Create a Purchase Order (PO) by Copying a Requisition

Navigation: **Purchasing > Purchase Orders > Maintain Purchase Orders**

1. **'Add a New Value'** – Enter/Verify Business Unit (BU). Verify that the Purchase Order = Next. Click 'Add'.
2. Select a vendor. Click the details hyperlink to verify that there is a mailing address. Click OK.
3. Select a buyer.
4. Click the Copy From Hyperlink.
5. Select Req from the Copy From Field.
6. Click OK. You will be transferred to the Requisition Select Page.
7. Click the Select Requisitions Hyperlink.
8. Enter they Buyer.
9. Enter the Requisition ID or click the lookup icon next to the Requisition ID field and click the appropriate requisition.
10. Click OK. You will return to the Requisition Select page.
11. Check (✓) each line of the requisition by clicking the check box in the Sel column.
12. Click Copy To PO to copy the requisition information to the new PO.
13. Click the Schedule Tab. Verify the Due Date, Ship To, PO Quantity, Price, and Amount.
14. Click the Distributions Hyperlink. Verify Distribution Information.
15. Click OK. You will return to the PO Schedule Page.
16. Click the PO Form Tab.
17. Click Save.
18. Budget Check.
19. Approve Amounts.
20. Dispatch POs.