

RE-DISPATCHING A PURCHASE ORDER QUICK GUIDE

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

Menu

- Search:
- My Favorites
- University of Maine System
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Purchase Orders
 - Change Orders
 - Review PO Information
 - Reports
 - Maintain Purchase Orders**
 - Create Backorders

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [v] UMS08

Purchase Order: begins with []

Purchase Order Date: = [v] []

PO Status: = [v] []

Short Vendor Name: begins with []

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

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [v] UMS08

Purchase Order: begins with []

Purchase Order Date: = [v] []

PO Status: = [v] []

Short Vendor Name: begins with []

Vendor ID: begins with []

Name 1: begins with []

Buyer: begins with []

PO Type: = [v] []

Purchase Order Reference: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

3 Click on the desired **Purchase Order** to view it.

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
[View All](#) First 1-100 of 300 Last

Business Unit	Purchase Order	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Name 1	Buyer	PO Type	Purchase Order Reference
UMS08	8000000286	04/04/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	EKLEBAN	Req Order	(blank)
UMS08	8000000287	04/04/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR1	Req Order	(blank)
UMS08	8000000276	04/02/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR20	Pers. Srv	(blank)
UMS08	8000000275	04/02/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR21	Pers. Srv	(blank)
UMS08	8000000278	04/02/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR18	Pers. Srv	(blank)
UMS08	8000000277	04/02/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR19	Pers. Srv	(blank)
UMS08	8000000272	04/02/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR24	Pers. Srv	(blank)
UMS08	8000000271	04/02/2005	Dispatched	PARTY.PEOP-001	0000000001	Party People	T8RR25	Pers. Srv	(blank)

The Purchase Order will resemble a Requisition.

PO Form Schedule

Unit: UMS08 PO: 8000000287 *PO Date: 04/04/2005 [Print] [Refresh] [Close] [Help]

Vendor: PARTY PEOB-001 *ID: 0000000001 Lookup Details *Buyer: T8RR1 Training ReqRec BU8

PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid

Department charging is Strategic Procurement

Sel	Line Item	Description	PO Qty	*UOM	Category	Amount	Curr	Status
<input type="checkbox"/>	1	2.5 Ghz G5 Macintosh	1.0000	EA	ELECT	2000.00	USD	Active

Merchandise: 2000.00 Adj Amt: 0.00 Total Amount: 2000.00 USD Backorder Status: None

*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#) [Requisitions](#)
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) More ...

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

PO: 8000000287 *PO Date: 04/04/2005 [Print] [Refresh] [Close] [Help]

Vendor: PARTY PEOB-001 *ID: 0000000001 Lookup Details *Buyer: T8RR1 Training ReqRec BU8

Budget Status: Valid

- ... More ...
- 01-Activities Log
- 02-Dispatch PO**
- 03-PO Dispatched History
- 04-Preview PO
- 05-PO Activities
- 06-Category Search
- 08-Backorder PO
- 09-Document Status Inquiry
- 10- -----
- 11-Matching
- 13-Header Misc. Charges
- 14-Freight Calculation
- 15-Budget Check
- 16-Budget Status-Prorated
- 17-Budget Status-NProrated
- 18-Doc Tolerance Checking
- 19-Doc Tolerance Exception
- 20- -----
- 22-Open Qty/Amount
- ... More ...

Description	PO Qty	Status
Ghz G5 Macintosh	1.0000	Active

Total Amount: 2000.00 USD Backorder Status: None

[Item Search](#) [Header Comments](#) [Catalog](#) [Line Comments](#) More ...

5 On the *Dispatch Options* page, set the options as shown here.

Dispatch Options

Dispatch Option

Print Duplicate on PO: Y

Fax Cover Page: []

Server Name: PSUNX [Search]

*Output Destination Type: WEB [v]

*Output Destination Format: PDF [v]

Test Dispatch

Print Changes Only

Print BU Comments

Print Copy

Number Of Copies: []

OK Cancel Refresh

6 Click **No**.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No

7 Click **OK**.

PO Dispatch Routing

Business Unit UMS08

Purchase Order 8000000287

When the dispatch method on the PO is set to print, the employee named below will receive a pdf file containing the actual PO for printing and sending to the vendor. You can change the employee to whom the pdf file is sent by selecting another name using the prompt. Click OK when done.


Note: If the PO Type is Prepaid, the pdf file is sent to the user for your campus who is responsible for getting the check cut that needs to go with the order. This name cannot be changed.

User ID Training ReqRec BU8

OK Cancel Refresh

8 Click **OK**.

Microsoft Internet Explorer

 Purchase Order, 8000000287, has been scheduled for dispatch. The process instance number is 7411. (10208,47)

Please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

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.