
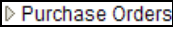

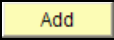


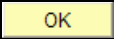
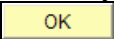
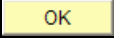

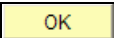


## Creating a PO from Copying a PO

1.	<p>From the Financials menu, click the <b>Purchasing</b> link.</p> 
2.	<p>Click the <b>Purchase Orders</b> link.</p> 
3.	<p>Click the <b>Add/Update POs</b> link.</p> 
4.	<p>On the <b>Purchase Order Add a New Value</b> page, click the <b>Add</b> button.</p> 
5.	<p>On the <b>Maintain Purchase Order</b> page, click on the drop-down arrow in the <b>Copy From</b> field.</p>
6.	<p>Select <b>Purchase Order</b> from the list to access the <b>Copy Purchase Order</b> from Purchase Order page.</p>
7.	<p>Use the <b>Copy Purchase Order from Purchase Order</b> page to select criteria to search for an existing PO and then select the desired PO to copy.</p> <p>Enter relative information like the Purchase Order ID, Vendor ID, and buyer information from the purchase order that you want to copy. The copy function only enables you to copy from one purchase order. If you attempt to copy more than one purchase order, the most recently copied purchase order overrides the previous purchase order information.</p> <p>You can copy a completed or canceled purchase order or a purchase order that has canceled lines to a new purchase order. If you copy a completed or canceled purchase order, all the lines from the canceled purchase order are copied over to the new purchase order and the status of the lines is made active. If you copy a purchase order that has one or more lines canceled, only the active lines from the existing purchase order are copied to the new purchase order.</p>
8.	<p>Click the <b>Search</b> button.</p> 
9.	<p>Notice that the details of the PO ID are displayed. You now need to select this PO ID to create a PO.</p> <p>Click the <b>Select</b> checkbox.</p> 
10.	<p>Click the <b>OK</b> button.</p> 

11.	<p>The <b>Purchase Order</b> page reappears, displaying details of the selected PO.</p> <p>The PO Date field automatically defaults to the current system date. You can override the purchase order date.</p> <p>Click the <b>PO Defaults</b> link.</p> <p><a href="#">PO Defaults</a></p>
12.	<p>Use the <b>Purchase Order Defaults</b> page to override the defaults set at the business unit, buyer, or vendor level and set defaults when none exist.</p> <p>If you select the <b>Default</b> option, the new default value that you enter on this page is assigned to the given field if no other value is assigned from prior defaults.</p> <p>If you select the <b>Override</b> option, the new value that you enter on this page overrides any value that is assigned from prior defaults. Only non-blank values are assigned.</p> <p>Make any necessary changes to the PO and click <b>OK</b>.</p> <p></p>
13.	<p>If you make changes or add values to the defaults on the previous page, when you exit the page, you are prompted with the <b>Retrofit field changes to "all" existing PO lines/schedules/distributions...</b> page.</p>
14.	<p>Click the <b>OK</b> button to return to the <b>Purchase Order</b> page.</p> <p></p>
15.	<p>On the <b>Purchase Order</b> page, click the <b>Save</b> button.</p> <p></p>
16.	<p>The <b>PO Dispatch Routing</b> page appears. Click the <b>OK</b> button.</p> <p></p>
17.	<p>Notice that a PO ID has been assigned.</p>
18.	<p><b>End of Procedure.</b></p>