



Contract Reassignment & Cloning POs from Other Orgs

A contract may be reassigned for several reasons. Some reasons for reassignment include a change to a vendor’s tax ID number or mistake in the vendor record, technical issues with the document, or transfer of the contact’s administration to another organization, to name a few.

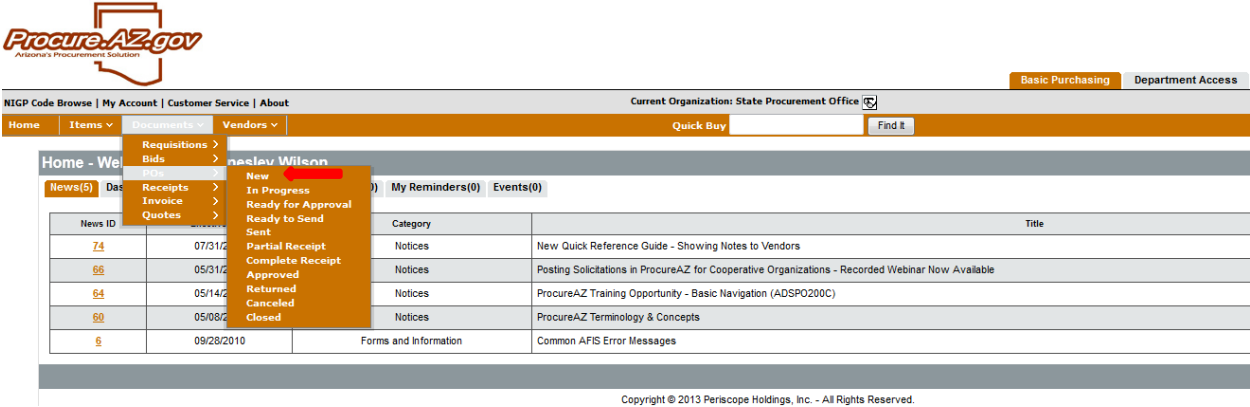
NOTE: You cannot clone release POs from the PO. You will need to clone the requisition instead.

Contract Reassignment

Create new PO and add items from existing contract to be reassigned OR if the buyer is staying the same or staying in the same ProcureAZ Organization, then the original PO can be cloned by clicking the available “Clone PO” button on the bottom of the Summary page without having to create a new PO from scratch.

To create a new PO and add items from the original PO:

1. In the Document drop-down menu select PO → New.



2. Create a fresh PO and select the PO Type from the drop-down menu.



3. Continue on with instructions for selection **a**, **b**, or **c** as appropriate for your situation.
 - a. Create a PO from scratch** – the original PO was NOT created by you and/or was created in another Organization and you have Basic Purchasing rights;
 - b. Clone a PO from another PO** – the original PO was created by you and you have Basic Purchasing rights;



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- C. Create a PO from requisitions** – the original PO was NOT created by you and/or was created in another Organization and you have Basic Purchasing rights or you created the requisition and you have Department Access rights.

Create a PO from scratch

3a. After completing the General tab move to the Items tab and click Search Items to query for the items on the existing contract for reassignment.

4a. A search screen will allow you to search by the PO/contract number.



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5a. Check the boxes next to all the items to be included on the reassigned contract. (Note: Checking the “Select” button at the column head will capture every item on all item page results.)

