How do I assign a Buyer?

When a requisition needs to have the buyer assigned.

Login	1. Login into the PeopleSoft eProcurement ver.8 system and prepare to select a buyer for a specific requisition.
Navigate to ePro Home Page	2. Follow the navigation into ePro8
Go to Manage Requisitions	3. Select Manage Requisitions from the menu selections available. .
Go to Assign Buyer page	4. Access the Assign Buyer page at the bottom of the Manage Requisitions page.
Display Requisitions without Assigned Buyers	5. Display requisitions without assigned buyers. (Add criteria to reduce the number of unassigned requisitions displayed.)
Select Procurement Method and Buyer	6. Select a Procurement Method (Regular PO or PCard) and Buyer.
Save Buyer Assignments	7. Save procurement methods and buyers.

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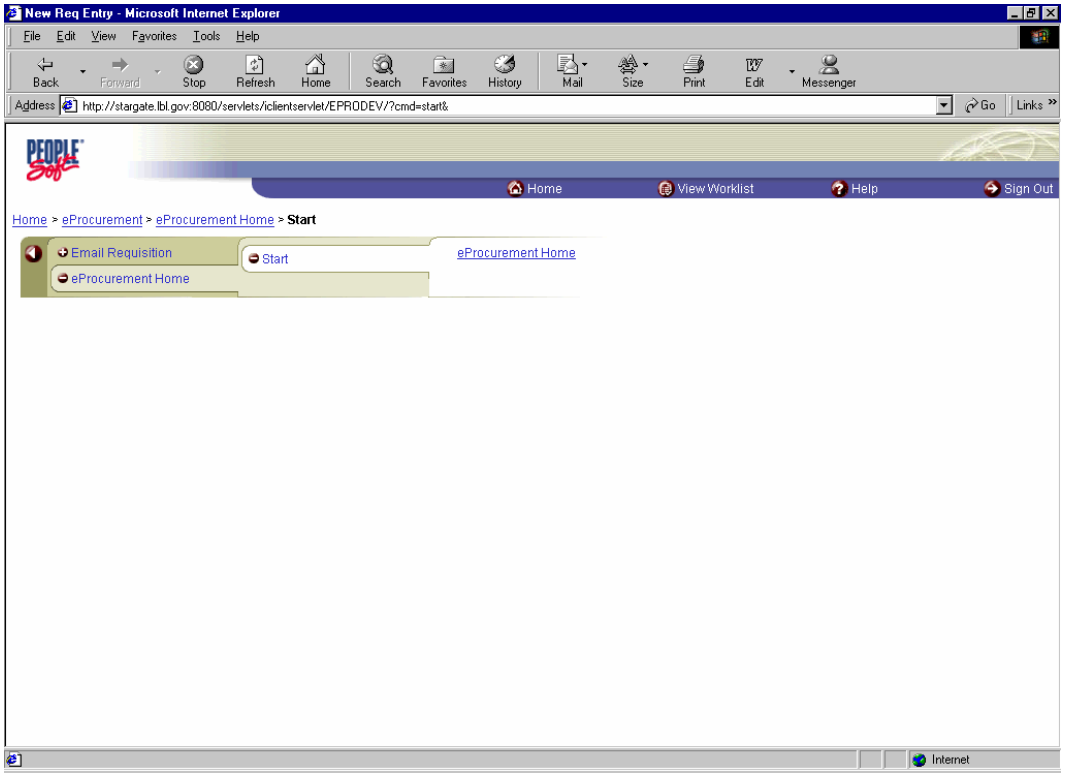
Step 1: Login

- Launch Internet Explorer (IE)
- Enter eProcurement by typing **epro** and pressing the Enter key in IE's Address area.
- Press **OK** and **YES** for the two security pop-ups.
- Enter the login name (User ID) in UPPERCASE only
- Enter the password
- Press the "Sign In" box

How do I assign a Buyer?

