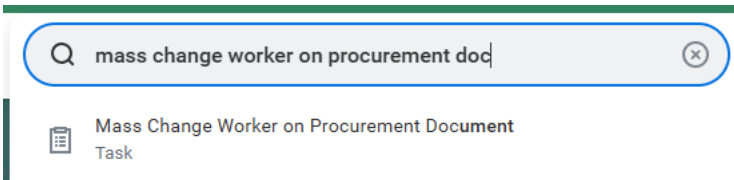


Procurement: Mass Change Procurement Worker

Audience / Role	Buyer
Description	This job aid provides instructions to update the requestor on requisitions and reassign requisitions from one employee to another employee in bulk.
Before You Start	Have Requisitions and/or Purchase Orders that require mass changes to workers

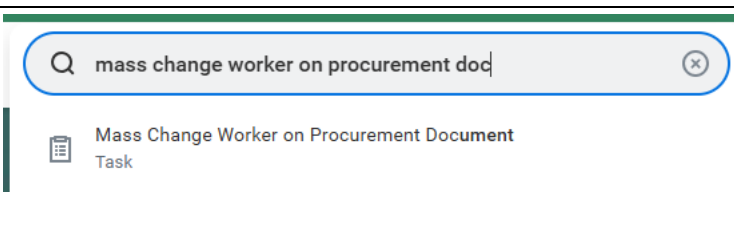
Mass Change Procurement Document Worker for Requisitions

1	In the Search bar, enter Mass Change Worker on Procurement Document. In the search results, select the Mass Change Worker on Procurement Document 
2	Under Mass Change Worker on Procurement Documents, in the Procurement Document Type field, enter Requisition . Select OK .
3	Enter the following information: • Request Name – give your request a name the represents what you are doing. • Company – Enter Kern County • From Requester – Enter person who you will be replacing on the requisitions. • Document Date On or After – Earliest date for the requisitions you want to update • Document Date On or Before – Latest date for the requisitions you want to update.
4	Enter information in the fields below; • To Requestor - the name of the person you are changing the Requester. • Memo – optional • Requisitions – select the requisitions that you would like to updated by checking the boxes.
5	Select Submit .

Mass Change Procurement Document Worker for Purchase Order

1	In the Search bar, enter Mass Change Worker on Procurement Document. In the search results, select the Mass Change Worker on Procurement Document
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Procurement: Mass Change Procurement Worker

	
2	Under Mass Change Worker on Procurement Documents, in the Procurement Document Type field, enter Purchase Order . Select OK .
3	Enter the following information: • Request Name – give your request a name that represents what you are doing. • Company – Enter Kern County • Current Buyer – Enter person who you will be replacing on the requisitions. • Document Date On or After – Earliest date for the requisitions you want to update • Document Date On or Before – Latest date for the requisitions you want to update.
4	Enter information in the fields below; • New Buyer - the name of the person you are changing. • Use new buyer as – Multi-select field for bill-to • Memo – optional • Purchase Orders – select the requisitions that you would like to be updated by checking the boxes.
5	Select Submit .

What Happens Next?

- The process routes for approval to the buyer
- Once the buyer approves, the process is complete.
- To review all requisition requester changes for a company, access the Find Mass Change Requisition Requester Requests report.

Related Reports

- Find Mass Change Requisition Requester Requests report

Related Job Aids

- Create Requisition
- Create Purchase Order (PO)