



How to Increase an Existing PO

1. Add/Update Requisition Page and click ADD * Requisition ID should always be “NEXT”

Requisitions

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit:

Requisition ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter your requisition information
 - (1) Requisition Name: “Increase PO XXX”
 - (2) Requester ID “ 75 + UIN”
 - (3) Description “Increase PO XXX”
 - (4) QTY: 1
 - (5) UOM: LOT
 - (6) Category Code: should match your original PO’s category code
 - (7) Price: your increase amount

Maintain Requisitions

Requisition

Business Unit: SFCMP
Requisition ID: NEXT
Requisition Name: INCREASE TO PO 2201401234 [Copy From](#)

Status: Open
Budget Status: Not Chk'd

☐ Hold From Further Processing

Header

*Requester: 75904588352 [Trinh, Nancy](#)
*Requisition Date: 06/25/2015 [Requester Info](#)
Origin: ONL [Online Entry](#)
*Currency Code: USD [Dollar](#)
Accounting Date: 06/25/2015

[Requisition Defaults](#) [Add Comments](#) [Amount Summary](#)

[Requisition Activities](#)

Total Amount: 10,000.00 USD

Add Items From

Purchasing Kit
Item Search
Catalog
Requester Items

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	INCREASE PO	1.0000	LOT	57800	10,000.0000	10,000.00	Open

[View Printable Version](#) [Go to ...More...](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- Enter your chartfield
Click on Schedule icon (1)→ Click on Distribution icon (2)

Maintain Requisitions

Schedule

Business Unit SFCMP Requisition Date 06/25/2015
Requisition ID NEXT Status Open
[Return to Main Page](#)

Line	Item	Quantity	Price	Merchandise Amt	Due Date	Attention To	Status
1	INCREASE PO 2201401234	1.0000	10,000.0000	10,000.00		Trinh, Nancy	Active

[Add Ship To Comments](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- Chartfield – Enter your requisition chartfield (Minimum requirement: Account Code (1), Fund Code (2), and Dept ID (3)) & Click “Ok” (7)
*Your chartfield may have optional fields, such as Program (4), Class (5), and/or Project Code (6). You may enter it before clicking “OK” (7).

Maintain Requisitions

Distribution

Requisition ID NEXT Item INCREASE PO 2201401234
Line 1 Status Active
Schedule 1
Ship To REC_LOC Receiving
*Distribute By Quantity
Quantity 1.0000 LOT
Open Quantity 1.0000
Merchandise Amt 10,000.00 USD
SpeedChart Multi-SpeedCharts

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project
1	Open	100.0000	1.0000	10,000.00	SFCMP	660003	NG001	6075	1102	10100	10074500

[OK](#) [Cancel](#) [Refresh](#)

- Click on Return to Main Page hyperlink

Maintain Requisitions

Schedule

Business Unit SFCMP Requisition Date 06/25/2015
Requisition ID NEXT Status Open
[Return to Main Page](#)

Line	Item	Quantity	Price	Merchandise Amt	Due Date	Attention To	Status
1	INCREASE PO 2201401234	1.0000	10,000.0000	10,000.00		Trinh, Nancy	Active

[Add Ship To Comments](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

6. Click Save (1) and the system will assign you with a requisition ID (2)

Maintain Requisitions

Requisition

Business Unit SFCMP
Requisition ID 1201402973 2
Requisition Name INCREASE TO PO 2201401234

Status Open
Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header ?

*Requester 75904588352 Trinh, Nancy
*Requisition Date 06/25/2015 Requisition Info
Origin ONL Online Entry
*Currency Code USD Dollar
Accounting Date 06/25/2015

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary ?
Total Amount 10,000.00 USD

Add Items From ?
Purchasing Kit Catalog
Item Search Requirer Items

Select Lines To Display ?
Search for Lines
Line To Retrieve

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	INCREASE PO	1.0000	LOT	57800	10,000.0000	10,000.00	Open

View Printable Version 1 *Go to ...More...

Save Return to Search Notify Refresh Add

7. Print a copy of your increase requisition before requesting approval from your approver
Click View Printable Version hyperlink (1) → Click OK (2)

Maintain Requisitions

Requisition

Business Unit SFCMP
Requisition ID 1201402973
Requisition Name INCREASE TO PO 2201401234

Status Open
Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header ?

