Copying A Requisition to A PO

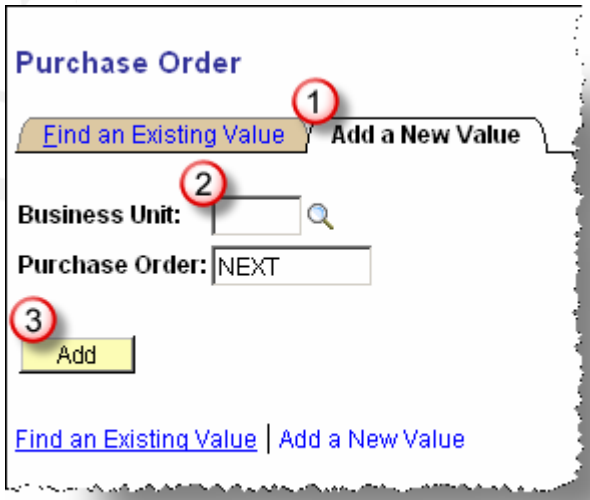
PeopleSoft 8.4

Before Beginning

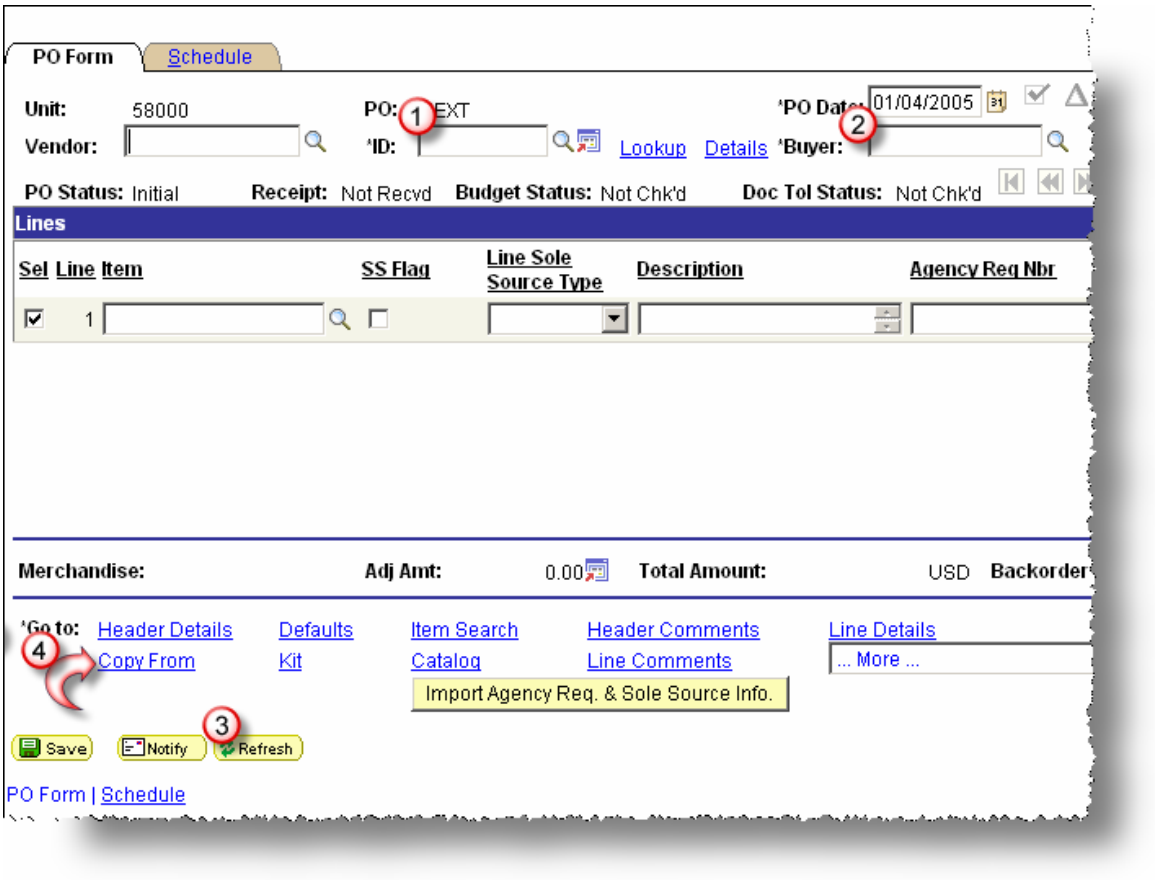
Before beginning, one should know the vendor number and the requisition number for ease of entry.

