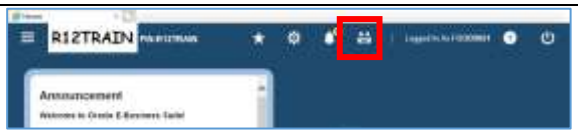
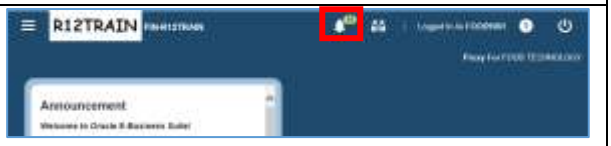
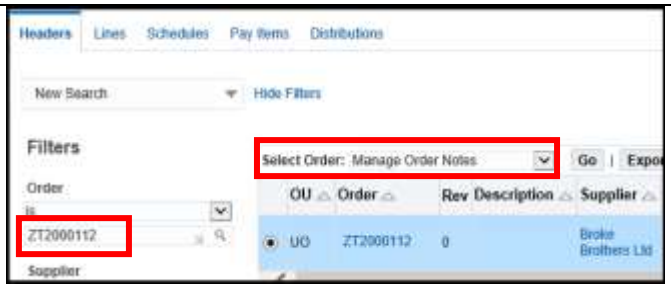
Buyer Work Centre

Switch User to Departmental Buyer

Click the Switch User Button		
Select Department		
You are now working as Food Technology		
Access the Food Technology Worklist		

Select and Save a View / Find Requisitions for PO Generation

Buyer Work Centre > Requisitions	Change Buyer to Department Name	
Add any other filter, e.g. New Supplier		

Select and Save a View / Find POs for Updates

Buyer Work Centre > Orders	Enter PO Number Change Select Order option to **Update**