Step 2: Navigate to ePro Home Page

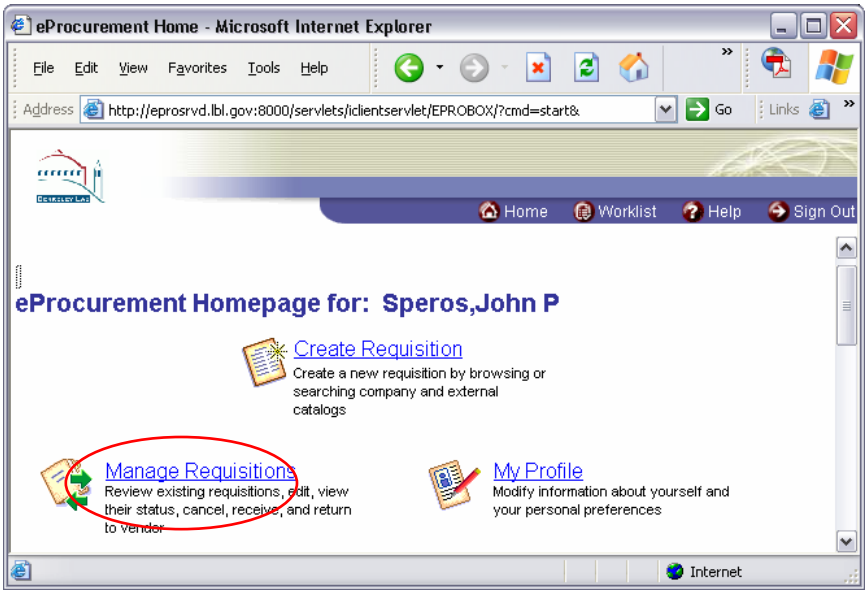
- eProcurement
- eProcurement Home
- Start
- eProcurement Home



How do I assign a Buyer?

