EP.020.590 – Using the Buyer Center

Purpose	To provide an overview of the Buyer Center.
Description	The Buyer Center is a PeopleSoft eProcurement tool that allows Buyers to perform a wide variety of processes related to managing and processing Requisitions and Purchase Orders. These processes include the following: - Expediting Requisitions - Dispatching Purchase Orders - Processing Requisitions and change requests from requesters - Approving change requests - Running procurement processes - Accessing inquiries and reports - Generating and viewing PeopleSoft eProcurement information
Security Role	**BOR_EP_BUYER_CENTER**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions to provide an overview and demonstration of the pages in the Buyer Center. Users will see that the Buyer Center contains links to all the processes Buyers need to process Requisitions and Purchase Orders.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **eProcurement** link.
4.	Click the **Buyer Center** link.
5.	Click the **Manage Purchase Orders** link. Use the Manage Purchase Orders page to specify search criteria to change existing purchase orders or click the **Add New PO** link to add an entirely new purchase order to the system.
6.	Click the **Expedite Requisitions** link. Use this page to define requisition search criteria and to display requisitions. After completing the search criteria, use the **Search** button to display any requisitions that meet the criteria. Use the **Clear** button to clear the page of requisitions and enter new search criteria.
7.	Click the **Dispatch Purchase Orders** link. Using the Dispatch Purchase Orders page, you can select from a range of tasks for sending Purchase Orders to suppliers. Tasks include: • Online Dispatcher**:** Use to dispatch purchase orders online and stage them for publishing • Batch Dispatcher**:** Use batch processing to dispatch purchase orders and stage them for publishing • Process Monitor**:** View the process monitor
8.	Click the **Approve Change Requests** link. The Change Requests Pending Approval page allows you to view a list of change requests awaiting approval. Only change requests with a status of "**Pending Approval**" appear on this page. To view a change request, you must be defined as a buyer on the requester's Purchase Order Authorizations page.

Step	Action
9.	Click the **Procurement Processes** link. Using the Procurement Processes link in the Buyer Center, you can perform a variety of buyer tasks relating to Purchase Orders and Requisitions.
10.	Click the **Inquiries and Reports** link. Access inquiry pages and reports pages for Requisitions, Purchase Orders, and Items.