



**Quick Reference Guide:
Stage Multiple Requisitions to Single Purchase Order**

This document provides the steps to add multiple requisitions to a single purchase order. **NOTE:** Vendor, vendor location and procurement card information must be the same for all intended lines of the PO.

1. Confirm that the requisitions are Approved and Valid. (Manage Requisitions page)

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000000010	0000000010	84100	01/09/2014	Approved	Valid	98.41 USD
0000000009	Multiple Reqs Test 2	84100	01/09/2014	Approved	Valid	10.52 USD
0000000008	Multiple Reqs Test 1	84100	01/09/2014	Approved	Valid	16.72 USD

2. On the Requisition Selection screen, enter a search criteria that will capture all the requisition lines at once. The vendor ID would be something that could be used, but the other options may vary depending on who and when the requisitions were created. All the intended requisition lines should be displayed on the page.

Requisition Selection Sourcing

Search Criteria

Business Unit: 84100
 Vendor ID:
 Category:
 Requisition ID:
 Requisition Name:
 Contract ID:

Buyer:
 Origin:
 Max Rows: 50
 Include Reqs With No Vendor
 Include Inventory Items
 Stockless Item
 Exclude Auto Source Item

Selection Options

Define PO
 Check Item Available
 All Lines From Req
 *PO Item Vendor Option: No Edit Required

Select Requisition Lines

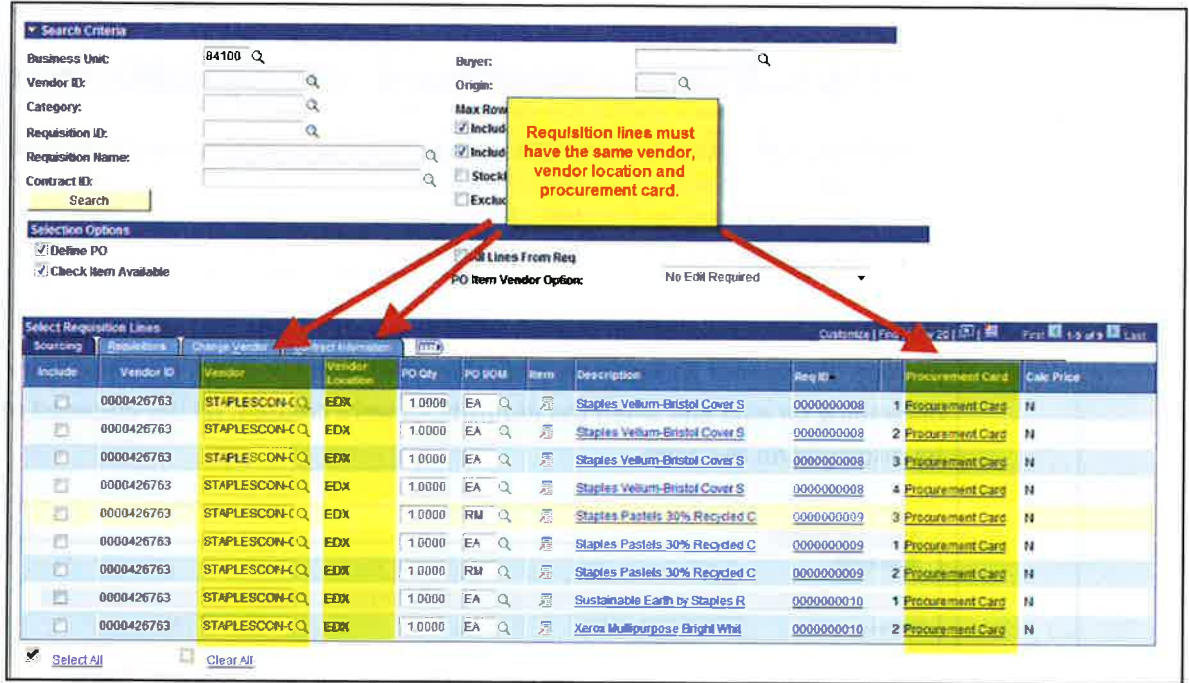
Sourcing | Requisitions | Change Vendor | Contract Information

Customer | Tool | View 20 | 1 of 3 | List

Make sure you make selections so that all lines can be presented on the same page.