Step 3: Go To Manage Requisitions

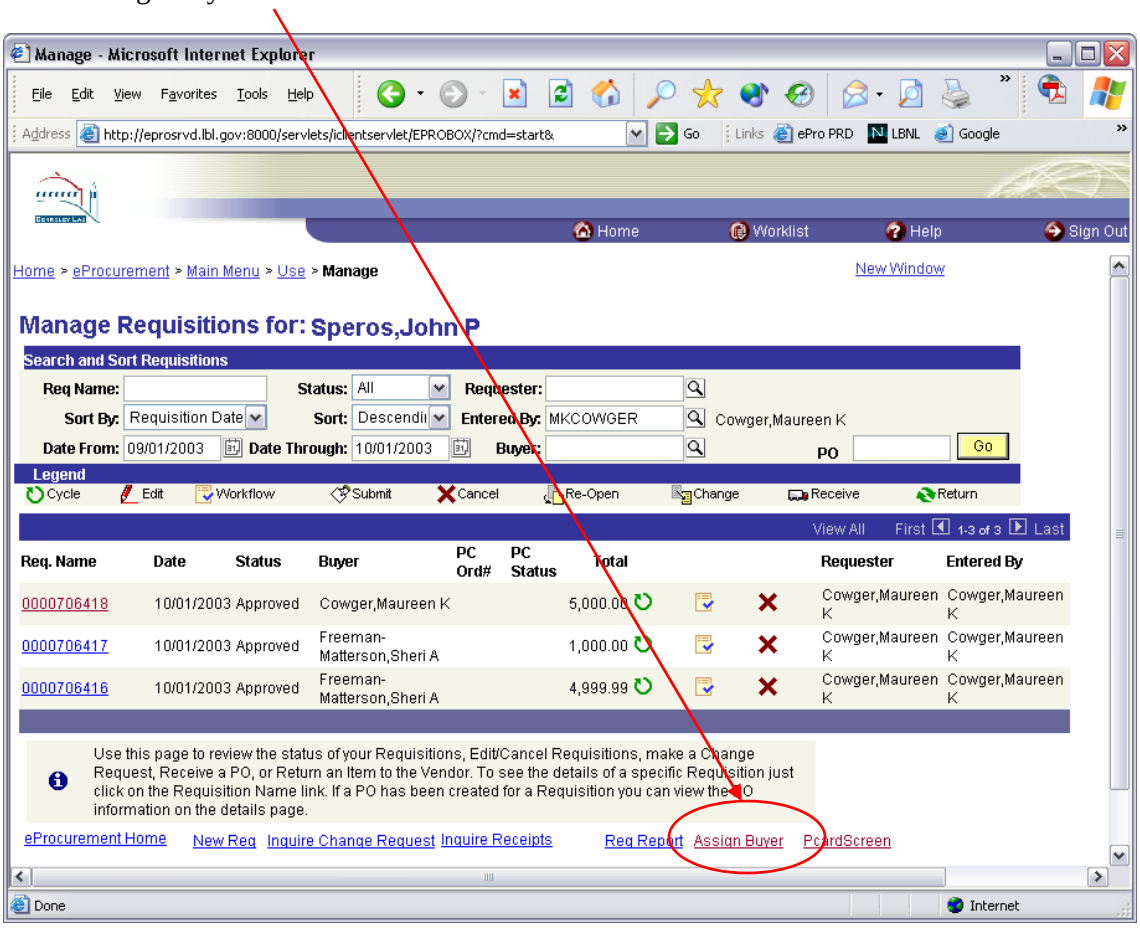
⇨ Click on Manage Requisitions



How do I assign a Buyer?

Step 4: Go To the Assign Buyer Page

- Click on the Assign Buyer link



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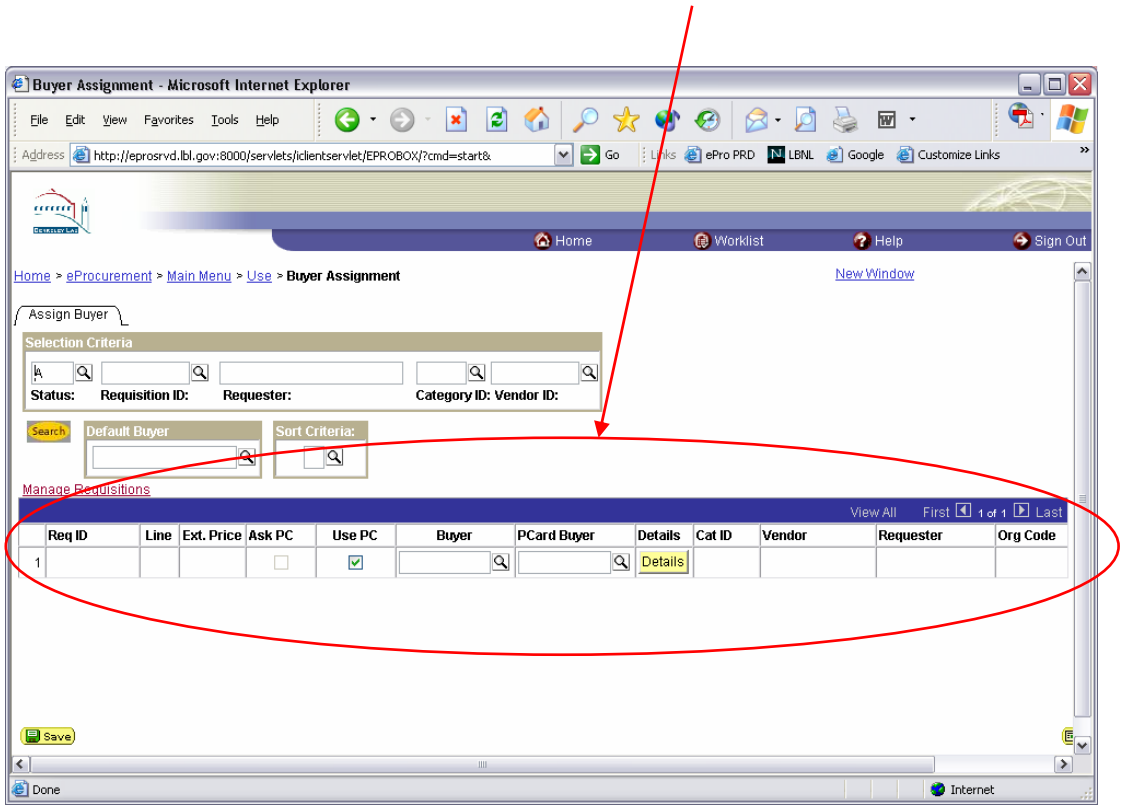
Step 5: Display Requisitions without Assigned Buyers

- The Status will default to “A” for “Approved Requisitions”.
- To narrow the list of requisitions displayed, enter any Selection Criteria for the requisition you want to see such as Requisition ID, Requester, Category ID, Vendor ID, and Default Buyer. You can also specify how requisitions will be sorted using the Sort Criteria. (Normally you can ignore these and just press “Search.”)
- Click the “Search” button.
- Requisitions matching your criteria will be displayed in the fields.



