High Level Description

<table>
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<th>Process</th>
<th>Copy POs</th>
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<tbody>
<tr>
<td>Module</td>
<td>Purchasing</td>
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<tr>
<td>Document Type</td>
<td>Business Process Guide</td>
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Revision Control

<table>
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<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
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<tr>
<td>05-08-2009</td>
<td>M Walker</td>
<td>Document created</td>
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Overview

This document describes the process for Buyers to copy existing Purchase Orders.
Copy POs

Navigate to Purchasing
> Purchase Orders
> Add/ Update POs

1. Click Add a New Value tab

The Purchase Order page displays.

2. Use Copy From dropdown
3. Select Purchase Order

PO ID is Known

The Copy Purchase Order from Purchase Order page displays.

1. Enter a PO ID you wish to copy
2. Click Search
3. Place check in box
4. Click OK
5. Click OK

The Purchase Order page displays.

6. Check Hold From Further Processing until you are ready to budget check

7. Click Save

8. Process the purchase order as you would normally do
Vendor ID is Known

The Copy Purchase Order from Purchase Order page displays.

1. Enter Vendor ID
2. Click Search

This will give you a list of all the Purchase Orders to the subject vendor.

You can select **Buyer** or **Status** to limit your search.
3. Select the PO you wish to copy and place a check in the appropriate box 

*Note: This moves the marked columns into a hidden status.*

4. Click OK

You may receive the following message asking if you want to change the match action refreshes lines without saving work to lines or details.

5. If so, click OK

The Purchase Order page displays.

6. Repeat steps 6-8 in the second section
Buyer is Know

The Copy Purchase Order from Purchase Order page displays.

1. Enter Buyer

   *Note: This may be either a number or in most cases the first letter of the first name and last name.*

2. Click Search

   You can enter **Date** or select **Status** to limit your search.

3. Select your PO

4. Click OK
The Purchase Order page displays.

5. Repeat steps 6-8 in the second section.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).