## 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

urchase Order PO Number Revision 0 •					=	🐵 🖶 🕼 6 of 10000 Results 🔻	$\langle \rangle$
Status Summary Revisions () Confirmations	Shipments Change Requests	Receipto Involces Comm	ento Attachmento	History			
General Information	Supplier / Distribution In	formation 🧳 ·	· · Ship To / Bi	ling Options	ø ··· >	Completed	
Accounting Distribution					ø ··· >	Details Supplier Status	
1 Item					🗆 💌	Sent To Supplier Supplier	
Status Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	ACE GLASS INC	
What was Purchased	6959-48	1/EA	Unit Price	Qty: 1 EA	Extended Price	Total (623.61 USD) Subtotal	623.
A ITEM DETAILS					1		623
Contract: no value		Requisition Number	149293873	view   print			
Commodity Code no value		External Note	no value			Related Documents	
		PO Clauses	Add			Requisitions: 149293873	

Requisition Requisition Number

General Inforn

Product Description

vent automatic PO distribution. Check box to manually

istribute PO.

PO Preview

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

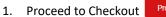
click on the Requisition number found under the heading of Related Documents

- 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



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

 $\widehat{\mathbb{Q}}^{2}$  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 U000XXXXXX
- Click <u>One UShop</u> for Proceed to Checkout help



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Copy to New Car

Add Notes to History

View My Orders (Last 90 Days



Change Supplier

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