While the Supplier cannot be changed on a PO that has already been issued, you may copy the requisition to a new cart and make the change on a new order.

1. Click on the Requisition’s Document Actions dropdown menu and select Copy to New Cart.

![Dropdown menu with Copy to New Cart option]

2. When you are in the newly created cart, select the desired line items or Select All to indicate the entire order, and check the corresponding box(es) on the right side of the page:

![Cart with line items and checkboxes]

3. Selecting one or more lines will activate the Perform an Action dropdown menu. Click on the dropdown arrow and select Change Supplier:

![Perform an action dropdown menu with Change Supplier option]
4. You will be prompted to type in the name of the desired supplier:

![Change Supplier dialog box](image1)

5. When you have added the desired supplier’s name, click on Save. This will change the supplier name on your new order. Be sure to click on the Update button to finalize this change.

![B&H Photo Video](image2)

6. When you have successfully completed the new order, you may request to close the original PO in the CIS Management Report in the Encumbrance Report. See the following FAQ:

**How do I close a UShop PO?**

To request the closure of any PO, including a UShop PO:

1. Log onto the Employee page of CIS.
2. Scroll down to the Financial and Business services section and click on Management Reports.
3. Enter the Activity or project number used on your PO, and select Encumbrance Report.
4. Click on Run Report. This will bring you to the Encumbrance Report page.
5. Click on the “Close PO” link on the far right end of the line corresponding to the PO in question.