As the fiscal year comes to a close, you will want to identify your Renewal POs to re-submit them for the new fiscal year. It is easy to generate a list of your renewal orders by utilizing the search function in UShop.

Before you begin, please note that Renewal PO's are primarily used to facilitate payment when an existing procurement contract is in place. Please review the contract dates to ensure that the contract is still valid prior to submitting a renewal PO request.

Before you begin, answer these questions to determine whether your order is suitable for the PO Renewal:

- Is my order for annual or regularly scheduled services?
- Do I have a contract or service agreement in place?
- Have I checked the contract dates to ensure that it is still valid?
- If the answer to any of the above is "no", have I contacted the Purchasing Department to discuss the possible use of the PO Renewal?

Some examples of orders to place on the PO Renewal:

- Equipment service agreements, such as a copier maintenance agreement
- Low dollar/high frequency orders, such as bottled water delivery

1. To search for your prior Renewal POs, go to the left tool bar on the UShop shopping dashboard.

Hover over the Orders and Documents icon and Document Search, then select Search Document.

2. Click on the advanced search link, located under the simple search engine.
3. On the advanced search page, select Requisitions as the document type.

4. Scroll down to Form Type and click on the spyglass.
5. Select the Form Type PO Renewal, and click Add.

1. This Form Type is now added to your search criteria.
2. You may also choose to add a date range to view the renewal POs for a specific year.
3. If you initiated each of the prior Renewal POs, you may add the criterion that you are a participant by clicking "Me".

6. Scroll down to Custom Fields.

   Add your activity number, Org ID, or other appropriate criteria to filter your search. Click Search.
7. This will generate a list of all the requisitions for your Renewal POs. You may use this list to renew orders for the new year. You may copy each requisition to a new cart.

8. For detailed instruction on how to copy a requisition to a new cart, go to the Training Materials link found on the Shopping dashboard.
9. In the Shopping section, select **Copy Requisition to a new Cart**.

### Shopping

- Accounting Distribution – Add Split (PDF)
- Add Comment (PDF)
- Bid Request (PDF)
- Billing Options (PDF)
- Change Shopper name (PDF)
- Change Supplier on a PO (PDF)
- Compare Hosted Punchout Items (Video)

**Copy Requisition to a new cart (Video)**

- How to Save/Print a PO (for manual distribution) (PDF)
- Level 2 Punchout (Video)
- Manual Distribution PO, Selecting the Option (PDF)
- Move Items to Another Cart (PDF)
- New Supplier Request (PDF)
- Non-Catalog Existing Supplier (PDF)
- P-Card Purchase only
- PO Renewal Request

10. **When your items have been copied to a new cart, you may edit the contents as needed.**

1. Rename the cart to reflect the new order. Click Update.

2. To open the form for editing, click on either the form icon or the "open form" link

![Form Open](image)

11. **Edit the form to reflect any changes in the new order.**

With the form open you may edit the Product Description, Quantity, or Estimated Line Unit Price as needed.

![Form Details](image)
12. When your edits are completed, scroll up to Available Actions. Click GO to save your changes, then click Close.

13. Indicate future accounting date, if needed.

If your order is to be funded with new year funds and you are submitting the order prior to the beginning of the new year, you may choose to modify the accounting date.

On the Checkout page:

1. Click on the "Billing" tab, then
2. Click on the "edit" link to the right of "Billing Options".

This will open the available Billing Options for selection.

The Accounting Date will default to the date on which you place the order. This is appropriate for most orders. If you need to select a date during a different open accounting period, you may do it here by using the calendar link or simply typing the date in the field provided. Accounting periods are open for expenditures for the current month and four months following the current month.