From the menu select:
Purchasing
Purchase Orders
Maintain Purchase Orders

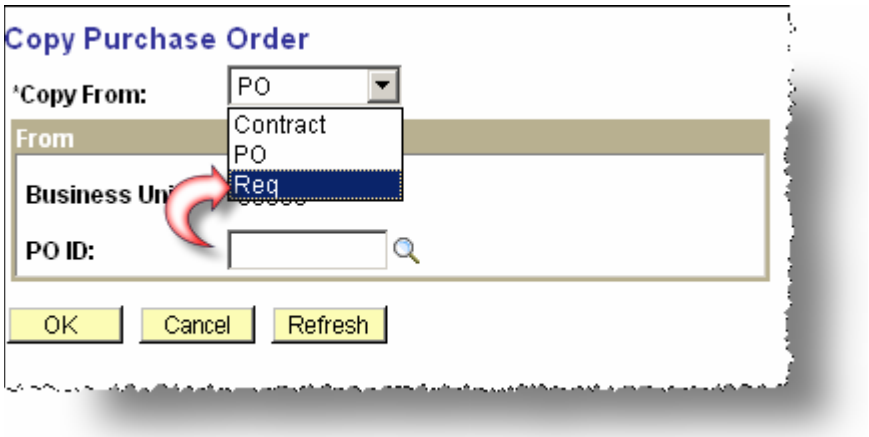
Left click the Add a New Value Tab.
Enter your business unit.
Leave "NEXT" in the Purchase Order field.
Left click "Add"



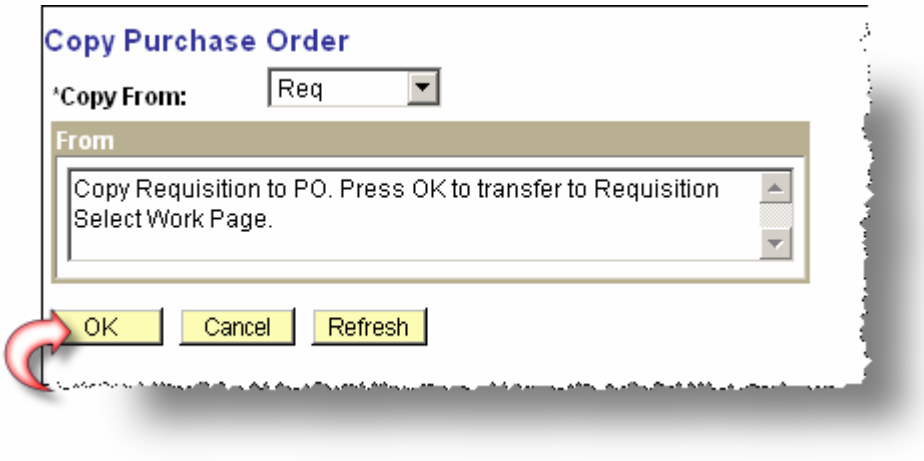
On the PO Form Tab:
Enter your Vendor ID.
Enter the Buyer's Name
Left click "Refresh."
Left click the Copy From.



