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 • 📃 🐵 🖶 🚯 Gui food Revision 2 • 🔿 🛛
	Datus Dummary Revisions O Confirmations Dispinents Charge Receipts Involves Comments Attachments O History
	General Information
	Accounting Distribution
	1 Item
	Status Rem Catalog No. Size/Packaging Unit Price Quantity Exit Price Total (623.61 USD)
	What was Purchased Unit Price Extended Price Statement of the G20 51
	Contract: no value Regulation Number 149209873 revel pert
	Commodity Code no value External Note no value Related Documents PO Claures Add Pequivations: 14/203873
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 Add Comment
	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 <i>cart</i> . Changes can be made here or later in <i>Proceed to Checkout</i>
4.	Name the cart REPLACEMENT OF PO U000XXXXX
	Name REPLACEMENT OF PO U000XXXXX
In	the New Cart
1.	
	Shopping Cart + 149449310 + E 😁 Assign Cert Proceed To Overdear
2.	Make changes to the Form or Supplier
	Search for products, suppliers, forms, part number, etc.
	Y Go to the drop down options at the top for changing the sup-
	prier for the whole requisition of to Remove selected items
	Go to the line level to change the form contents
	Product Description
3.	Accounting Distribution: Copy and paste from the PO (if desired)
Δ	Billing Tah
ч.	
	If the supplier must receive the PO make sure this box is unchecked
	• If the supplier must not receive the PO , make sure the box is checked . This will prevent an accidental duplicate order .
5.	External Note: Add an External Note that reads:
	Replacing PO U0000XXXX. DO NOT DUPLICATE THE ORDER.
	 Please invoice against this new PO number.
	 Email invoices to an@admin utabledu, and reference the PO # to be billed against
	- Enter involves to appead minitation court and reference the norm to be blied against.

- 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