Results - Blanket Items

1-25 of 79
1 2 3 4

Select	Quantity	Item Description	Unit Price	UOM	Class Class Item	Commodity Code	PO # / Line #	Status
<input checked="" type="checkbox"/>	0	Printing Accessories and Supplies (incl. Graphic Arts and Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. - Printshop Supplies Catalog Pricing	\$0.00	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 57 - Printing Accessories and Supplies (incl. Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. (See 700-30 for Graphic Art Supplies)		SCC060019-1.A2 / 1	SPS - Sent
<input checked="" type="checkbox"/>	0	Letterpress Inks, Supplies, and Accessories: Letterpress Inks, Supplies, and Accessories	\$0.00	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 30 - Letterpress Inks, Supplies, and Accessories		SCC060019-1.A2 / 2	SPS - Sent
<input checked="" type="checkbox"/>	0	Film and Rapid Access Film, Reprographic: Film and Rapid Access Film, Reprographic	\$0.00	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 29 - Film and Rapid Access Film, Reprographic		SCC060019-1.A2 / 3	SPS - Sent
<input checked="" type="checkbox"/>	0	Graphic Art Supplies, Films and Chemistry, Opaquing Supplies, Proofing Papers, Stripping Base, etc.: Graphic Art Supplies, Films and Chemistry, Opaquing Supplies, Proofing papers, Stripping Base, etc.	\$0.00	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 30 - Graphic Art Supplies: Films and Chemistry, Opaquing Supplies, Proofing Papers, Stripping Base, etc.		SCC060019-1.A2 / 4	SPS - Sent
<input checked="" type="checkbox"/>	0	Printing Accessories and Supplies (incl. Graphic Arts and Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. - Master Roll for Reno GR1700 (Manuf. part # S-2875A) or compatible	\$30.00	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 57 - Printing Accessories and Supplies (incl. Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. (See 700-30 for Graphic Art Supplies)		SCC060019-1.A2 / 5	SPS - Sent
<input checked="" type="checkbox"/>	0	Printing Accessories and Supplies (incl. Graphic Arts and Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. - Master Roll for Reno GR3770 (Manuf. part # S-2859) or compatible	\$49.00	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 57 - Printing Accessories and Supplies (incl. Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. (See 700-30 for Graphic Art Supplies)		SCC060019-1.A2 / 6	SPS - Sent
<input checked="" type="checkbox"/>	0	Printing Accessories and Supplies (incl. Graphic Arts and Electrostatic Types):	\$37.50	EA - Each	700 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER) 57 - Printing Accessories and Supplies (incl. Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Negatives, Plates, Roller Covers, Rubber Rejuvenators, Sleeves, etc. (See		SCC060019-1.A2 / 7	SPS - Sent

6a. Complete Remaining Tabs of New PO...

Master Blanket Purchase Order ADSP014-006789 Status: SP - In Progress

General **Items** Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Sort by Column: Print Sequence Sort Descending

Item #	Print Sequence	Item Description	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete
1	1.0	(700 - 57) Printing Accessories and Supplies (incl. Graphic Arts and Electrostatic Types): Blankets, Chemicals, Gum, Inks, Mats, Ne. View Detail	0.0	\$0.00	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00	<input type="checkbox"/>
2	2.0	(700 - 38) Letterpress Inks, Supplies, and Accessories: Letterpress Inks, Supplies, and Accessories	0.0	\$0.00	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00	<input type="checkbox"/>
3	3.0	(700 - 29) Film and Rapid Access Film, Reprographic: Film and Rapid Access Film, Reprographic									\$0.00	<input type="checkbox"/>

7a. Cancel current contract once all items have been added by creating a Change Order on which the Contract End Date is shortened in the Control Tab.

Change Order (In Progress) - Master Blanket Purchase Order ADSP013-005102 Status: SPS - Sent

General **Items** Subcontractors **Control** Attachments Summary [Back to PO](#)

Master Blanket/Contract Begin Date*:

Master Blanket/Contract End Date*:

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
ADSP0 - State Procurement Office	ADSP0 - State Procurement Office	1000000.00	\$0.00	0.00	<input type="checkbox"/>
ADSP0 - State Procurement Office	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

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8a. On the Summary tab, provide instruction on how to locate the new contract in the Comments section of the Change Order and Submit for Approval.



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Change Order (In Progress) - Master Blanket Purchase Order ADSP013-005102 Status: SPS - Sent

Comment for the whole change order:
 This contract has been reassigned to ADSP014-*****

Header/Item Changes
 There are no recorded header/item changes.

Control Changes

Modified Point	Organization	Department	Description	User Updated	Date Updated	Show to Vendor
Begin End	NA	NA	End date changed to 09/06/2017	Aynesley Wilson	09/04/2013 03:23:15 PM	<input checked="" type="checkbox"/>

Comment:

Bilateral Change Order
 Bilateral Change Order Enabled (Approval by Vendor will be required)

Save & Continue **Submit for Approval** Delete Change Order

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9a. Send new PO.

Clone a PO from another PO

3b. Locate the PO you wish to clone by using your home screen tabs, the drop-down Documents menu, or by utilizing the Advanced Search feature.

Method#1: Document drop-down.

NIGP Code Browse | My Account | Customer Service | About

Home | Items | Documents | Vendors

Home - Wel... Aynesley Wilson

News(0) | Dashboard | Approval(23) | My Reminders(2) | Events(0)

- Requisitions >
- Bids >
- POs >
- Receipts >
- Invoice >
- Quotes >
- New
- In Progress
- Ready for Approval
- Ready to Send
- Sent
- Partial Receipt
- Complete Receipt
- Approved
- Returned
- Canceled
- Closed



Contract Reassignment & Cloning POs from Other Orgs

Method#2: Advanced Search.