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3. Check to make sure the Vendor, Vendor Location and Procurement Card information is the same for all the intended lines.



Requisition lines must have the same vendor, vendor location and procurement card.

Include	Vendor ID	Vendor	Vendor Location	PO Qty	PO UOM	Item	Description	Req ID	Procurement Card	Calc Price
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	1 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	2 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	3 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	4 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	RM		Staples Pastels 30% Recycled C	0000000009	3 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Pastels 30% Recycled C	0000000009	1 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	RM		Staples Pastels 30% Recycled C	0000000009	2 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Sustainable Earth by Staples R	0000000010	1 Procurement Card	N
<input type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Xerox Multipurpose Bright Whit	0000000010	2 Procurement Card	N

4. Select the lines that should be sourced to the same PO.



Include	Vendor ID	Vendor	Vendor Location	PO Qty	PO UOM	Item	Description	Req ID	Procurement Card	Calc Price
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	1 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	2 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	3 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Vellum-Bristol Cover S	0000000008	4 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	RM		Staples Pastels 30% Recycled C	0000000009	3 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Staples Pastels 30% Recycled C	0000000009	1 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	RM		Staples Pastels 30% Recycled C	0000000009	2 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Sustainable Earth by Staples R	0000000010	1 Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON-CQ	EDX	1.0000	EA		Xerox Multipurpose Bright Whit	0000000010	2 Procurement Card	N

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5. Once requisitions are sourced to the new PO, you can confirm the PO number that the requisition was sourced to.

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
0000000010	0000000010	84100	01/09/2014	PO(s) Created	98.41
Pre-Encumbrance Balance:		0.00	USD		
Header Comments:					
Comment 1: 2014-01-09 CHIEV841 04					

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	Sustainable Earth by Staples...	Complete	N	1.0000 Each	51.38000 USD	Approved	51.38

PO Information

PO No.	PO Status	Vendor	Receipt Status
0000045834	Open	STAPLES CONTRACT & COMMERCIAL INC	PO Not Received

PO Line	Sched #	Due Date	Ship To	PO Qty	Price
1		01/10/2014	PO_111001	1.0000	51.38000 USD

2 Xerox Multipurpose

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
2	Xerox Multipurpose		N	1.0000 Each	47.03000 USD	Approved	47.03

PO Information

PO No.	PO Status	Vendor	Receipt Status
0000045834	Open	STAPLES CONTRACT & COMMERCIAL INC	PO Not Received

PO Line	Sched #	Due Date	Ship To	PO Qty	Price
2	1	01/10/2014	PO_111001	1.0000	47.03000 USD

The PO will be displayed on the requisition details for each requisition.



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6. The PO will have all the lines from each of the requisitions.

Purchase Order

Business Unit: 84100
 PO ID: 0000045934

PO Status: Open
 Budget Status: Not Chkd

Copy From:
 Hold From Further Processing

Header

*PO Date: 01/09/2014 [Vendor Search](#)
 *Vendor: STAPLESCON 001 [Vendor Details](#)
 *Vendor ID: 0000426763 STAPLES CONTRACT & COMMERCIAL INC
 *Buyer: KWILLIAMS [Kiya Williams 404/463-6220](#)

Doc Tot Status: Not Chkd
 Receipt Status: Not Recvd
 *Dispatch Method: EDX

PO Reference: Online Src From Req 0000000010
[Header Details](#) [Acctg. Summary](#) [Use Procurement Card](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Edt Comments](#)
[PO Activities](#) [Add Ship To Comments](#)

