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 click on Search to find the eProcurement requisition to be sourced

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

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.