Advanced Search

Search for: Module: **Purchasing Module** Document Type: **Purchase Orders**

Search Using: **ALL of the criteria**

Search Fields:

PO Description	<input type="text"/>	Release Number	<input type="text"/>
PO Type	<input type="text"/>	Alternate ID	<input type="text"/>
Requestor	<input type="text"/>	Buyer	<input type="text"/>
Header Major Status	<input type="text"/>		
Header Minor Status	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>	PO Date(MM/DD/YYYY)	<input type="text"/>
Catalog	<input type="text"/>	Update Date(MM/DD/YYYY)	<input type="text"/>
Required Date(MM/DD/YYYY)	<input type="text"/>	Vendor ID:	<input type="text"/>
Vendor ID:	<input type="text"/>	Vendor Name:	<input type="text"/>
Fiscal Year	<input type="text"/>	Vendor Legal Name:	<input type="text"/>
Organization	<input type="text"/>	Item Description	<input type="text"/>
NIGP Class	<input type="text"/>		
NIGP Item	<input type="text"/>		
Commodity Code	<input type="text"/>	Stock Item Number	<input type="text"/>

4b. Open the PO by clicking on the PO number displayed in the Results.

Advanced Search ▾

Results

Purchase Order #	Purchase Order Date	Description	Organization	Dept/Loc	Purchaser	Vendor Name	Total	Status
ADSP013-005014	07/31/2012	Abatement Services for Asbestos and Lead	State Procurement Office	ADSP0/SPO	Aynesley Wilson	AAA Enterprises	\$500.00	3PPR - Partial Receipt

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5b. Proceed to the Summary tab of the PO.



Contract Reassignment & Cloning POs from Other Orgs

4b. View the PO by clicking the PO number in the Results.

Advanced Search ▾

Results

Purchase Order #	Purchase Order Date	Description	Organization	Dept/Loc
ADSP013-005014	07/31/2012	Abatement Services for Asbestos and Lead	State Procurement Office	ADSP0/SPO

Exit

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5b. Scroll to the bottom of the Summary tab in the PO and select "Clone PO".

There are no approval paths found for this Purchase Order.

Cancel PO **Clone PO** Print Print Vendor Copy

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6b. The screen will update to display the General tab of your In Progress PO that you have just cloned.

7b. Work through the tabs of your cloned PO from left to right making certain that the information is correct. Make any necessary changes.

Open Market Purchase Order ADSP014-006845 Status: SPI - In Progress

General **Items** Vendor Address Accounting Routing Attachments(2) Notes(1) Change Orders Reminders Summary

PO Number: ADSP014-006845 Release: 0

8b. Submit for Approval from the Summary tab of the PO or continue to Clone PO before submitting for approval. This is a time-saving feature allowing set up of multiple POs for repeat orders.

Submit for Approval Cancel PO Clone PO Print Print Vendor Copy


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Contract Reassignment & Cloning POs from Other Orgs

Create a PO from requisitions

3c. Locate the PO you wish to clone by using your home screen tabs, the drop-down Documents menu, or by utilizing the Advanced Search feature.

News(0)	Dashboard	Reqs(33)	Bids(152)	PO(9)	Approval(23)	My Reminders(2)	Events(0)
	In Progress(19)	Ready for Approval(1)	Ready for Purchasing(5)	Returned(0)	Gone to PO(8)		
Requisition #		Requisition Date					
	ADSP014-00007387		09/18/2013				
	ADSP013-00005731		08/13/2012				
	ADSP013-00005721		08/06/2012				
	ADSP013-00005666		07/19/2012				
	ADSP012-00005422		04/18/2012				

4c. View the PO by clicking the PO number.

5c. The PO will open to display the Summary page. Scroll to the bottom of the Summary page and select "Clone Requisition" to clone the PO.

Release Requisition ADSP014-00007339

General Items Vendors Address Accounting Routing Attachments Notes Reminders **Summary**

There are no items found for this requisition.

Cancel Requisition **Clone Requisition** Print

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6c. The cloned PO will now display for you to make any necessary changes. Submit for approval in the Summary tab.

