



Step #	Do This:
1	<ul style="list-style-type: none"> Sign in PeopleSoft Financial System
2	<ul style="list-style-type: none"> Click the Procurement tile on the Home Page. 
3	<ul style="list-style-type: none"> Under Purchasing, click Requisition Selection 
6	<ul style="list-style-type: none"> Type your Business Unit/Origin/Requisition ID or any of the searching field to narrow your search results
7	<ul style="list-style-type: none"> Click Search
8	<ul style="list-style-type: none"> System will process to find any requisitions waiting to be stage to Pos – If a requisition is not in the list that you expect to see ensure it is approved and valid budget checked. If a requisition line does not display, ensure the RFQ required flag on the line details is not checked.
9	<ul style="list-style-type: none"> Select Requisition (s) lines that you want to stage to PO.
10	<ul style="list-style-type: none"> If the vendor location is EDX, you should not change to another location.
11	<ul style="list-style-type: none"> Once you select the requisition lines the Staging Information link will be active (turn to blue color) click the link on the bottom left (If you wish to review/change Requisition information)
12	<ul style="list-style-type: none"> On the Staging Information page, Remember to add the appropriate Buyer name in the Buyer field, otherwise it will be more difficult to find your PO once it is created.
13	<ul style="list-style-type: none"> Scroll to the right to see the number of PO's that will be created for example if there is 1 of 2, 2 POs will be created.
14	<ul style="list-style-type: none"> Click the Header Details link on the top right to change the PO Type then click OK. If the dispatch method is EDX, do not change to Print.



15	<ul style="list-style-type: none">• Review /Change line details such as the chartfield coding.
16	<ul style="list-style-type: none">• Click return to Return to Sourcing Page
17	<ul style="list-style-type: none">• Once you satisfied with the requisition information click Save.
18	<ul style="list-style-type: none">• All selected lines will disappear from the sourcing page.
19	<ul style="list-style-type: none">• A Batch process runs at 15 and 45 after the hour to convert all staged requisitions to POs
20	<ul style="list-style-type: none">• To update your PO go to Add/Update PO page and search for your Purchase Orders, to narrow down your search, enter today's date and your buyer id in the search fields, and click search.
21	<ul style="list-style-type: none">• Update the Purchase order for any agency specific information. If the dispatch method or vendor location is EDX, do not change it.