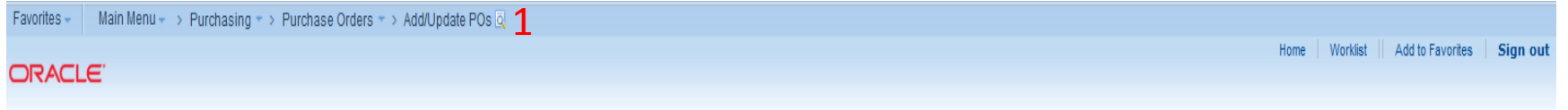


## How to Find New PO # in PS For An Existing PO on LEGACY

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.



[New Window](#) | [Help](#)

### Purchase Order

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

**2**

#### 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 **3**

Hold From Further Processing

Case Sensitive

**4**

[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 [ ]

Header

\*PO Date 10/05/2015  
 \*Supplier HEINEMANN-001  
 \*Supplier ID 111105  
 \*Buyer 264433  
 PO Reference REPLACES PO #171867

Supplier Search  
 Supplier Details  
 HEINEMANN PUBLISHING  
 Diana Johnson

Backorder Status Not Backordered  
 Receipt Status Not Recvd  
 \*Dispatch Method Print

Amount Summary

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

Add Items From [ ]

Select Lines To Display [ ]

Lines

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