement and Strategic Sourcing for approval and migration into SAP. If an existing vendor needs to make changes to their profile, they will log into PaymentWorks and make the changes. If they have not set up an account, an invitation will need to be sent by a representative of the University.

If you have questions, contact the Purchasing Office at (512) 245-2521.
Vendor Self-Service Portal (PaymentWorks)

Step 1: On the Purchasing Office website, click on the FORMS tab.

Step 2: Scroll down to the Vendor Maintenance section and click on the Vendor Self Service link.

Step 3: Click on PaymentWorks to access the portal.

https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html

Vendor Self-Service

University Supplier Links to:
Supplier Reference Guide - New Vendor Registration
Supplier Reference Guide - Updating Your Company Profile

University Employee Links to:
Employee Reference Guide - How To Invite A Supplier
Employee Quick Reference Guide
Vendor Self-Service Portal (PaymentWorks)

Step 4: Log into the system.

Step 5: Inviting a Vendor. Click on Vendor Master Updates to access the onboarding screen.
Vendor Self-Service Portal (PaymentWorks)

Step 6: Click **Send Invitation** to access the invitation request form

Step 7: Complete the vendor information. Click on the **Send** button.
Step 8: Tracking Onboardings. Use the search on the Onboardings page and enter the payee’s email address. This will bring up the request and you can provide the status of the request. If the request has been completed, you can provide the payee ID.

NOTE: The notification will not come from a Texas State University email account. If the vendor states they have not received the invitation, have them check their spam or junk mail.
**Vendor Self-Service Portal (PaymentWorks)**

**Step 9:** The initiator can view the progress for their sent invitations. This allows for follow up with the vendor to determine if they are having any issues accessing the system.

**Step 10:** After a vendor account has been approved, the initiator can verify the assigned vendor number using the onboardings screen.

- **Invitation column:**
  - Sent
  - Delivered
  - Not Deliverable
  - Opened
  - Clicked
  - Self-Registered

- **Account Column:**
  - Email Validated
  - Created
  - Confirmed
  - No Account

- **New Vendor Registration column:**
  - Submitted
  - Approved
  - Processed
  - Complete
  - Rejected
  - Invitation/Reminders Cancelled
Vendor Self-Service Portal (PaymentWorks)

Question: Why can I not send an invite, it states that; “An invitation was previously sent to this email address” and I did not send one?

Answer: PaymentWorks does not allow multiple invitations to be sent to the same email. Someone else may have previously sent the invite.

Question: My payee did not receive the invite, what do I do?

Answer:
- Verify that the payee has checked their spam folder. The invitation email will come from PaymentWorks and not Texas State.
- Initiators have the ability to re-send an invitation.
Question: I entered the wrong email address, now what?

Answer:
- Departments can correct and re-send invitations with the following invitation statuses: Sent, Delivered, Not Deliverable
- By clicking on the invitation status, you will be given action options: Cancel Reminders, Resend Invitations
Question: My payee has not completed the forms can I send them another invitation?

Answer: The payee will receive emails until the registration is completed or the reminders are cancelled.

Note: Reminder email notifications are automatically generated, do not re-send invitations unless the payee notifies you that they did not receive the initial email.

- 1st reminder – three days
- 2nd reminder – seven days
- 3rd reminder – 14 days

If you have further questions, contact the Purchasing Office at (512) 245-2521 or email vendorrequests@txstate.edu
Create a Local Requisition
Used for requests for goods only

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases $15,000 and above. The sites are:

https://mycpa.cpa.state.tx.us/coa/  – Franchise Tax


https://fmcpa.cpa.state.tx.us/tpis/  – Vendor Warrant/Payment Hold


https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx  – Is OFAC

https://comptroller.texas.gov/purchasing/publications/divestment.php  – This is the Comptroller site that has all the links except OFAC

All documentation from the sites verifying they have been checked must be attached to the requisition

