Administrative Applications — Business Process Guide

**Process:** Assign Express POs to Buyers  
**Module:** Purchasing

### High Level Description

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### Revision Control

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### Overview

This document describes the process to assign Express POs to Buyers.
Assign Express POs to Buyers

Navigate to Purchasing > Purchase Order > Add/Update POs

The Purchase Order page displays.

1. Click the Find an Existing Value tab

Note changes in that **Hold From Further Processing** is now an option as is **Buyer Name**.
2. Select **PO Status:** Approved

3. Enter **Buyer:** BUYERTBA

4. Click **Search**

The Search Results page displays.

Note that **Hold From Further Processing** is shown. If an N appears, it is not on hold.

5. Select the PO with an “N” shown

The Purchase Order page displays.

6. Check the “Hold From Further Processing” box

7. Click **Save**

8. Click **Return to Search**
The Search Results page displays.

9. Use the same criteria as Step 2-4 to verify
Print POs – No Run Control

Navigate to Purchasing > Purchase Orders > Review PO Information > Print POs

The Purchase Orders Print page displays.

If it is your first time in 9.0, you will need to create a Run Control.

1. Click the Add a New Value tab

The Purchase Orders Print page displays.

2. Enter Run Control ID

Note: If you chose to use more than one word, you must separate the words with an underscore.

3. Click Add
4. Enter
   - **Business Unit**: HW001
   - **Buyer**: BUYERTBA

5. Check **Approved** under Statuses to Include

6. Select
   - **Hold Status**: On Hold AND Not On Hold
   - **Chartfields**: Recycled And Valid Chartfields

7. Click **Run**

   The Process Scheduler Request page displays.

8. Click **OK**

   The Purchase Order Print Page displays.

9. Click the **Process Monitor** link

   *Note: There is a Process Instance under the Run button.*
The Process List page displays.

10. Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**

Note: If you do not recall your instance number it will be the most recent on the list.

11. Click the **Details** link

The Process Detail page displays.

10. Click the **View Log/Trace** link
The View Log/Trace page displays.

11. Click the PDF file link

The Purchase/Service Order page displays.

12. Click the Print icon to print your POs
Print POs – Run Control Exists

1. Click Search

The Search Results page displays.

2. Click your Run Control

The Purchase Orders Print page displays.

Note that the criteria that you used before is now defaulted.

3. Repeat steps 7-10 in the former section
Assign the POs Distribute to Buyers

1. Go back to step 1 in the first section

2. Call up the POs that have not been assigned to a buyer

3. Click either the first or the last PO in your list

The Purchase Order page displays.

4. Replace the BUYERTBA with the Buyer who will be assigned to work on PO

When you do, you will often get this message.

5. Click OK

Then you will receive this message.

6. Click Cancel

Note: If you do not, any defaults set for the buyer will override the values in the PO particularly the Dept ID and Location.
5. Click Save
6. Click Next in List
7. Repeat steps 3-6 until you have assigned all the POs Distribute to Buyers

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).