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

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
3. Click Copy to New Cart
   - 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
4. Name the cart REPLACEMENT OF PO U000XXXX

In the New Cart

1. Proceed to Checkout
2. Make changes to the Form or Supplier
   - Go to the drop down options at the top for changing the supplier for the whole requisition or to Remove Selected Items
   - Go to the line level to change the form contents
3. Accounting Distribution: Copy and paste from the PO (if desired)
4. Billing Tab:
   - 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 U000XXXX. DO NOT DUPLICATE THE ORDER.
   - Please invoice against this new PO number.
   - Email invoices to ap@admin.utah.edu and reference the PO # to be billed 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 U000XXXXXXX

Click One UShop for Proceed to Checkout help

Rev 3/7/24 HH