Duplicate a Purchase Order Last Modified on 26/04/2023 5:04 pm EDT

To duplicate a Purchase Order or Cross Rental, click the duplicate option from the Admin menu

All information from the highlighted purchase order or cross rental will be copied to a new order.

See Purchase Order Operator Privileges if access id denied.

								Tes	sts 🝷 Test	t Dates 🝷 Reports	s • Asset
					Pur	chase Orde	ers				
▼ ≡ Orde	ered Date 🗸	2023-04-26	2023-05-03	C +	0 - EAST	✓ 0 - Mair	•				
New 📝 Open	🖶 Print 👘 🗘 Wor	k 👁 View 🗱	Admin								
Show 10 v entr	ies	1	Delete								
	ies ndor 🔶 Date			Approved	Posted	Received	Project	Archived	¢CR	Assigned To	† Invo
¢ Code ¢ Ve		e ∲ P.O.; [Approved	Posted No	Received No	Project	Archived No	♦ CR No	Assigned To	Invo Not Inv