See Attaching a Document section.
Create a Local Requisition - Line Items

**STEP 1:** Enter transaction code **ME51N** in main menu search field. Press **Enter** on your keyboard.

**STEP 2:** Verify that **Local purchase req** is selected as document type.

**STEP 3:** In **Header note** section add:
- Note giving clear explanation of the purchase. What are you purchasing?
  *Example:* **Furniture for Boko Room**
- **Part Numbers**
- **CONTRACTS/CONSORTIUMS** you are buying off of. (TXMAS, E&I, etc.)
- Other instructions, e.g. needing a check cut or vendor requests deposit.
  - Requisitioner or Department contact information

*If header section is not visible, click **Expand Header** button to display.*
Create a Local Requisition - Line Items

STEP 1: **A (Account Assignment Category) column**: Enter K (Cost Center), F (Internal Order), or S (Statistical Order) for each line item. (Use down arrow on keyboard to move between lines.)

STEP 2: **Short Text column**: Enter item short text (What you are purchasing).

STEP 3: **Quantity column**: Enter quantity. (1 if using AU as Unit of Measure.)

STEP 4: **Unit of Measure column**: Enter unit of measure code. If unknown, use the database search for available options. (Click the button in the lower right corner of the field.)

---

Unit of Measure

- EA will be used most often.
- If line item is for a *Service* such as shipping or an extra fee, use AU.
- If all lines are *Services*, stop building requisition as Local and create as a Limit Framework.
**Create a Local Requisition - Line Items**

**STEP 5:** **Valuation Price column:** Enter the price per item.  
**Total Value column** will populate when all line items have been entered.

*If Total Value is $15,000 or greater, you must attach justification documentation to the requisition.*(See Attaching a Document section.)

**STEP 6:** **GR column:** Place a checkmark in the Goods Receipt column if you will be receiving a *tangible* item. Do not check this box if the line is for a *Service* such as shipping or a fee associated with the goods purchase.

**STEP 7:** **Material Group column:** Enter G1 for Goods, Supplies, & Equipment or S1 for Services. Use the drop-down menu for additional options.

**STEP 8:** **Desired Vendor column:** If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. *(See Search for Existing Vendor section for instructions.)*  
**Vendor number should be the same on ALL lines. A requisition should not have more than one vendor number.**

**STEP 9:** **Delivery Date column:** Enter date goods will be delivered *(mm/dd/yyyy).*

**STEP 10:** **POrg column:** Leave blank.  
**7540** should populate once all STEPS are complete.
Create a Local Requisition - Line Items

STEP 11: **Storage Location column:** Use the database search menu to select the storage location if you do not know the code for the location.

STEP 12: **Tracking Number column:** Enter your NetID.

STEP 13: **Requistioner column:** Enter the NetID of the person for whom you are creating the requisition.

STEP 14: Press **ENTER** on your keyboard to generate the **Item Tabs** section.

**If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-13 as many times as necessary.**
After pressing ENTER to complete the line item additions in the previous section, you will be taken into the Items Tab area where funding information is entered.

The error message ‘No commitment item entered in item…’ means that your account information is required in the Account Assignment tab.
Navigation between line items in the Tabs section can be executed by clicking the up or down arrows or selecting the item field drop-down menu.
Account Assignment Tab – Asset (A)

STEP 1: Enter GL number.

**Correct GL must be used to generate Asset Review workflow.

STEP 2: Contact Materials Management at 245-2294 to obtain a 6-digit Asset number. Enter number into Asset field.
**Fund, Cost Center, and/or Internal Order will auto-populate when Asset number is entered.
Account Assignment Tab – Cost Center (K)

STEP 1: Enter GL number.  
**GL/Asset Reference Guide or Database Search can be used if GL is unknown.**

STEP 2: Enter Cost Center and Fund. 
**Earmarked Funds will be left blank.**
Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Internal Order (F)

**STEP 1:** Enter GL number.
**GL.Asset Reference Guide or Database Search can be used if GL is unknown.**

**STEP 2:** Enter Order and Fund.
**Earmarked Funds will be left blank.**

![Diagram of Account Assignment Tab](image-url)
Create a Local Requisition - Item Tab Detail

Account Assignment Tab – Statistical Internal Order (S)

