



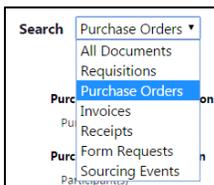
Purchase Orders: Changing the Owner

From the home screen:

1. Access the **Document Search** by selecting the **Orders & Documents** icon on the left-hand side and then selecting **Search Documents**.



2. Select **Purchase Orders** from the drop-down search box on the left of the screen.



3. In box next to **Purchase Order Number(s)** enter the purchase order number(s) you want to search for. (These can be one or multiple numbers and can be copied and pasted from a list, but should be no more than 40 at any one time).



4. Once you have entered the number(s) you wish to search for, Click **Go**



5. A list of the available purchase orders from the numbers you searched will appear. Select the ones you wish to change by checking the box to the right of each line.

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	
✓ P0845488	Cell Signaling Technology	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	119.50 USD	<input checked="" type="checkbox"/>
✓ P0845462	Matt Industries Inc	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	129.35 USD	<input checked="" type="checkbox"/>
✓ P0845460	Barnes & Noble Booksellers	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	309.00 USD	<input checked="" type="checkbox"/>
✓ P0845456	Sirius Fine Chemicals	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	191.10 USD	<input checked="" type="checkbox"/>

6. Scroll up to the top of the page and ensure the **Available Actions** drop-down shows **Change PO Owner** and then click **Go**.

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	
✓ P0845488	Cell Signaling Technology	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	119.50 USD	<input checked="" type="checkbox"/>
✓ P0845462	Matt Industries Inc	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	129.35 USD	<input checked="" type="checkbox"/>

Showing 1 - 4 of 4 Results
 Results Per Page: 20
 Sort by: Best match
 All Dates
 Change PO Owner
 Create Quantity Receipt
 Create Invoice
 Create Credit Memo
 Open PO
 Close PO
 Change PO Owner (highlighted)
 Go

7. A screen will pop up that will allow you to search for the name of the new PO owner. Begin typing their first name, second name or email address and a list of matching entries will appear.



- Click on the correct name and it will appear in the **New Owner** box. In the **Comment** field, type the appropriate comment and click **Save Changes**

- A green screen should pop up to demonstrate your actions have been saved.

