



Purchase Orders: Changing the Owner

From the home screen:

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

Orders and Documents	
Document Search	Document Search
ånnrovals	Search Documents
Approvais	View Saved Searches
	Download Export Files
	Create and Manage Export Templates
	My Forms

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).

Purchase Order Identification							
Purchase Order Number(s)	P0845488	×	P0845462	×	P0845460 >	<	P0845456 ×

Cornerstone 🔤 🔝 ⊵

Transforming the Way We Work at Rutgers

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

Purchase Order Identification				Go			
Purchase Order Number(s)	P0845488	×	P0845462 ×	P0845460	×	P0845456 ×	ר

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.

Results Per Page	20 🔻	Sort	by: Best match	*		1	Page 1 of 1	2
PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	۲
✓ P0845488 🕰	Cell Signaling Technology	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	119.50 US	
✓ P0845462 🕰	Matt Industries Inc	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	129.35 US	۲
✓ P0845460 🗟	Barnes & Noble Booksellers	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	309.00 USI	۲
✓ P0845456 🕰	Sirius Fine Chemicals	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	191.10 US	

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

Showing 1 - 4 of 4 Results		All Dates					Change PO Owner	
Results Per Page	20 🔻	Sort	by: Best match	•		Create Qu Create Inv	iantity Receipt ioice	2 ?
PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Create Cre Open PO	edit Memo	ø
✓ P0845488	Cell Signaling Technology	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Change P	O Owner	
✓ P0845462	Matt Industries Inc	10/15/2016 12:09 PM		procure@finance.rutgers.edu		No Matches	129.35 U	SD 🕑

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.





Change PO Owner								
Changes may not be immediately reflected in search results as the selected purchase orders are updated.								
Enter a new owner for the select	ed purchase orders.							
New Owner *	Ge	٩						
Comment *	Arbuckle-Keil, Georgia A Bawagan, Genalin	ar						
	Brainard, Amy Brainard, Amy							
Selected Purchase On	Brooks, Georgena Cannings, Gemma							
* Required	Carman, George M Cocco, George Q Search 64 More	ges Close						

8. 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**



- Cornerstone 🚟 🛅 🔀 堅
- Transforming the Way We Work at Rutgers

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

Search?tmstmp=1477406009408		☆ 🚺 😻	8
TDIACE	Gemma Cannings 🔻 🔺 🏴 🎫 🌲 0.00 USD	Search (Alt+Q)	
O Success	нх		
t Search			
0000+ Results Total result			
oooo+ Kesuits Total lesuit	All Dates	Create Quantity Rec	eint