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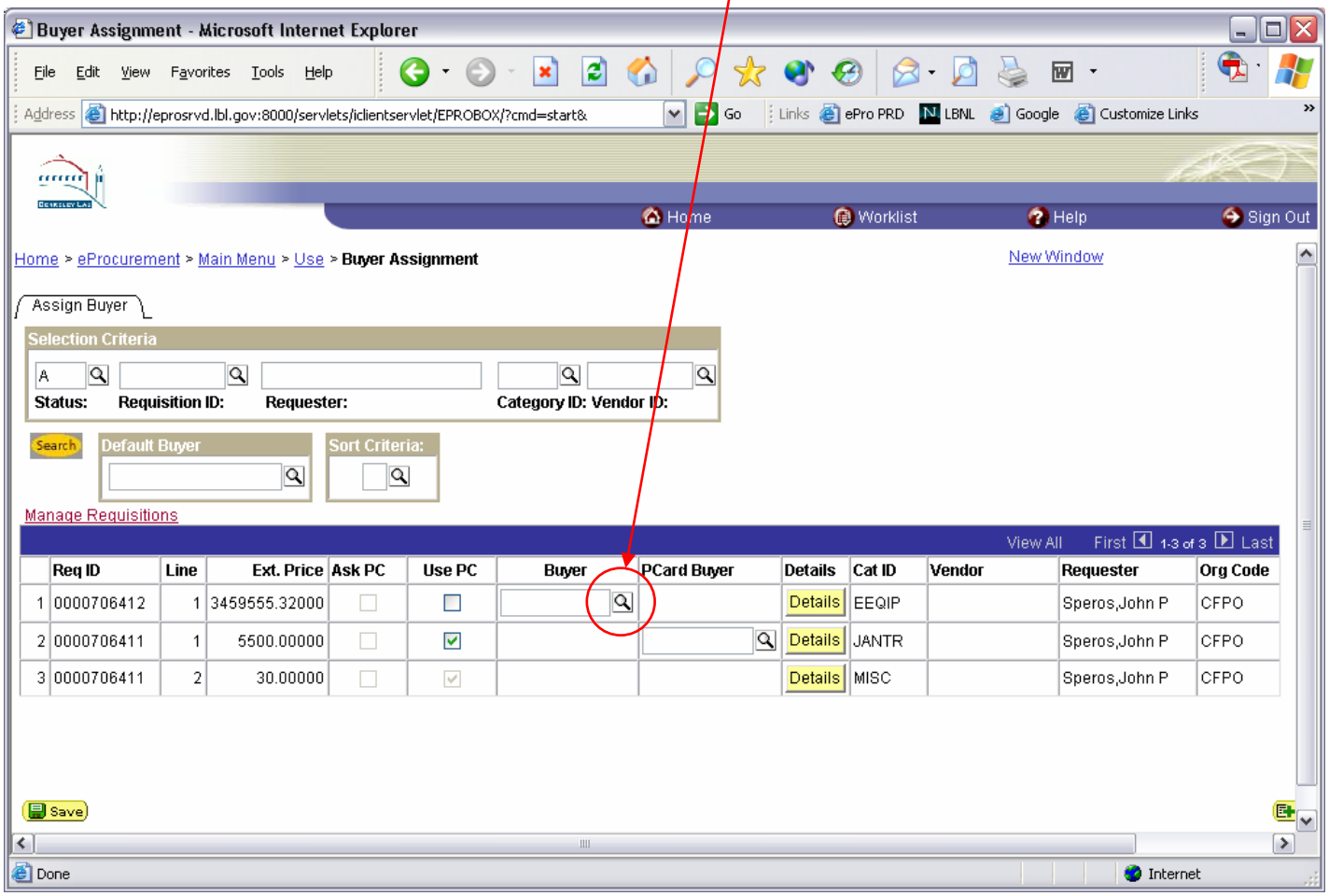
Step 6: Procurement Method and Buyer

