



PURCHASE REQUISITION EDITING (POUPPR)

The POUPPR screen opens in **Search** mode. You can search on any field (Ex: if you only know the vendor you can search by vendor). You can use this to find information on an existing requisition or edit and existing requisition.

**Note-NEVER EDIT A REQUISITION THAT HAS BEEN ALREADY HAD A PURCHASE ORDER CREATED! PROCUREMENT WILL NEED TO CHANGE THE PURCHASE ORDER AT THIS POINT.*

The screenshot displays the 'BusinessPlus' application interface for 'Person/Entity Information (PEUPPE)'. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Search' section with 'Apply Search' and 'Clear Criteria' buttons, and a 'Filters' section with 'No Default Filters' and 'Search Criteria:' options. The main content area features a search form with various fields: 'PE ID*', 'Name*' (with sub-fields for First, Middle, Last, and Nickname), 'Web URL', 'Security Cd', 'Expire Date', 'Status', 'SSN', 'Affiliation', 'Salute Cd', 'Created', 'Select 1', 'Select 2', 'Suffix', and 'Country Code'. Below the search form are tabs for 'Addresses', 'Phones', 'Emails', 'Vendor', 'Customer', 'Price Calcs', 'Relations', 'Associations', and 'Text'. The 'Addresses' tab is active, showing fields for 'Address Type*', 'Status', 'Address Line 1' through 'Address Line 4', 'Zip', 'City', 'St/Prov', and 'Attention'. The interface includes a blue header bar with the 'BusinessPlus' logo and a search icon, and a grey sidebar with navigation icons.

Edit Mode: You can edit by clicking on the pencil.

Make your edits then hit enter to receive the green confirmation like when the request was originally submitted. Changes may need to go back through the approval workflows.

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PE ID*

V0000027

Security Cd

VENDOR

Expire Date

12/31/2050

Status

AC

Name*

Nicaragua Coffee Cafe

Doing Business As

First Name

SSN

--

Show

Select 1

Middle Name

Affiliation

Select 2

Last Name

Salute Cd

Suffix

Nickname

Created

04/11/2014 10:37:30 AM

Web URL

http://www.NicaraguaCoffeeCafe.com

Addresses

Phones

Emails

Vendor

Customer

Price Calcs

Relations

Associations

Text

	Address Type	Address Line 1	Address Line 2	City	St/Prov	Zip
	AP	Main Accounts Payable Office	019298 Elm Street	Chico	CA	95927
	PO	777 EL Camino Way		Chico	CA	95928

1

10

Switch to Added Records

1 - 2 of 2 Records

Grid Mode:

*Note-Notice in the example below that there has been a purchase order generated which is indicated by the PO number below. Otherwise, this will be blank. **You can no longer edit a requisition if the PO has been generated.** You will also need this PO number to receive against the PO (POUPRC).

Edit

	PR Number*	PO Number	Vendor ID*	Vendor Name	Status*
	R000155	P000063	V0000272	MECHONE INC	PO

1

10

Switch to Added Records

1 - 1 of 1 Records

Items

Notes

Edit

	Item Number	Description	Extended Amt
	0001	software coloring pages	5,000.00

1

10

Switch to Added Records

1 - 1 of 1 Records

Questions?

- Training materials are located in the Procurement Department page on the D11 website.

<https://www.d11.org/administration/operations/enterprise/procurement-and-contracting>

- Call or email your assigned Procurement Representative. The list is available on the Procurement Department page on the D11 website.

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