**STEP 1:** Enter GL number.
**GL/Asset Reference Guide or Database Search can be used if GL is unknown.**

**STEP 2:** Enter Cost Center, Order, and Fund.
**Earmarked Funds will be left blank.**

![Diagram showing Account Assignment Tab]
Create a Local Requisition - Item Tab Detail

Valuation Tab

STEP 1:  On the Valuation tab, navigate to any Service lines (S1 – shipping, fees, etc.). If applicable, uncheck both Goods Receipt and GR Non-Val boxes. These boxes should be checked only if the line is for Goods (G1).
Create a Local Requisition - Item Tab Detail

Source of Supply Tab

Verify vendor listed is correct.

Contact Person Tab

The person creating the requisition will be listed in the Created by field. Requisitioner will be listed in the Requisitioner field. Other contact information will be listed. Purchasing will contact this person if there are any questions/issues with the requisition.
Create a Local Requisition - Item Tab Detail

Texts Tab

In the **Item Text** field, insert any notes that you would like *printed* on the purchase order:

**Part Numbers**
If the item you are purchasing has a part or catalog number, please include here or in the Header Note.

**Special instructions to the Vendor**
Any special instruction to the vendor such as delivery, place, etc.

In the **Item Note** field, insert any notes for the purchasing department. This must include the contract number for all purchases $15,000 and greater, either the Total Contract Manager contract number, the consortium contract number, etc. This is where you would state if it is a sole source or proprietary purchase. In addition, list the contact persons name, phone number and email address for any questions on the order or invoice.
Create a Local Requisition – Check, Save and Submit

STEP 1: Click the **Check** icon to ensure there are no errors.

SAP will check your requisition and generate a window that displays errors.

- If any errors are found, click the green check to close the message window. Double-check your requisition to verify you have not omitted any information.
- If you have checked everything and still receive **red hard stop** errors, please contact Purchasing at 245-2521.

STEP 2: If there are no errors, click **Save**.

STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with **10** and follow with six additional numbers, example: 10057615.
Create a Limit Framework Requisition
Used for the creation of services requisitions and/or multiple payments

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases $15,000 and above. The sites are:

https://mycpa.cpa.state.tx.us/coa/ – Franchise Tax


https://fmcpa.cpa.state.tx.us/tpis/ – Vendor Warrant/Payment Hold


https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx – The is OFAC

https://comptroller.texas.gov/purchasing/publications/divestment.php – This is the Comptroller site that has all the links except OFAC

See Attaching a Document section.
Create a Limit Framework Requisition

STEP 1: Enter transaction code ME51N in main menu search field. Press Enter on your keyboard.

STEP 2: Select Framework requis. as document type from the drop-down menu.

STEP 3: In Header note section add:
- Notes giving a clear explanation of the purchase. What are you purchasing?
- DATES of service or stay (lodging). Dates are required to ensure there are no delays in creating the PO.
- CONTRACTS/CONSORTIUMS you are purchasing off of. (TXMAS, E&I, etc.)
- Specific instructions, e.g. needing a check cut or vendor requests a deposit.
- Name of lodger(s), confirmation/registration #
- Name of event, date, time, location, # of attendees

**If header section is not visible, click Expand Header button to display.**
It is *imperative* that the following 14 steps are completed exactly in the order that they are listed. If information is entered out of sequence, the system will not generate the **LIMITS** tab correctly!

**STEP 1: I (Item Category) column:** Enter a **B** for each line (use down arrow on keyboard to move between lines) that will be processed as a **LIMIT**.

**This step is what makes the Framework requisition a **LIMIT Framework.**

**STEP 2: A (Account Assignment Category) column:** Enter **K** (Cost Center), **F** (Internal Order), or **S** (Statistical Order) for each line item (Use down arrow on keyboard to move between lines.)

**A column cannot be changed once STEP 15 is completed.**

**STEP 3: Short Text column:** Enter item short text. (What you are purchasing.)

**STEP 4: Quantity column:** Enter quantity. (1 if using AU as Unit of Measure.)

**STEP 5: Unit of Measure column:** Should default to **AU**. If another code is needed, either type it in or use the database search for available options. (Click the button in the lower right corner of the field.)

