Copy a Purchase Order

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Users are able to copy a purchase order within the same vendor or to different vendor. When using this feature, the software will create a new purchase order with all the same items, parts, and part kits as on the original PO.

A Purchase Order is copied by opening the PO record. This may be done from the Purchase Orders List (Accounts Payable > Purchase Orders) or from a vendor record (Accounts Payable > Vendors > Vendor records > Purchase Orders tab).

Once the purchase order is opened, click on the Copy button located at the upper right of the page.

A dialog box will be displayed. Click on the drop-down arrow to select the vendor to which the purchase order will be copied, and then click on the save button.