## Create a Replacement PO

There may be times when Accounts Payable, Purchasing or the Supplier will require a replacement PO for a specific reason. When this occurs the following process will help you create a replacement PO. Note there are times when the supplier *must* have a copy of the new PO and other times when the supplier *must not* get the PO. This will be covered in the Billing Options section below.

There are several ways to find the requisition which will then be copied to a new cart. This How-to document will show you how to do this from *Related Documents* found on the PO

	Purchase Order PO Number Revision 0 • 📃 👁 🖱 🕢 Kurtocon Results • < > 0
	Datus Burnnay Revisions O Confernations Dispinents Charge Receipts Incodes Comments Attachments O History
	General Information P · · · Supplier / Distribution Information P · · · Ship To / Billing Options P · · · > Completed
	Accounting Distribution
	1 Item ···· · · · · · · · · · · · · · · · ·
	Datases         Rem         Catalog No.         Staty Plackaging         Unit Price         Quantity         Ext. Price           Total (622.61 USD)         V
	What was Purchased 0459-48 1/EA Unit Price Off 1 EA Extended Price Summary 623.61
	Contract: no value Regulation Number 14/201073 vev [pmt]
	Commodity Code no value External Note no value Related Documents V
1.	Starting with the PO you need to replace,
	click on the Requisition number found under the heading of Related Documents
2.	Click on the 3 dots on the top right hand corner of the Requisition Requisition Number 🔹 🖶 🛛 🛄
3.	Click Copy to New Cart
5.	
	Note that everything except for Comments and Accounting
	Distribution will copy to the New Cart. The system will create a new Requisition number. You will
	be taken to the cart. Changes can be made here or later in Proceed to Checkout
	For
4.	Name the cart REPLACEMENT OF PO U000XXXXX
	REPLACEMENT OF PO U000XXXXX
In	the New Cart
	lie New Carl
1.	Proceed to Checkout
-	Shopping Cart • 149449310 • E 🖲 Assert Cart • Newsord 5 Deckard
2.	Make changes to the Form or Supplier
	<sup>™</sup> <sup>™</sup> <sub>2</sub> Go to the drop down options at the <b>top</b> for changing the sup-
	20     Add to Draft Cart or Pending PR/PO →
	Go to the line level to change the form contents term Catalog No. SterPacka Unit Price Quantry Ext. Price Remove Selected Items 52.50
	Product Description
3.	Accounting Distribution: Copy and paste from the PO (if desired)
4.	Billing Tab:
	Prevent automatic PO distribution. Check box to manually
	If the supplier must receive the PO make sure this box is unchecked distribute PO.
	If the supplier must not receive the PO, make sure the box is checked. This will prevent an accidental duplicate order .      Prevent automatic PO distribution. Check box to manually.
5.	External Note: Add an External Note that reads:
	Replacing PO U0000XXXX. DO NOT DUPLICATE THE ORDER.
	<ul> <li>Please invoice against this new PO number.</li> </ul>
	<ul> <li>Email invoices to ap@admin.utah.edu and reference the PO # to be billed against.</li> </ul>
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- 6. Go to the original PO and add a comment: See replacement Requisition: XXXXX
- 7. Go to original Requisition and add a comment: See replacement Requisition: XXXXX
- 8. Go back to the new requisition and Add a comment: This replaces requisition XXXX.
- 9. After all changes/updates are made Click Submit Requisition
- 10. Make sure to close the old PO and include a Comment to validate the closure: See replacement PO U000XXXXXX
- Click <u>One UShop</u> for Proceed to Checkout help