

On the **Forms** menu – Choose **Confirming Order Only**:

Fill out the form as if it were a new requisition and choose **Confirming Order** as the Purchase Type UNLESS it is a SUB AGREEMENT (then choose **Sub Agreement**).

No PO will be sent to the vendor

Confirming Order Only - Mozilla Firefox

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=1434573&wantReloadOnClose=true&FavPageContext=2&tmstmp=150151! 110%

Confirming Order Only Available Actions: Add and go to Cart **Go** **Close**

Supplier Information ?

Enter Supplier

or
[Supplier Search](#) | [request new vendor](#)

General Product or Service Details ?

The fields below are required for requesting products or services

Form Type Confirming Order

Purchase Type Please select...

Confirm Receipt

Product/Service Description

Quantity

Unit Price

NIGP Code search...

254 characters remaining [expand](#) | [clear](#)

Additional Product Details ?

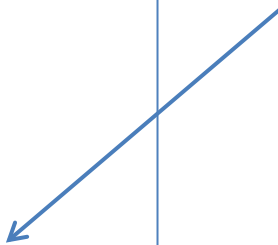
The fields below are optional

Packaging (UOM) EA - Each

Total 0.00
[See configuration for this form](#)

When you **'Proceed to Checkout'**, Click on edit button in the General section and enter the prior year PO # in the PO Reference # field.

Requisition	PR Approvals	PO Preview	Comments	Attachments	History
Summary	Shipping	Billing	Accounting Codes	Supplier Info	
Hide header					
General					
General ? X					
Cart Name	<input type="text" value="2014-04-02 wtate6 01"/>				
Description	<input type="text"/>				
Prepared by	Whitney Tate				
Prepared for	Whitney Tate Select a different user...				
Purchasing Business Unit	<input type="text" value="710"/> Select from profile values... Select from all values...				
PO Reference #	<input type="text"/>				
Save Cancel					



If for any reason, you do not see this, please let me know. Complete this requisition just like any other.