

Dispatching Purchase Orders

After a requisition is created, approved, budget checked and sourced to a Purchase Order, the PO must be dispatched to the vendor. DPT Purchase Orders can only be printed and then delivered by the Department Requester.

Dispatch POs:

- Purchasing>Purchase Orders>Dispatch POs

Choose “Add a New Value”

Run Control ID: UserID and a short description of the process. Use “_” instead of spaces.

Add

Note: A new value only needs to be added the first time the process is run. The run control ID can be found by searching on the “Find an Existing Value” tab. All run control parameters will be saved under the run control ID used.

Business Unit: NAUBU

PO ID: Select if dispatching a single PO

Buyer: Defaults from the User logged in. If selecting a single PO this field will become blank.

Check Approved if dispatching a single PO these options will be un-selectable

Check Print If dispatching a single PO these options will be un-selectable

Check Print BU Comments

Check Print PO Item Description

Check Print Duplicate

Run

Process Scheduler Request

User ID: cjp Run Control ID: cjp_disp_po

Server Name: PSUNX Run Date: 04/17/2017

Recurrence: Run Time: 11:04:51AM

Time Zone: [Reset to Current Date/Time]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	PO XMLP Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

[OK] [Cancel]

Server Name: PSUNX
Check 'PO Dispatch/Print'

Type: Web **Format:** PDF
OK

Dispatch POs

Run Control ID: kdp27_PO_Dis [Report Manager] [Process Monitor] [Run]

Language: English Specified Recipient's [Report Distribution List]

Process Request Parameters

Business Unit: NAUBU To: NAUBU

PO ID: [Select Purchase Order]

Contract SetID: [Search]

Contract ID: [Search]

Release: [Search]

From Date: [By]

Through Date: [By]

Vendor ID: [Search]

Buyer: kdp27_dv Phalan, Kathleen (BA)

Fax Cover Page: [Search]

Template ID: [Search]

Statuses to Include

Approved Dispatched Pending Cancel

Dispatch Methods to Include

Print FAX EDX E-Mail Phone

Miscellaneous Options

*Chartfields: Valid Chartfields

Change Orders: Changed and UnChanged Orders

Print Changes Only Print BU Comments

Test Dispatch Print PO Item Description

Print Copy Print Duplicate

Sort By: Sort by Line Number

Click on the "Report Manager" link

The screenshot shows a web application interface for 'Report Manager'. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Purchasing > Purchase Orders > Dispatch POs > Report Manager'. Below this is an 'Administration' tab. The main section is titled 'View Reports For' and contains several filters: 'User ID' (cjp), 'Type' (dropdown), 'Last' (dropdown), 'Days' (dropdown), 'Status' (dropdown), 'Folder' (dropdown), and 'Instance' (dropdown) with a 'to' field. A 'Refresh' button is highlighted with a red box. Below the filters is a 'Report List' table with columns: 'Select', 'Report ID', 'Prcls Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains one row with the following data: Report ID: 928548, Prcls Instance: 994622, Description: PO Dispatch/Print (highlighted with a red box), Request Date/Time: 04/17/2017 11:07:48AM, Format: Acrobat (*.pdf), Status: Posted, and Details: Details (link).

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	928548	994622	PO Dispatch/Print	04/17/2017 11:07:48AM	Acrobat (*.pdf)	Posted	Details

Refresh

Select the "PO Dispatch/Print" description link

Note: Click Refresh every few minutes, if the Status does not say Posted. Clicking Refresh quickly, multiple times in a row will make the process run slower. Once Posted the PDF can be brought up to print.
