How to Copy a SPO/PO

1. Create a new cart. Click the Carts tab in the Marketplace header area > click Create Cart > on the active cart tab Name this cart > Update.

2. Scroll to upper right. In the Search for drop down, select PR > enter the Req# > click Go.

3. The requisition is displayed. Scroll down to Supplier/Line Details for SPOs or Product Description for POs > click link to Standing Purchase Order Form or Description/more info.
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4. A new window pops up showing the form. Under **Available Actions** drop down > select **Add to Draft Cart or Pending PR/PO** > click **Go**.

5. The following window pops up. Select the appropriate shopping cart > click **Add to Draft Cart or Pending PR/PO**. You’ll get an Add to cart/Requisition confirmation > click **Close**.

6. Close the old requisition window.

7. Click the **Carts** tab in the header area.

8. Click the Standing Purchase Order Form or Product Description to update the details:
   a. Description
   b. SPO Encumbrance
   c. SPO Grand Total
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d. Begin / End dates
e. SPO # Being Replaced
f. Notes
g. Remove existing attachments
h. Add new attachments
   i. Internal is for University use only
   ii. External is sent to the vendor

9. Under the Available Actions drop down > select Save > click Go > Close.
10. Proceed normally entering speed type, account code, shipping, etc.