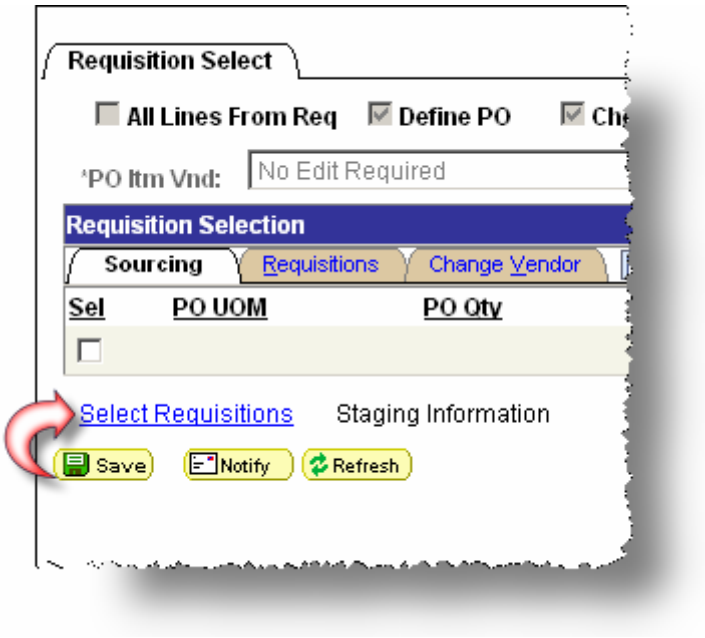
On the "Copy Purchase Order" screen, select "Req" from the drop down.



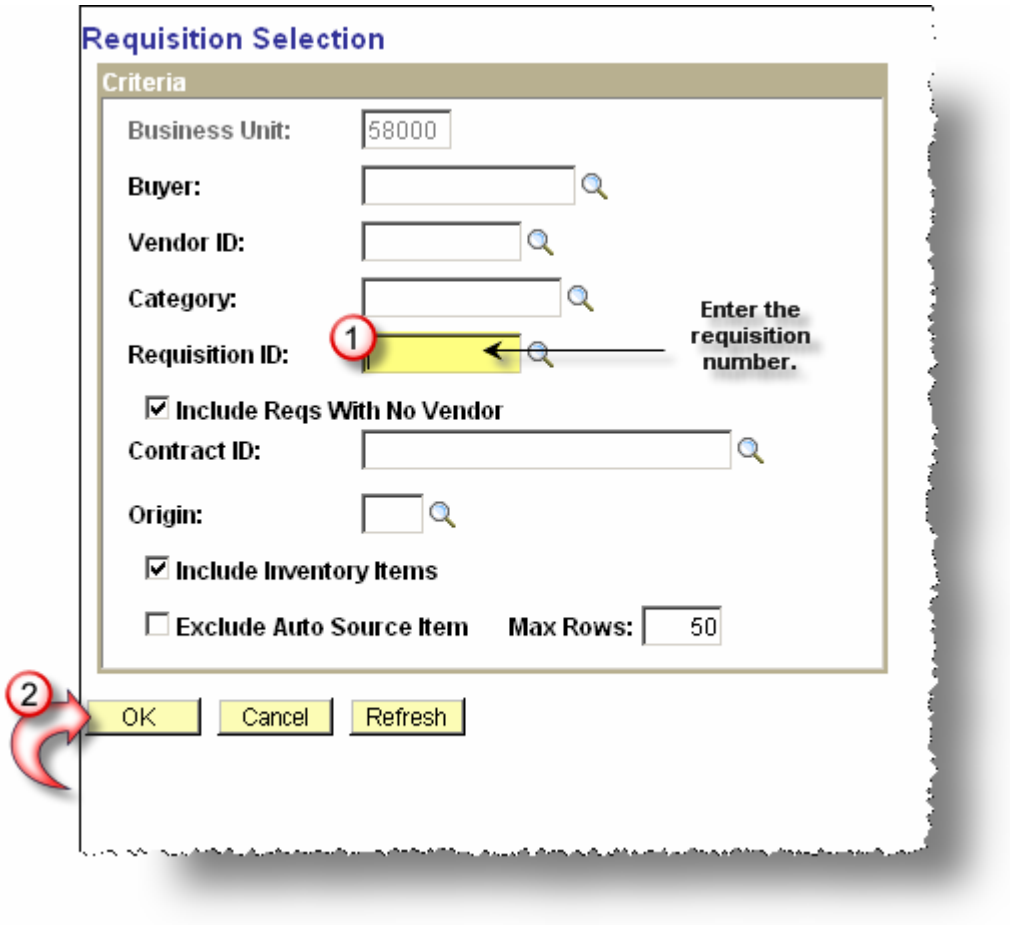
Once the screen changes, left click "OK"



