Dispatching Held POs

This job aid describes the process PRS will utilize to manually dispatch held purchase orders. This occurs when a department or school places a REQ/PO on hold from further processing when they need to have the Purchase Order dispatched in a manner different from the default dispatch method in the vendor's profile. This happens when the Requester flags the ‘Hold from Further Processing’ check box on the Requisition.

1. From the Menu, click **Purchasing → Purchase Orders → Add/Update POs**

2. Click **Find an Existing Value** tab.
3. Enter **Business Unit** “NWUNV”.
4. Enter additional search criteria such as **PO ID**. To see all held POs, do not enter any additional search criteria.
5. Click **Hold from Further Processing** checkbox to search for held POs.
6. Click **Search**.
7. **Search Results** will display below the **Search** button.
8. Click on the **PO ID** waiting to be dispatched.
9. PO will open.
10. Click the checkbox to uncheck **Hold from Further Processing**.
11. If the **Budget Status** is “Not Chk’d”, click the magnifying glass to the right to perform a budget check on the PO.
12. To use a dispatch method or fax number different than the default, click **Header Details**.

13. Change **Dispatch Method** (if needed).
14. Click **Merkur Delivery Information** to open Document Delivery.
15. Enter Fax number to be used in Dest #: 1.
16. Optional, Enter Att:
17. Click OK on Document Delivery page.
18. Click OK on PO Header Details page.

Back on the Purchase Order:

19. Click Dispatch.
20. Dispatch Options will display.

21. Click checkbox to select Print BU Comments.
22. Click OK.
23. Confirmation window opens:
24. Click Yes.

25. **PO Status** is now “Dispatched”.

*Save*, *Return to Search*, *Notify*, *Refresh*, *Add*, *Duplicate*