

## Assigning Work

If you are authorized to assign work to others:

- Use Workload Redistribution to assign requirements to specific groups and sourcing professionals
  - Sends the Requirements to Carry Out Sourcing
- This transaction is also used to reassign responsibility for:
  - RFX (Solicitations), Contracts, and Purchase Orders (POs)
  - Sole Source Material carts to DGS Bureau of Procurement

### 1. Select Workload Redistribution



### 2. Use the checkboxes to identify what type(s) of documents to view

- a. Requirements, Purchase Orders, RFX (Solicitations), and Contracts are available options



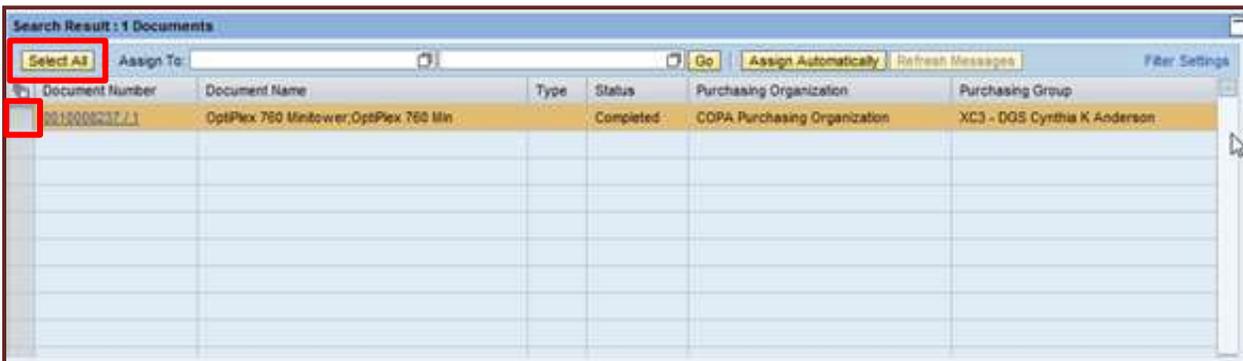
3. Use other criteria from dropdown menus to further refine the type of documents to be viewed
  - a. The Purchasing Group defaults to the buyer's group, so it must be verified or changed
  - b. Select "In Process" from the Status dropdown menu
  - c. After selecting the desired search criteria, select the SEARCH button



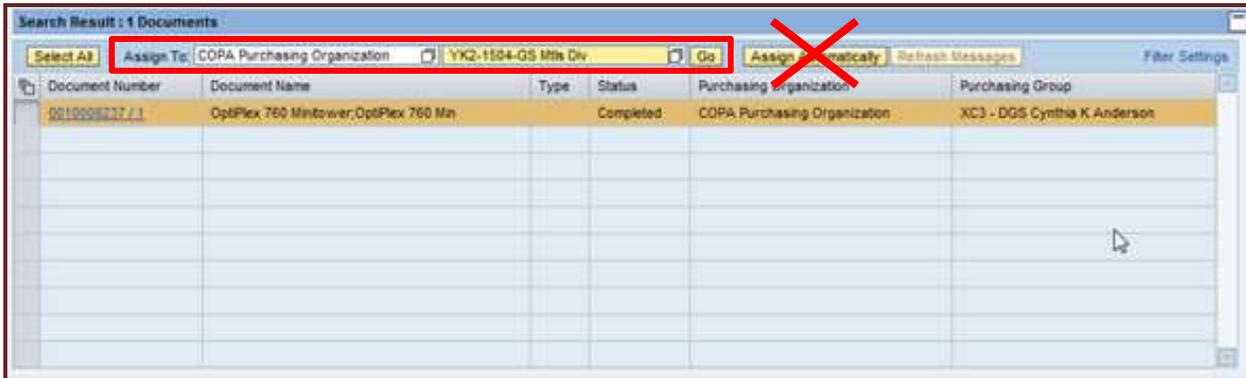
4. The Results List screen displays
5. View a document by selecting its Document Number



6. Choose a document by selecting the *gray* box to the left
7. Select all documents by choosing the SELECT ALL button



8. Use the match code to select the Purchasing Organization and Purchasing Group that the work is to be assigned
9. Select the GO button
10. Do not use the ASSIGN AUTOMATICALLY button



11. A message will display stating, "Processing of the documents has been completed"