*Requester 75904588352 Trinh, Nancy
*Requisition Date 06/25/2015 Requisition Info
Origin ONL Online Entry
*Currency Code USD Dollar
Accounting Date 06/25/2015

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary ?
Total Amount 10,000.00 USD

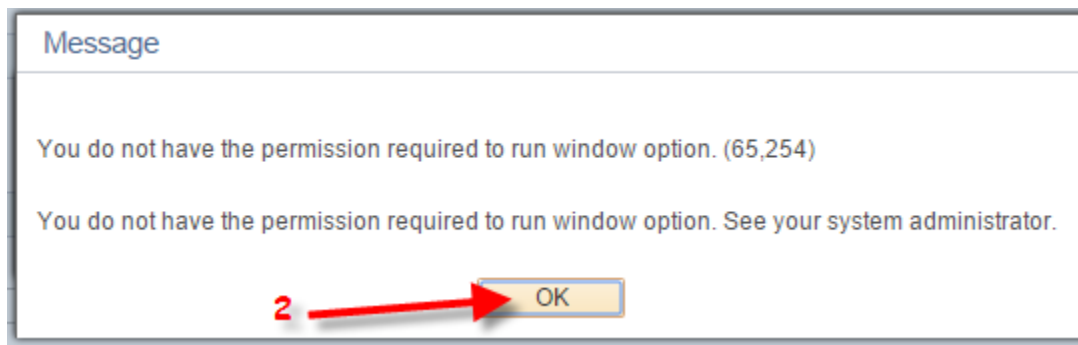
Add Items From ?
Purchasing Kit Catalog
Item Search Requirer Items

Select Lines To Display ?
Search for Lines
Line To Retrieve

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	INCREASE PO	1.0000	LOT	57800	10,000.0000	10,000.00	Open

View Printable Version 1 *Go to ...More...

Save Return to Search Notify Refresh Add



8. Navigate Process Monitor page: Main Menu Folder (3) → PeopleTools Folder (4) → Process Scheduler Folder (5) → Process Monitor Folder (6)
Click on Refresh (9) → make sure the run status is SUCCESS (7) and Distribution Status is POSTED (8). If both status isn't SUCCESS AND POSTED, click on the Refresh (9) every 10-20 seconds until its success and posted

Process List | Server List

View Process Request For

User ID: 75904588352 | Type: | Last: | 60 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7988973		SQR Report	PORQ010	75904588352	06/25/2015 2:37:53PM PDT	Success	Posted	Details
<input type="checkbox"/>	7988956		Application Engine	PO_POCREATE	75904588352	06/24/2015 2:56:18PM PDT	Success	Posted	Details
<input type="checkbox"/>	7988943		Application Engine	PO_POCALC	75904588352	06/23/2015 2:30:39PM PDT	Success	Posted	Details

Save | Notify

9. Click on Details (1) hyperlink → Click on View Log/Trace (2) hyperlink → Click on PDF(3)

Process List									
Personalize Find View All First 1-3 of 3 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7988973		SQR Report	PORQ010	75904588352	06/25/2015 2:37:53PM PDT	Success	Posted	Details
<input type="checkbox"/>	7988956		Application Engine	PO_POCREATE	75904588352	06/24/2015 2:56:18PM PDT	Success	Posted	Details
<input type="checkbox"/>	7988943		Application Engine	PO_POCALC	75904588352	06/23/2015 2:30:39PM PDT	Success	Posted	Details

Date/Time	Actions
Request Created On 06/25/2015 2:37:55PM PDT	Parameters
Run Anytime After 06/25/2015 2:37:53PM PDT	Message Log
Began Process At 06/25/2015 2:38:12PM PDT	Batch Timings
Ended Process At 06/25/2015 2:38:22PM PDT	View Log/Trace

2

File List		
Name	File Size (bytes)	Datetime Created
SQR_PORQ010_7988973.log	1,699	06/25/2015 2:38:22.257878PM PDT
porq010_7988973.PDF	4,772	06/25/2015 2:38:22.257878PM PDT
porq010_7988973.out	70	06/25/2015 2:38:22.257878PM PDT

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Distribute To	
Distribution ID Type	*Distribution ID
User	75904588352

10. You should attach this increase requisition document with your request to your approver.