- Check "Use PC" for requisitions that should be ordered using a PCard. Here are reasons to Use PC:
  - The requisition preparer's suggested using a PCard, as indicated by "Ask PC" being checked.
  - The total amount of all requisition lines is less than or equal to $5,000.
  - The item is not on the restricted item list
  - The vendor will only accept PCard orders (not regular POs).
- To choose a buyer, click on the Magnifying Glass button to display the "Buyer Selection"

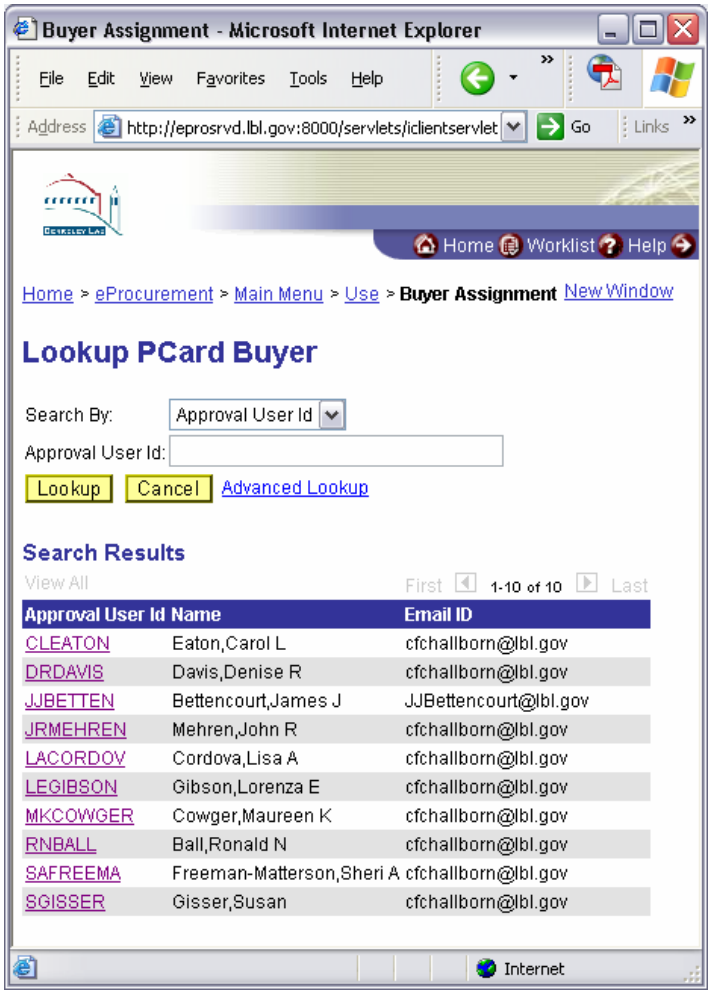


	Req ID	Line	Ext. Price	Ask PC	Use PC	Buyer	PCard Buyer	Details	Cat ID	Vendor	Requester	Org Code
1	0000706412	1	3459555.32000					Details	EEQIP		Speros,John P	CFPO
2	0000706411	1	5500.00000		✓			Details	JANTR		Speros,John P	CFPO
3	0000706411	2	30.00000		✓			Details	MISC		Speros,John P	CFPO

How do I assign a Buyer?

