



## Quick Reference Guide: Stage Requisitions to an Existing Purchase Order

- This document provides the steps to stage a new requisition to an existing purchase order.
1. Log in as PO Buyer in PeopleSoft
2. Navigate to Purchasing > Purchase Orders > Stage/Source Requests > Requisition Selection
3. Enter Business Unit and Requisition ID or Buyer ID and Origin or Vendor ID and Origin and click on Search to find the eProcurement requisition to be sourced

4. Select the lines by check box and click on Staging Information

Include	Vendor ID	Product	Number Location	PO Qty	PO UOM	Item	Description	Req ID	Procurement Card	Card Price
<input checked="" type="checkbox"/>	0000426763	STAPLESCON+C	EDX	3.0000	EA	HP Toner Cartridge, 128A, CE32	000020337	1	Procurement Card	N
<input checked="" type="checkbox"/>	0000426763	STAPLESCON+C	EDX	2.0000	EA	HP Toner Cartridge, 128A, CE32	000020337	2	Procurement Card	N

5. Click on User Assign ID checkbox. Look up your existing PO ID and click Save

System will run PO\_AUTO\_SRC batch process every 15 minutes and 45 minutes at scheduled time to source requisitions to a purchase order.