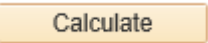
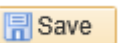


Quick Guide for PeopleSoft Buyer

Buyer – Create a Purchase Order – Quantity

Step	Action
1.	Purchasing Workcenter / Add/Update Express POs
2.	Click 
3.	Click 
4.	Header section - Enter • Supplier • Buyer • PO Reference
5.	Justification - Add Comments
6.	Lookup Category
7.	Expand line Enter • Schedules • Unit Price
8.	Add a new line – Line section Click +
9.	Click 
10.	Click 

Buyer - Create a Purchase Order for Services – Value

Step	Action
1.	Purchasing Workcenter / Add/Update Express POs
2.	Click 
3.	Click 
4.	Header section - Enter • Supplier • Buyer • PO Reference
5.	Justification - Add Comments
6.	Add Items – Line 1 Click 
7.	Enter Description
8.	Expand Attributes Section Physical Nature = Services
9.	Check ☒ Amount Only
10.	Click 
11.	Click 
12.	Submit for Approval Click 

Place a PO on Hold

Input data into your PO

Step	Action
1.	Check ☒ Hold From Further Processing
2.	Click 

Retrieve an on Hold PO

In Purchasing WorkCenter

Step	Action
1.	Click  Alerts  Purchase Orders On Hold (1)
2.	Check PO to process
3.	Edit PO as required
4.	Uncheck ☐ Hold From Further Processing
5.	Click  Save

Splitting PO between GL Codes

When creating the PO -

Step	Action
1.	Expand Schedules line
2.	Add a new line – scroll to the right Click +
3.	Confirm number of rows - 
4.	*Distribute by Select 
5.	Enter dollar value
6.	Look up Dept Code
7.	Amount Summary Click 
8.	Click  Save

Copy a PO

Step	Action
1.	Purchasing Workcenter / Add/Update Express POs
2.	 Click 
3.	 Select 
4.	Enter dollar value
5.	Look up Dept Code
6.	Amount Summary Click 