Select a Buyer for the Requisition

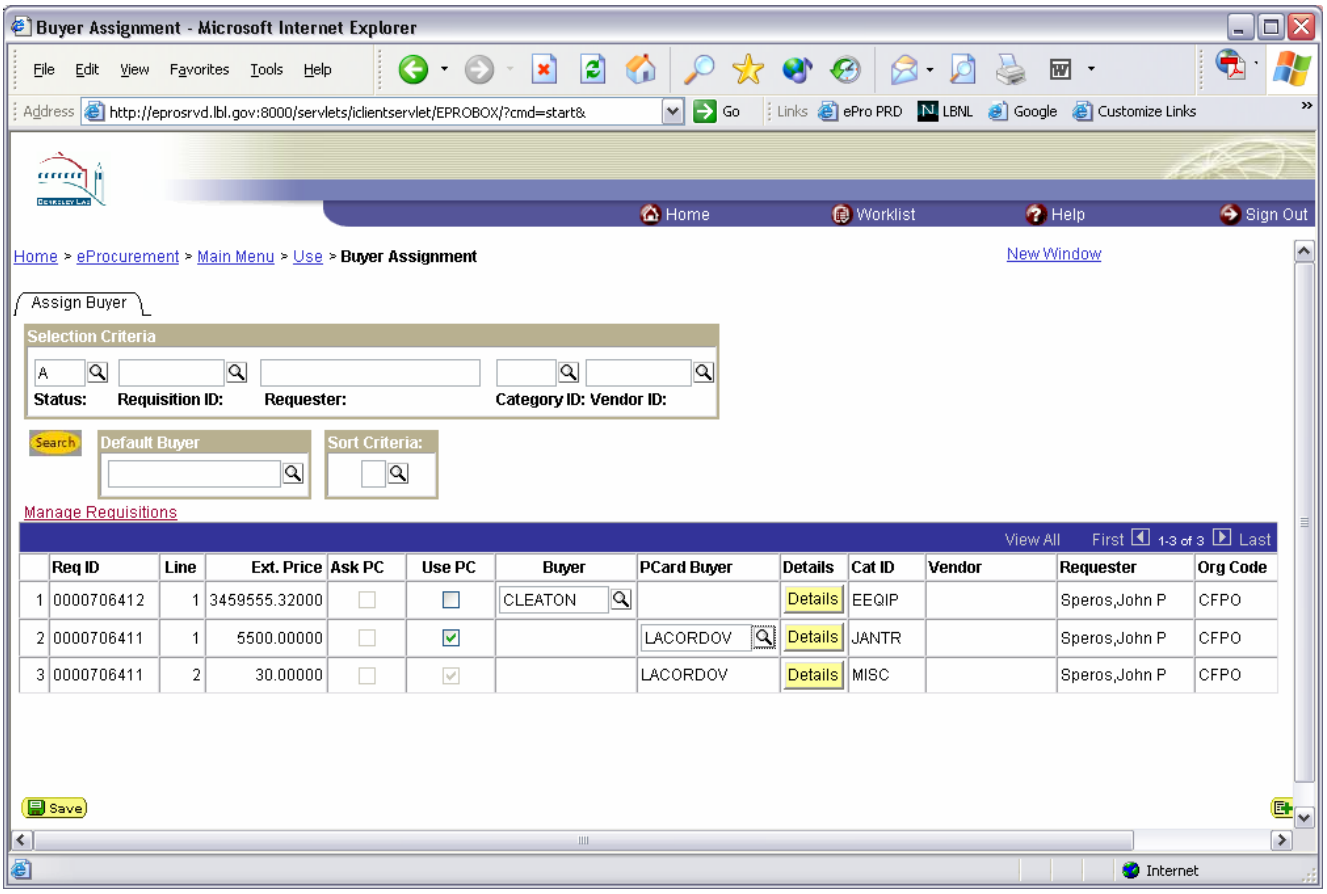
- Click on the “Lookup” button
- Click on the desired Buyer from the list (based on Category ID, amount, buyer specialty, buyer workload, and requester’s division).



How do I assign a Buyer?

Buyer is displayed

- The selected buyer(s) are displayed.



	Req ID	Line	Ext. Price	Ask PC	Use PC	Buyer	PCard Buyer	Details	Cat ID	Vendor	Requester	Org Code
1	0000706412	1	3459555.32000			CLEATON		Details	EEQIP		Speros,John P	CFPO
2	0000706411	1	5500.00000		✓		LACORDOV	Details	JANTR		Speros,John P	CFPO
3	0000706411	2	30.00000		✓		LACORDOV	Details	MISC		Speros,John P	CFPO

