The KFS6 printed PO now displays the Requestor’s contact information, including name, phone number and email address, on the output document. Requestor information is housed in the Requisition’s Additional Institutional Info tab and defaults to the Initiator’s data. However, if desired, it can be changed by the REQ Initiator or Content Reviewer (if assigned) via the look up tool. Upon generation of the PO, the information can be changed by the applicable Organizational Purchasing Officer(s), Risk Manager and Central Procurement Approvers.
When the output PO or POA is generated, Requestor information will be displayed below the Items section.