**Never use UNT.**
Create a Limit Framework Requisition - Line Items

**STEP 6:** **Valuation Price & Total Value columns:** Leave blank. They will be entered in the LIMITS tab once all line entry STEPS are complete.  
*If Total Value is $15,000 or greater, you will need to attach justification documentation to the requisition. (See Attaching a Document section.)*

**STEP 7:** **GR column:** All boxes should be *unchecked* since this is a FRAMEWORK requisition and should be used for Services only.

**STEP 8:** **Material Group column:** Enter S1 for Non-Professional Services or S2 for Professional Services. (Refer to UPPS 03.04.01 for definition of Professional Services)  
**G1 should not be used for Framework requisitions.**

**STEP 9:** **Desired Vendor column:** If known, enter the vendor number. If unknown, use the database to search by clicking the box in the bottom right corner. (Refer to Search for Existing Vendor section for instructions)  
**Vendor number should be the same on ALL lines. A requisition cannot have more than one vendor number.**

**STEP 10:** **Delivery Date column:** Enter date services will be completed. *(mm/dd/yyyy)*

**STEP 11:** **POrg column:** Leave blank.

**7540 should populate once all STEPS are complete.**
Create a Limit Framework Requisition - Line Items

**STEP 12:** Storage Location column: Use the database search to select the storage location if you do not know the code for the location.

**STEP 13:** Tracking Number column: Enter your NetID.

**STEP 14:** Requistioner column: Enter the NetID of the person for whom you are creating the requisition.

**If you have more than one line item, move to the next line using the down arrow on your keyboard and repeat STEPS 1-14 as many times as necessary.**

**STEP 15:** Press ENTER on your keyboard to generate the Item Tabs section.
After pressing ENTER to complete the line item additions in the previous section, you will be taken into the LIMITS Tab area where funding information is entered.

The error message ‘Maintain services or limits for Item...’ means that your account information is required in the LIMITS tab.

Account Assignment tab will not be used.
Navigation between line items in the Tabs section can be executed by clicking the up or down arrows or selecting the item field drop-down menu.
Limits Tab

**STEP 1:** Enter Overall Limit (cushion amount Accounts Payable can pay up to) in Overall Limit field. **The Overall Limit does not encumber the funds.** **No limit should never be checked.**

**STEP 2:** Enter Expected value (amount to be encumbered) in Expected value field. This amount is never larger than the Overall Limit field.

**STEP 3:** Click the Account Assignment (yellow arrow) button. The Account Assignment of Limit menu appears that allows you to enter the accounting and funding codes.
Account Assignment of Limit - Cost Center (K)

**STEP 1:**  Enter GL number.
**GL/Asset Reference guide or Database Search can be used if GL is unknown.**

**STEP 2:**  Enter **Cost Center** and **Fund**.
**Earmarked Funds will be left blank.**

**STEP 3:**  Click the green check.

Multiple Account Assignment Codes CANNOT be used on a LIMIT line.
Account Assignment of Limit - Internal Order (F)

STEP 1: Enter GL number.  
**GL/Asset Reference guide or Database Search can be used if GL is unknown.**

STEP 2: Enter Order and Fund.  
**Earmarked Funds will be left blank.**

STEP 3: Click the green check

Multiple Account Assignment Codes CANNOT be used on a LIMIT line.
Create a Limit Framework Requisition - Item Tab Detail

Account Assignment of Limit - Statistical Internal Order (S)

STEP 1: Enter GL number.
**GL/Asset Reference guide or Database Search can be used if GL is unknown.

STEP 2: Enter Cost Center, Order, and Fund.
**Earmarked Funds will be left blank.

STEP 3: Click the green check.

Multiple Account Assignment Codes CANNOT be used on a LIMIT line.
Create a Limit Framework Requisition - Item Tab Detail

Source of Supply Tab:

Verify vendor listed is correct.