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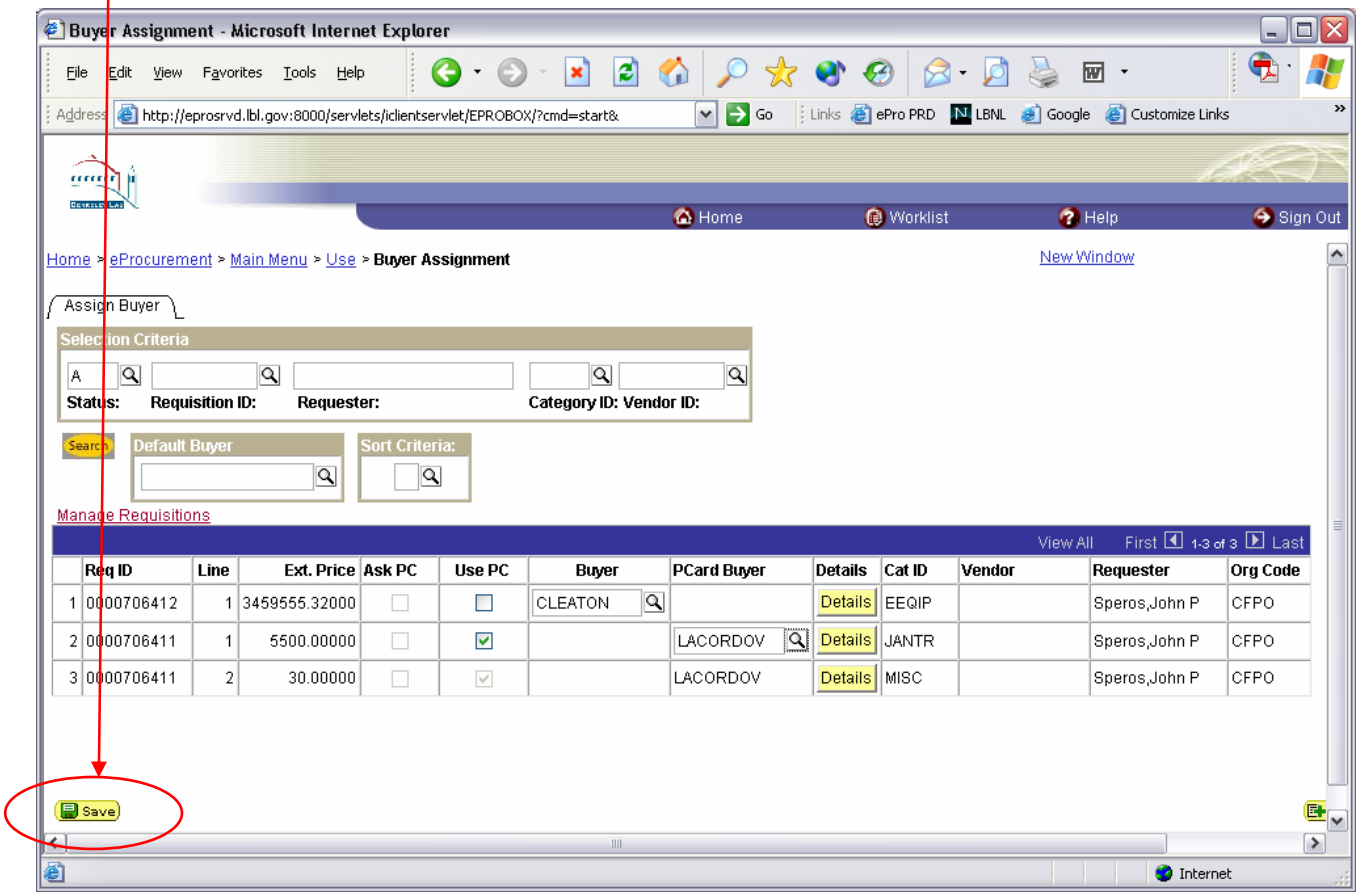
Step 7: Save Buyer Assignments

- Click the **Save** button at the bottom of the page to save the buyer assignments.



	Req ID	Line	Ext. Price	Ask PC	Use PC	Buyer	PCard Buyer	Details	Cat ID	Vendor	Requester	Org Code
1	0000706412	1	3459555.32000			CLEATON		Details	EEQIP		Speros,John P	CFPO
2	0000706411	1	5500.00000		✓		LACORDOV	Details	JANTR		Speros,John P	CFPO
3	0000706411	2	30.00000		✓		LACORDOV	Details	MISC		Speros,John P	CFPO

- After the Save button is pressed,
  - Requisitions with "Use PC" unchecked and a buyer on the left side will be sent to FMS to through the "Backbone Interlink" to become a regular PO.
  - Requisitions with "Use PC" checked and a buyer entered on the right side will be sent to the buyer's "PCard Screen."
  - Requisitions without a buyer will continue to show up on the Assign Buyer screen.