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PO.020.200 - Dispatching a PO (Online)

Trigger:

Concept

This topic demonstrates how to dispatch PO's online. There are three ways to dispatch PO's online - through the Maintain Purchase Order page, the Express Purchase Order page, and the Reconciliation Workbench. This topic demonstrates the Maintain Purchase Order page and the Reconciliation Workbench.

Although the Express Purchase Order page is not demonstrated in this topic, the process is almost identical to the Maintain Purchase Order page. However, the Express Purchase Order page cannot be used to dispatch *multiple* PO's.

A Purchase Order must have a PO Status of Approved or Dispatched and have a Budget Status of Valid before it can be dispatched. If a PO is on hold and is dispatched, it will be automatically taken off hold and dispatched, unless the Dispatch method is set to Print. If the Dispatch method is set to Print, the PO will remain on Hold and will not be dispatched.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Identify the PO Status and Budget Status required to dispatch a PO.
- Identify the three ways a PO can be dispatched.
- Describe what happens if a PO is dispatched in Hold status.
- Dispatch a single PO using the Maintain Purchase Order page.
- Dispatch a single PO using the Reconciliation Workbench page.
- Dispatch multiple PO's using the Dispatch PO page.

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Assumptions

Dependencies/Constraints

Additional Information

Procedure

There are three processes in the following scenario, each demonstrating a different way to dispatch PO's.

In the first process, you will dispatch a single PO using the Maintain Purchase Order page.

In the second process, you will also dispatch a single PO using the Reconciliation Workbench page.

In the third process, you will dispatch *multiple* PO's using the Dispatch Purchase Order page.

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