Contact Person Tab:

The person creating the requisition will be listed in the Created by field. The person who the purchase is for will be listed in the Requisitioner field. Purchasing will contact this person if there are any questions/issues with the requisition.
Create a Limit Framework Requisition - Item Tab Detail

Texts Tab

Item Text:

Insert any notes that you would like *printed* on the purchase order:

- **Lodging requisitions**
  - WHO will be staying.
  - DATES of their stay.
  - CONFIRMATION or RESERVATION number.

- **Contract requisitions**
  - PAYMENT SCHEDULE or TERMS with DATES.
  - DATES of ENTIRE CONTRACT or SERVICE.
  - Brief STATEMENT of WORK.

Item Note:

In the *Item Note* field, insert any notes for the purchasing department. This must include the contract number for all purchases $15,000 and greater, either the Total Contract Manager contract number, the consortium contract number, etc. This is where you would state if it is a sole source or proprietary purchase. In addition, list the contact person’s name, phone number and email address for any questions on the order or invoice.
Create a Limit Framework Requisition - Check, Save, and Submit

STEP 1: Click the Check icon to check for errors.

SAP will check your requisition and generate a window that displays errors. If any errors are found, click the green check to close the message window. Double-check your requisition to verify you have not omitted any information.

If you have checked everything and still receive red hard stop errors, please contact Purchasing at 245-2521.

STEP 2: If there are no errors, click Save.

STEP 3: After you have saved, the requisition number will be displayed in the bottom left corner of the screen. Your requisition number will begin with 14 and follow with six additional numbers, example: 14057615
Attach Document to Requisition - GUI

STEP 1: Enter transaction code **ME53N** in main menu search field. Press Enter on your keyboard. The last requisition accessed will appear.

STEP 2: Select **Other Purchase Requisition**.

STEP 3: Select Document box appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.

STEP 4: Click **Other Document** button. Requisition will appear.

STEP 5: In upper left corner, next to the words Display Purchase Req., select **Services for Object** button.
STEP 6: Select **Create**, then **Create Attachment** from drop-down menu.

STEP 7: **Import File** box will appear. Select file from wherever you have it saved.

STEP 8: Click **Open**.

STEP 9: Attachment has been saved to the requisition. SAP will generate a system message at the bottom left corner of the screen:
STEP 10: To view list of attachments for the requisition, repeat STEP 5.  
(Select Services for Object button.)

STEP 11: Select Attachment list button.

STEP 12: Attachment list will appear with your new attachment.

STEP 13: Click green check or red x button to close window.
**Attach Document to Requisition - Portal**

**STEP 1:** Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.

**STEP 2:** Select Other Purchase Requisition.

**STEP 3:** Select Document menu appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.

**STEP 4:** Click **Other Document** button. Requisition will appear.

**STEP 5:** In upper right corner, select **Services for Object** button.

---

**SAP Easy Access Menu**

1. **Enter transaction code** ME53N in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.

2. **Select Other Purchase Requisition.**

3. **Select Document menu appears. Enter requisition number in Purchase Requisition field. Make sure Purch. Requisition is selected.**

4. **Click Other Document button. Requisition will appear.**

5. **In upper right corner, select Services for Object button.**
STEP 6: Select Run, Don’t Block, ‘not only for this session, but always.’, and Yes in the Java Applet windows if they appear.

STEP 7: Select Create...

STEP 8: Select Create Attachment.

STEP 9: Select Allow if Security Warning pops up.

STEP 10: Import File box will appear. Select file from wherever you have it saved.

STEP 11: Click Open. Attachment has been saved to the requisition.
STEP 12: To view list of attachments for the requisition, repeat STEP 5. (Select **Services for Object** button.)

STEP 13: Select **Attachment list** button.

STEP 14: Attachment list will appear with your new attachment.

STEP 15: Click **green check** or **red x** button to close window.
Check Requisition Status

**STEP 1:** Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard.

**STEP 2:** Select **Other Purchase Requisition**.

**STEP 3:** Type number into **Purchase Requisition** field and select **Other Document**. Make sure **Purch. Requisition** is selected.
Check Requisition Status

**STEP 4:** Navigate down to the **Release Strategy** tab.

**STEP 5:** Use the navigation arrows to move between lines and check their status. All lines must complete the workflow and have green checks in their Status column before a Purchase Order will be issued.