On the following screen left click Select Requisitions



On the Requisition Selection screen, enter the requisition ID you are copying from.
Ensure the "Include Reqs With No Vendor" is checked.
Left click "OK"



|Note: If there are more than 50 requisition lines, adjust the "Max Rows" field to a number larger than the number of lines in the requisition.|

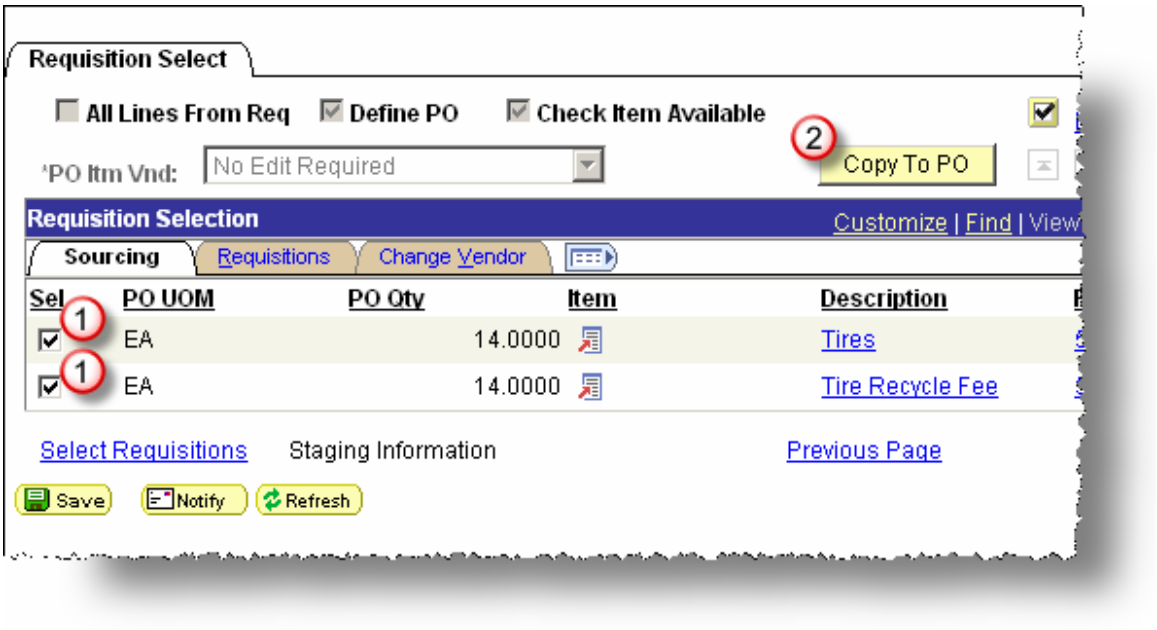
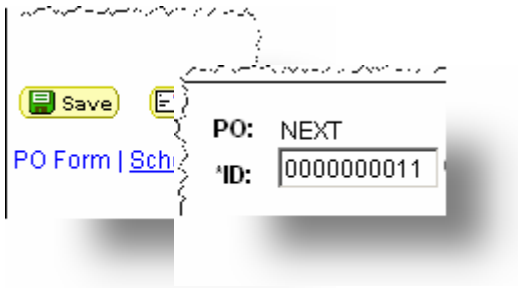
On the resulting screen, place a check in each line you desire to copy from the Requisition to the new Purchase Order. Once each desired line is checked, left click the

Copy to PO button.

The requisition has been successfully copied to a new PO.

Left click "Save"

|Note: The PO number will change from "next" to a valid PO number.|



|Note: Verify the PO information including: Header details, schedule, distribution information. |