

Shop OnLion

DO NOT wait until the employee has left their position to resolve Shop OnLion issues and update Requester/Recipient names

Resources

1. To change the Requester/Recipient on a PO-reach out to the Purchasing Agent or Assistant listed on the PO via email. They will be able to make the change for you. The Purchasing staff directory can be found here: <https://purchasing.psu.edu/contact-us>
2. Procurement Substitution hands on guide: <https://www.simba.psu.edu/files/2019/04/Create-Procurement-Substitutions-SIMBA-Hands-On-Guide.docx>