

PeopleSoft Purchasing provides mass update functionality that enables you to make buyer changes for purchase orders in bulk, rather than one purchase order at a time. For example, if a buyer leaves your institution, you can update that buyer's existing orders with a replacement buyer in one step.

This Job Aid will demonstrate how to mass update the Buyer IDs on Purchase Orders.

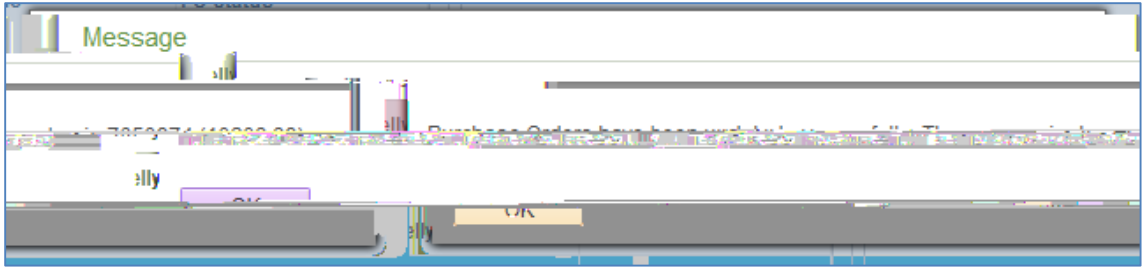
Steps for Completing a Buyer Mass Change

1. Navigate to:

4. Select the checkboxes of the POs on which you wish to change the Buyer ID.

5. Click the Process Change button and click Yes to the question, if you wish to receive confirmation when your PO's have been updated.

6. Receive 110B429 Tf6T5(o)mt[()]TJETBT1 02.250 132.0 ()3(t)5aesif o cPnesi6(e)5eve64(q)4pqteshifo q.



7. Navigate to one of the POs that should have been changed. Confirm that the Buyer ID was updated successfully.

