Re-creating Fiscal Year 2016 Purchase Orders:

- A majority of previously submitted FY2016 PO’s can be re-created by copying the associated requisition to a new cart.
- The new cart will need to be submitted with the following modifications:
  - The previous PO # (i.e. “E137248”) should be used as the cart name.
  - The “PO Distribution Bypass” option MUST BE SELECTED on the new Cart/Requisition
  - Campus Code must be selected
  - New Banner Accounting Codes must be populated.
- Due to Supplier requirements, it’s likely that requisitions that contain Punch-out items cannot be copied and re-submitted. These orders will have to be recreated by re-visiting the Punch-out and submitting a new cart.

Via Document Search, locate your FY2016 Purchase Orders to be re-created.

Note: Punch-out Suppliers do not allow orders to be “copied”. Any FY2016 PO with Punch-out Items must be recreated by visiting the Punch-out and submitting a new cart.

Navigate to the “advanced search” for Purchase Orders
From the PO Advanced Search Screen:

A. Select yourself as the **Owner**

B. Select an "**AP Status**" of **Closed**

C. Select the **Fiscal Year 16** (2016)
2. From the search results, select the first Purchase Order to be re-created. Select the PO Number to open the document.

Notes:
- $0 PO’s can be ignored
- Remember or “copy” the old “E” PO number (it will need to be populated in the new cart)

3. From within the PO document, navigate to the “Summary” Tab and select the associated Requisition Number to navigate to the PR.
A. From within the Requisition Document, select “**Copy to New Cart**” from the upper/right pulldown

![Diagram of Requisition Document with highlighted option](image)

**Step 5**

From within the new Cart:

A. Rename the cart, **with the old or prior “E” PO Number** that is being re-created.

B. Select: **“Proceed to Checkout”**

![Diagram of Cart with highlighted name field and proceed to checkout button](image)
A. Navigate to the “General” section.
B. Select a “Campus Code” from one of the new values (if you are unable to select a campus code, complete all other steps and assign the cart to another requestor in your department. Include a note requesting they enter the campus code before submitting the requisition)
C. SELECT “PO Distribution Bypass”

Note: If you choose to not BYPASS distribution, please be aware the new PO may be re-distributed to the Supplier. If you do not check the box please notify the supplier so that your order is not duplicated.
A. Navigate to the “Accounting Codes” section.
B. Select a set of “Accounting Codes” for each new value.
C. If needed, “Accounting Codes” can be varied by individual line item.
A. Navigate to the “Final Review” section.
B. Select “Assign Cart” and assign the cart to Leigh James, Matt Wessel, Kim Trunk, Joe Teel, or Scott Schlotthauer. For OSU-Tulsa and CHS, please assign your cart to Brandi Brown. Since legacy POs have already been approved, assigning your cart to one of the following users will allow you to bypass the approval process.