Amount Summary

Merchandise: 125.65
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 125.65 USD
 Encumbrance Balance:

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display
 Line: To: [Retrieve](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Sustainable Earth by	1.0000	EA	60061	51.38000	51.38	Active
2		Xerox Multipurpose	1.0000	EA	64539	47.03000	47.03	Active
3		Staples Pastels 30%	1.0000	EA	64538	4.62000	4.62	Active
4		Staples Pastels 30%	1.0000	RM	64533	2.95000	2.95	Active
5		Staples Pastels 30%	1.0000	RM	64533	2.95000	2.95	Active
6		Staples Velum-Eristol	1.0000	EA	64535	4.18000	4.18	Active
7		Staples Velum-Eristol	1.0000	EA	64535	4.18000	4.18	Active
8		Staples Velum-Eristol	1.0000	EA	64535	4.18000	4.18	Active
9		Staples Velum-Eristol	1.0000	EA	64535	4.18000	4.18	Active



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7. The PO will also show which requisitions that PO lines are sourced from.

Maintain Purchase Order
Purchase Order

Business Unit: 84100 PO Status: Open
 PO ID: 0000045934 Budget Status: Not Chkd

Copy From: Hold From Further Processing

Header

*PO Date: 01/09/2014 Vendor Search
 *Vendor: STAPLESCON-001 Vendor Details
 *Vendor ID: 0000426763 STAPLES CONTRACT & COMMERCIAL INC
 *Buyer: KWILLIAMS Kaja Williams 404463-6229

PO Reference: Online Src From Req 0000000010
 Header Details Activity Summary Use Procurement Card
 PO Defaults Document Status
 Requisition Edit Comments
 PO Activities Add ShipTo Comments

Doc Tot Status: Not Chkd
 Receipt Status: Not Recvd
 *Dispatch Method: EDX

Amount Summary

Merchandise: 125.65
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 125.65 USD
 Encumbrance Balance:

Add Items From: Purchasing Kit Catalog Item Search

Select Lines To Display
 Line: To: Retrieve

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Sustainable Earth by	1.0000	EA	60061	51.38000	51.38	Active
2		Xerox Multipurpose	1.0000	EA	64529	47.03000	47.03	Active
3		Staples Pastels 30%	1.0000	EA	64539	4.62000	4.62	Active
4		Staples Pastels 30%	1.0000	RM	64533	2.95000	2.95	Active
5		Staples Pastels 30%	1.0000	RM	64533	2.95000	2.95	Active
6		Staples Vellum-Bristol	1.0000	EA	64536	4.18000	4.18	Active
7		Staples Vellum-Bristol	1.0000	EA	64535	4.18000	4.18	Active
8		Staples Vellum-Bristol	1.0000	EA	64535	4.18000	4.18	Active
9		Staples Vellum-Bristol	1.0000	EA	64535	4.18000	4.18	Active

Maintain Purchase Order
Requisition Details – STAPLESCON-001

Business Unit: 84100 PO ID: 0000045934

Requisition Details

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	84100	0000000010	1	1	1	1.0000	51.380	51.380	1.0000	
2	1	1	84100	0000000010	2	1	1	1.0000	47.030	47.030	1.0000	
3	1	1	84100	0000000009	1	1	1	1.0000	4.620	4.620	1.0000	
4	1	1	84100	0000000009	2	1	1	1.0000	2.950	2.950	1.0000	
5	1	1	84100	0000000009	3	1	1	1.0000	2.950	2.950	1.0000	
6	1	1	84100	0000000008	1	1	1	1.0000	4.180	4.180	1.0000	
7	1	1	84100	0000000008	2	1	1	1.0000	4.180	4.180	1.0000	
8	1	1	84100	0000000008	3	1	1	1.0000	4.180	4.180	1.0000	
9	1	1	84100	0000000008	4	1	1	1.0000	4.180	4.180	1.0000	

