Buyer Mass Change

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:

   **Purchasing > Purchase Orders > Manage Change Orders > Buyer Mass Change**

2. Enter the Buyer ID that you would like to replace, followed by the Buyer ID with which you want to replace it:

   ![Screen Shot of Buyer Mass Change](image)

3. Next, you will need to search for POs on which you’d like to change the Buyer ID. To do this, enter your Business Unit, if it is not already populated. You may also elect to enter a Supplier ID and an As Of Date.

   Filling in the Supplier ID field will direct the system to identify POs only to that Supplier. The As Of Date field is the PO Date. This search filter will find only POs that exist through the date specified here.

   The PO Status section will search for POs by status and will return only items with those statuses. (Note: POs that are already in a Complete status cannot be changed, and therefore, the Buyer may not be edited).
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 the message that your chosen POs have updated successfully.
7. Navigate to one of the POs that should have been changed. Confirm that the Buyer ID was updated successfully.