

How to Find New PO # in PS For An Existing PO on LEGACY

1. Navigate: **Main Menu>Purchasing>Purchase Orders>Add/Update POs**
2. Click on **Find an Existing Value** tab.
3. On **Purchase Order Reference**: Click on **contains** and type old PO #.
4. Click Search.

Oracle ERP Cloud navigation bar showing the breadcrumb: **Main Menu > Purchasing > Purchase Orders > Add/Update POs**. The number **1** is placed over the breadcrumb text. On the right side, there are links for **Home**, **Worklist**, **Add to Favorites**, and **Sign out**. The Oracle logo is on the left, and **New Window | Help** is on the right.

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

2

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit:	=	05100
PO ID:	begins with	
Purchase Order Date:	=	
PO Status:	=	
Short Supplier Name:	begins with	
Supplier ID:	begins with	
Supplier Name:	begins with	
Buyer:	begins with	
Buyer Name:	begins with	
PO Type:	=	
Purchase Order Reference:	contains	171867
Hold From Further Processing		<input type="checkbox"/>

Case Sensitive

4

Search | **Clear** | **Basic Search** | **Save Search Criteria**

3

[Find an Existing Value](#) | [Add a New Value](#)

5. The new PO will open up. Take note of your new **PO ID**.

PeopleSoft session expired x Add/Update POs x +

https://sdfp92.erp.sdoe.net/psp/sdfp92/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PURCHASE_ORDER.GBL?Folder=MYFAVORITES

PeopleSoft Portal

Main Menu > Purchasing > Purchase Orders > Add/Update POs

Home | Worklist | Add to Favorites | Sign out

ORACLE

New Window | Help | Personalize Page

Maintain Purchase Order

Purchase Order

Business Unit 05100
PO ID 000000886 5
 PO Status Dispatched
 Budget Status Valid

Copy From Hold From Further Processing

Header

*PO Date 10/05/2015 Supplier Search
 *Supplier HEINEMANN-001 Supplier Details
 *Supplier ID 111105 HEINEMANN PUBLISHING
 *Buyer 264433 Diana Johnson

PO Reference REPLACES PO #171867

Backorder Status Not Backordered Create BackOrder
 Receipt Status Not Recvd
 *Dispatch Method Print Dispatch

Amount Summary

Merchandise	1,170.00	
Freight/Tax/Misc.	93.60	Calculate
Total Amount	1,263.60	USD
Encumbrance Balance	1,263.60	USD

Header Details Activity Summary
 PO Defaults Edit Comments
 PO Activities Add ShipTo Comments
 Requisitions Document Status
 Actions

Add Items From Catalog Purchasing Kit Item Search

Select Lines To Display Search for Lines Line To Retrieve

Lines

Personalize | Find | View All | First 1-4 of 4 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		UNITS OF STUDY OPINION INFORMATION NARRATIVE KINDER	2.0000	EA	10000000	195.00000	390.00	Approved			
2		UNITS OF STUDY OPINION INFORMATION NARRATIVE 1ST GRADE	1.0000	EA	10000000	195.00000	195.00	Approved			
3		UNITS OF STUDY OPINION INFORMATION NARRATIVE 2ND GRADE	1.0000	EA	10000000	195.00000	195.00	Approved			