- **Completed** stages of the workflow will show a **green check** in the Status column.
- **Pending** stages will show a **yellow triangle**.
- Depending on the GL used, a requisition can travel through other workflows beside the Account Manager and Purchasing. In the example above, Line 10 has been approved by the Account Manager, Sponsored Programs, Hazardous Material, and Purchasing.
If a Purchase Order has been issued for a requisition, it can be found in the STATUS tab under the Purchasing. Doc. column

If your requisition is a LOCAL and has been approved by the Purchasing Dept. but no PO exists, please call the Office of Procurement & Strategic Sourcing at 245-2521 or email purchasing@txstate.edu.

If emailing, be sure to provide a requisition number so we can investigate.
Approve or Reject Requisition

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

STEP 2: Select AM Release task to process. You will see the requisition number and line in the Subject line.

STEP 3: Follow Approve or Reject steps (pages 8.02 - 8.03).

STEP 4: Following task completion, click Refresh to see the task removed from your worklist.
Approve or Reject Requisition

**APPROVE**

**STEP 1:** Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.

**STEP 2:** Click **Account Assignment** or **Limits** (if Limit Framework requisition) tab to review accuracy of account information.

**STEP 3:** Select **Release Strategy** tab to continue with the release.

**STEP 4:** Click **green check with pencil** to release. Repeat **STEPS 1-4** for each line.

**STEP 5:** Click **Save**.
Approve or Reject Requisition

**STEP 1:** Select Release Strategy tab.

**STEP 2:** Click Reject button.

**STEP 3:** Enter appropriate comments to requisitioner in the **Header note** section. The requisitioner will use these comments when correcting the requisition.

**STEP 4:** Click Save.

Upon rejection, the requisitioner will receive an email notification as well as an immediate **Requisition Rejected** task in their worklist to resolve the rejection.
Correct a Rejected Requisition

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

STEP 2: Select Requisition Rejected task to process. You will see the requisition number and line in the task description.

STEP 3: Follow Correction steps on next page.

STEP 4: Following task completion, click Refresh to see the task removed from your worklist.
Correct a Rejected Requisition

STEP 3  CORRECTION STEPS:

To fix all items that caused requisition rejection:

A. Click button to cancel the rejection.
B. Follow message instructions in the Header Notes.
C. Make changes as directed or delete line to cancel.
D. Click Save. (Requisition will re-route to the Account Manager responsible for approval.)
E. Click Complete Work Item in the pop-up window to complete this task and close. Cancel will retain the task.

STEP 4:  Following task completion, click Refresh to see the task removed from your worklist. (See previous page.)
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.
**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**.

**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.
**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.
Copy a Requisition

**STEP 1:** Enter transaction code **ME51N** in main menu search field. Press **Enter** on your keyboard.

**STEP 2:** Select **Document Overview On**.

**STEP 3:** Click green check button.
Copy a Requisition

**STEP 4:** Click **Selection Variant** (blue/yellow/red flower), then **Purchase Requisitions**.

**STEP 5:** Enter requisition number to be copied in the **Purchase Requisition Number** field.

**STEP 6:** Click **Execute**.
Copy a Requisition

STEP 7: Select requisition number in the Document Overview pane.

STEP 8: Click Adopt.
The copied requisition should now appear in the Create Purchase Requisition screen. Double-check entries to make sure everything is correct, and make any necessary changes. Review the account information, especially the fiscal year. **Header notes are not copied into the new requisition.**

STEP 9: Click Save. New requisition number will be generated in the lower left corner.

If the requisition to be copied contains *deleted* items, **DO NOT** copy them to the new requisition.
Select the active lines by clicking the black arrow pointing to the requisition number, then the black sun next to the line number, and proceed to **STEP 8.**
Consult the flowchart below to view the full Requisition to Check process:

*Some vendors will send the invoice directly to the department. If you receive an invoice from a vendor, you are responsible for getting this invoice to Accounts Payable so the bill can be paid timely.