Submit for Approval Cancel Requisition Clone Requisition Print

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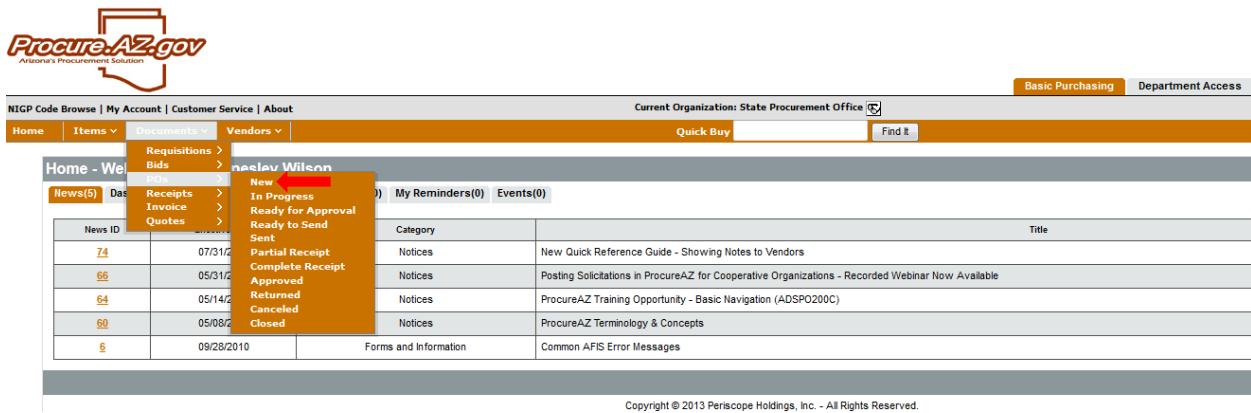
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Cloning POs from Other Orgs

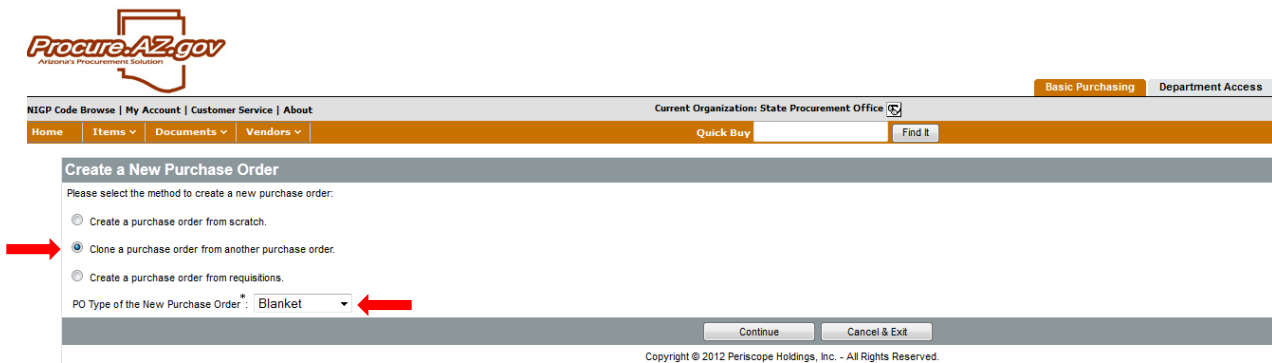
1. Select the Basic Purchasing role tab.



2. Go to the Documents drop-down menu and select Purchase Orders → New.



3. In the next screen, select the option to clone a purchase order from another purchase order and choose the PO type of the new purchase order from the drop-down menu provided.



4. Search for the PO number you wish to clone.



Contract Reassignment & Cloning POs from Other Orgs

Search Existing Purchase Order to Clone to New Blanket Purchase Order

Search Using: All of the criteria

PO # **ADOT10-000438** Release Number

Alternate ID

PO Type Buyer

Header Major Status

Header Minor Status

Department

Location

Search Fields: Type Code PO Date(MM/DD/YYYY)

Catalog

Required Date(MM/DD/YYYY) Update Date(MM/DD/YYYY)

Vendor ID: Vendor Name:

Fiscal Year Item Description

NSGP Class

NSGP Item

Commodity Code Stock Item Number

Master Blanket/Contract only

Find & Clear

Blanket Results

Select	Purchase Order #	Purchase Order Date	Description	Dept/Lo	Purchaser	Vendor Name	Total	Status
<input checked="" type="radio"/>	ADOT10-000438	09/30/2010	Tires and Tubes including Drive In Services	0140/005C	Joseph Graves	MICHELIN NORTH AMERICA INC	\$55,062.50	SPS - Sent

Clone PO & Exit Clone PO & Add More Items Exit

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- Click the radio button in the Select column next to the PO you wish to clone. Then select either the Clone PO & Exit button or the Clone PO & Add More Items button at the bottom of the Results.



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- Once you have cloned the PO and made any additions or adjustments you will need to Submit for Approval as usual. The old PO can be canceled by setting the expiration date for the day you would like it to expire. **DO NOT just Cancel the PO.** Also, set the begin date for the new contract for the same day/time as the expiration of the old contract so there is overlap.