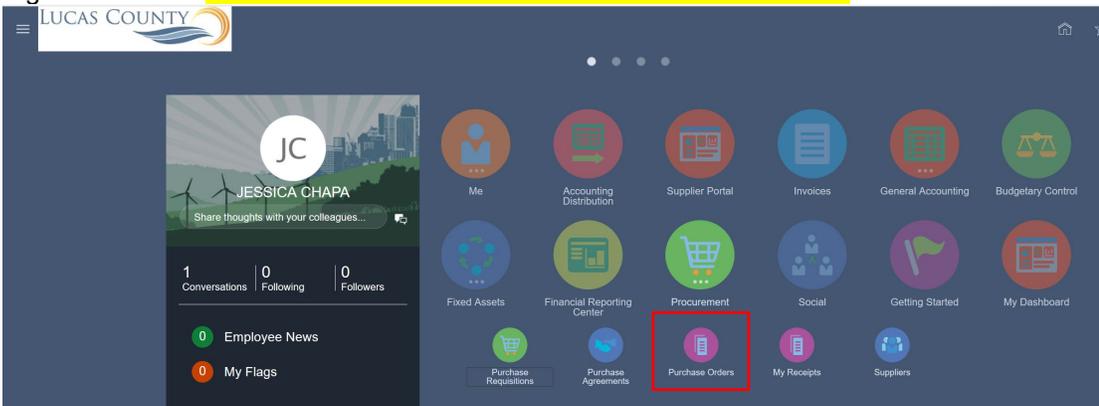


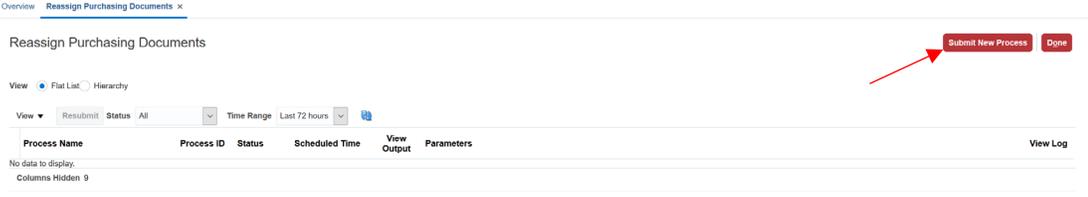
Update Buyer on Approved Purchase Order

Audience: Procurement Manager, Category Manager, Buyer

Purpose: You can run a process to reassign purchasing documents from one buyer to another, including purchase agreements, contract agreements and purchase orders. To run the process, use the Reassign Purchasing Documents task, from the Purchase Agreements or Purchase Orders work area.

Note: To use the Reassign Purchasing Documents task you must have a role with the Reassign Purchasing Document privilege. This job aid will assist you with the task of updating a Buyer name on approved Purchase Orders.

Step	Action
1	<p>Sign into Oracle. Home -> Procurement -> Purchase Orders -> Tasks icon</p>  <p>The screenshot shows the Oracle dashboard for user JESSICA CHAPA. The navigation menu on the right includes icons for Me, Accounting Distribution, Supplier Portal, Invoices, General Accounting, Budgetary Control, Fixed Assets, Financial Reporting Center, Procurement, Social, Getting Started, My Dashboard, Purchase Requisitions, Purchase Agreements, Purchase Orders (highlighted with a red box), My Receipts, and Suppliers.</p>
2	Click on the Reassign Purchasing Documents link under Administration .

	<ul style="list-style-type: none"> Requisitions <ul style="list-style-type: none"> • Process Requisitions • Import Requisitions • View Requisition Lines Orders <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders Agreements <ul style="list-style-type: none"> • Manage Agreements • Create Agreement • Import Blanket Agreements • Import Contract Agreements • Initiate Retroactive Price Update • Generate Approved Supplier List Entries Deliverables <ul style="list-style-type: none"> • Manage Deliverables Supply Base <ul style="list-style-type: none"> • Research Suppliers • Manage Suppliers • Manage Approved Supplier List Entries Administration <ul style="list-style-type: none"> • Communicate Purchasing Documents • Reassign Purchasing Documents • Close Schedules in Spreadsheet
3	<p>Click on the Submit New Process button.</p> 
4	Select on the Document Type list.
5	Click on the Purchase Orders menu item.
6	Click on the Procurement BU list.
7	Click on the Old Buyer drop-down icon.
8	Select the Old Buyer name to be updated.
9	Click on the New Buyer drop-down icon.
10	Select the New Buyer name to replace Old Buyer name.
11	Click the Submit button.

	<div style="border: 1px solid black; padding: 10px;"> <p>Reassign Purchasing Documents X</p> <p>i This process will be queued up for submission at position 1</p> <p style="text-align: right;"> Process Options Advanced Submit Cancel </p> <p>Name Reassign Purchasing Documents</p> <p>Description Reassigns purchasing documents including purcha... <input type="checkbox"/> Notify me when this process ends</p> <p>Schedule As soon as possible Submission Notes <input type="text"/></p> <p>Basic Options</p> <p>Parameters</p> <p>* Document Type <input type="text" value="Purchase Orders"/></p> <p>* Procurement BU <input type="text" value="Lucas County"/></p> <p>Requisitioning BU <input type="text"/></p> <p>Supplier <input type="text"/></p> <p>* Old Buyer <input type="text" value="CHAPA, JESSICA"/></p> <p>* New Buyer <input type="text" value="THOMASSON, AMANDA"/></p> </div>
12	Click the OK button.
13	Click the Refresh button.
14	Click on the View Output button.
15	Click on the Output link.
16	Click on the OK button.
17	Review the Purchasing Documents Reassignment Report .
18	Click the Done button.
19	Click the Home icon.