While the Supplier cannot be changed on a PO that has already been issued, you may **copy the requisition to a new cart** and make the change on a new order.

### A. Find the Original Requisition

On the original PO's requisition, click on the *Document Actions* dropdown menu and select *Copy to New Cart*.

### B. Name the New Cart

When you are in the newly created cart, name the cart: Replacement of PO U000XXXXX. This name will not be included on the new PO, but it will clearly document for UShop users the action taken. Other details of the order may also be included in the cart name, if desired.

### C. Select Lines/ Perform an Action

1. While in the cart, select the desired line items or *Select All* to indicate the entire order, and check the corresponding box(es) on the right side of the page.
2. Checking one or more boxes will activate the *Perform an action on* dropdown menu.
D. Select Change Supplier

With the *Perform an action on* menu open, select *Change Supplier*.

![Image](https://example.com/imagename.png)

E. Supplier Name

You will be prompted to type in the name of the desired supplier. If you know the correct supplier name, enter it here.

**NOTE:** If you have any question as to the correct supplier name or fulfillment center, please contact Heather Holley at 801-581-8194, heather.holley@admin.utah.edu.

![Image](https://example.com/imagename.png)

When you have added the desired supplier’s name, click on *Save*. This will change the supplier name on your new order.

![Image](https://example.com/imagename.png)

F. OK to Leave Site

A box will appear asking if you want to leave the site. Click on *Leave*.

![Image](https://example.com/imagename.png)
G. New Supplier Name Displayed/ Proceed to Checkout

1. The newly selected supplier name will display on the cart.
2. Proceed to Checkout and complete the order. Check to ensure the Accounting Distribution and other values are correct.

![Shopping Cart](image)

H. Comment on and Close Original PO

1. Go to original PO and add a comment: See replacement Requisition: XXXXX. This will document the reason a new PO was created.
2. When you have successfully completed the new order, you may request to close the original PO in the CIS Management Report in the Encumbrance Report.

How do I close a UShop PO?

To request the closure of any PO, including a UShop PO:

1. Log onto the Employee page of CIS.
2. Scroll down to the Financial and Business services section and click on Management Reports.
3. Enter the Activity or project number used on your PO, and select Encumbrance Report.
4. Click on Run Report. This will bring you to the Encumbrance Report page.
5. Click on the “Close PO” link on the far right end of the line corresponding to the PO in question.