Re-Dispatching a Purchase Order Quick Guide

1. Begin by navigating to: Purchasing > Purchase Orders > Maintain Purchase Orders

2. Search for a Purchase Order at the Find Existing Value page.

3. Click on the desired Purchase Order to view it.
The Purchase Order will resemble a Requisition.

4. From the More pull-down menu, select 02-Dispatch PO.

5. On the Dispatch Options page, set the options as shown here.
6. Click **No**.

7. Click **OK**.

8. Click **OK**.

Note the **Process Instance Number**. Use the **Process Monitor** (PeopleTools > Process Scheduler > Process Monitor) to check the status of the process.

**RE-DISPATCH COMPLETE.**