PSSC estores/PO/req future state

Erequest is approved at the dept level and workflows to the PSSC
**PO Process**

A → Buyer creates PO is PeopleSoft

Buyer populates transaction field with the PO# and attaches a copy of the PO to the PR → Buyer changes status to pending completion

Approver reviews worklist for orders in pending completion → Is the PO approved?

- **YES** → Approver approves PO in PeopleSoft
- **NO** → Approver changes status of eRequest to dispatched status

Buyer makes correction to PO in eRequest → Approver communicates with buyer on questions or corrections needed and changes status of eRequest back to in process

Buyer dispatches PO to the vendor → Buyer sends notification to the customer that the PO has been approved and dispatched → Buyer changes status of eRequest to complete → END
Requisition Process

Buyer creates Requisition in PeopleSoft

Buyer populates transaction field with the Req #

Buyer changes status to pending completion

Appraiser reviews worklist for orders in pending completion

Is the requisition approved?

YES

Appraiser approves requisition in PeopleSoft

NO

Approver communicates with buyer on questions or corrections needed and changes status of eRequest back to in process

Buyer makes correction to requisition in eRequest

Approver changes status of eRequest to dispatched status

Buyer Receives PO notification from Central purchasing

Buyer changes transaction ID to PO #, records requisition # in comments

Buyer attaches copy of PO # to eRequest

Buyer notifies customer of PO # and marks eRequest complete

End
eStores Process

1. eStores Push?
   - YES: Select distribution method in eRequest as eStores
   - NO: Buyer adds/edits header comments field & ship to and location in eRequest

2. Buyer does final review of order

3. Buyer Selects “send to PeopleSoft” button in eRequest

4. PeopleSoft Generates Req # & Adds # to eRequest

5. eRequest status is changed to dispatched by the system

6. PS creates MSR or PO for items; returns PO # to eRequest & changes eRequest status to complete

7. Buyer receives email notification that PO # has been created

8. Buyer notifies customer that the PO # has been assigned

9. End