# 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
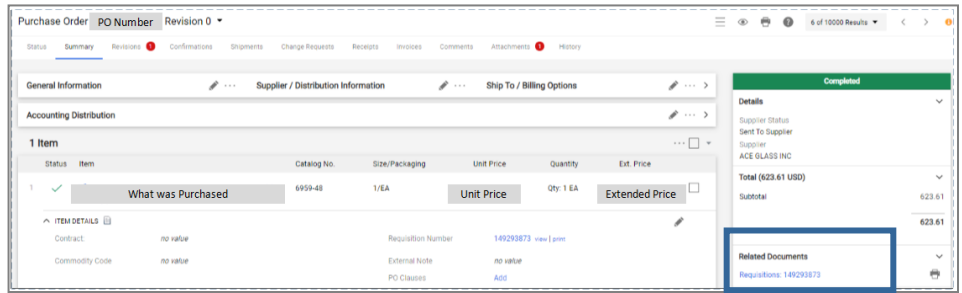
1. Starting with the PO you need to replace,

    click on the Requisition number found under the heading of Related Documents
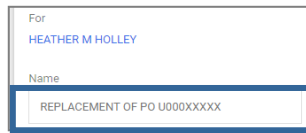
2. Click on the *Down Arrow* next to the Requisition Number

3. Click *Copy to New Cart*
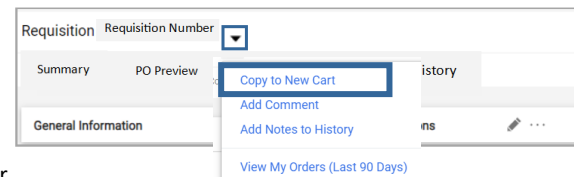
    💡 Note that everything except for Comments and Accounting Distribution will copy to the New Cart. The system will create a new Requisition number. You will be taken to the *cart*. Changes can be made here or later in *Proceed to Checkout*

4. Name the cart REPLACEMENT OF PO U000XXXXX

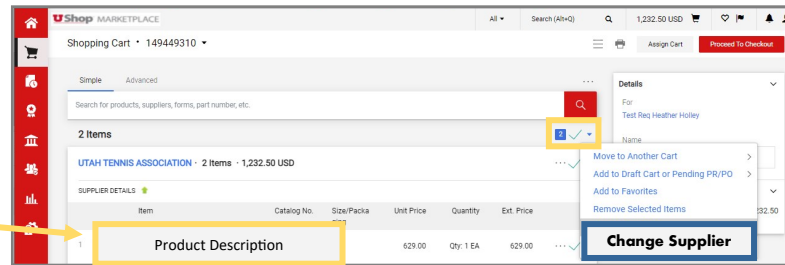## In the New Cart

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 U0000XXXX. 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 U000XXXXX

    ♦   Click One UShop for *Proceed to Checkout* help