UNIVERSITY OF DELAWARE EXCHANGE

Introducing the Purchase Order Type Override

(POTO Box)

Revised 6/4/2023

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What Is a "Standard" PO?

The **Multi-Invoice/Payment box** in the header of a **requisition** plays an important role in the resulting purchase order.

- When it's left **UNCHECKED**, the PO type will be **STANDARD**.

- The PO number will begin with "UD**S**" for standard.

- A standard PO is **quantity based**, meaning that invoices will match the **quantity** of items ordered.

- The PO is considered fulfilled when the **quantity** of invoiced items counts down to zero, regardless of the dollar amount of the invoices.

- A standard PO is best used for the purchase of goods.

The Multi-Invoice/Payment box should **always** be left **unchecked** on **catalog** orders.

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What is a "Blanket" PO?

When the Multi-Invoice/Payment box on the requisition is **CHECKED**, the PO type will be **BLANKET**.

- The PO number will begin with "UD**B**" for blanket.
- A Blanket PO is **amount based**, meaning that the quantity of items ordered is *irrelevant.*
- The PO is considered fulfilled when the **dollar amount** has been fully invoiced down to zero.
- A blanket PO is best used for the purchase of services, when we will receive multiple invoices against a line item with a quantity of 1.
- In PeopleSoft, this is referred to as "Amount Only."
- **Zero dollar line items** do NOT work on blanket/amount-based purchase orders. The system will treat them as fulfilled because the dollar amount has already been counted down to zero!

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Overriding Your PO Type

You may need to mix and match both PO types on the same purchase order.

For example:

- When Ordering **parts** (quantity) *and* **labor** (amount) on the *same* purchase order.

- If the PO orders items that will be invoiced multiple times (such as a deposit and installation) so the PO must be **multi-invoice** (amount), *but* there's a **zero dollar item** such as an included warranty (quantity) that must be on the PO.

The new **Purchase Order Type Override (POTO) box** allows users to override the overall PO type for specific line items.
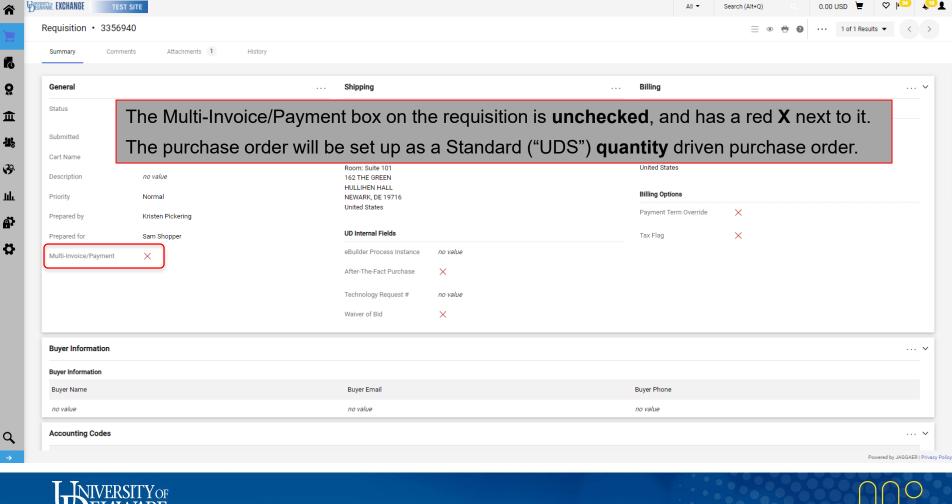
How to use the POTO Box

The following slides will illustrate how to use the POTO box using the scenario of ordering materials (quantity) and labor (amount) on the *same* purchase order.

- The line item for materials (quantity) will be invoiced once by the vendor.
- The line item for labor (amount) will be invoiced multiple times by the vendor as the work is completed.

Summary | Comments | Attachments 1 | History

General

		Shipping		**Billing**
Status				
Submitted				

The Multi-Invoice/Payment box on the requisition is **unchecked**, and has a red **X** next to it.

The purchase order will be set up as a Standard ("UDS") **quantity** driven purchase order.

Description	no value	Room: Suite 101		United States
Priority	Normal	162 THE GREEN		
		HULLIHEN HALL		**Billing Options**
Prepared by	Kristen Pickering	NEWARK, DE 19716		
		United States		Payment Term Override ✕
Prepared for	Sam Shopper			
		UD Internal Fields		Tax Flag ✕
Multi-Invoice/Payment ✕				
		eBuilder Process Instance	no value	
		After-The-Fact Purchase	✕	
		Technology Request #	no value	
		Waiver of Bid	✕	

Buyer Information

Buyer Information

Buyer Name	Buyer Email	Buyer Phone
no value	no value	no value

Accounting Codes

Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	replacement flooring materials	materials	EA	3,900.00	1 EA	ⓘ 3,900.00	⋯ ☐

In this standard PO example, it is set up so that both line items can *only be invoiced once* for the *quantity of 1 each* unless the POTO box is checked.

To check the POTO box on the line for the labor, click the **pencil** icon.

no value

Add

no value

Add

| PO Type Override | ✕ |

| 2 | labor to replace flooring | labor | EA | 5,980.00 | 1 EA | ⓘ 5,980.00 | ⋯ ☐ |

⌃ ITEM DETAILS 📑

Contract:	*no value*	Internal Note/Business Justification	*no value*
Commodity Code	72000000 / Building, Facility Construction & Maintenance Services	Internal Attachments	Add
Account Code	151207 BUILDING AND FACILITY CONSTRUC	External Note	*no value*
		Attachments for supplier	Add
		PO Type Override	✕

Edit Line 2: Item Details

2   labor to replace flooring   labor   EA   5,980.00   1 EA   5,980.00

Contract:

Internal Note/Business Justification

Commodity Code ★   72000000

Building, Facility Construction & Maintenance Services

1000 characters remaining   expand | clear

1000 characters remaining   expand | clear

Check the **POTO box** in the pop-up window to change the line item for labor to amount based invoicing instead of quantity based

Click **Save.**

Note: The same steps can be performed on a blanket PO to change a line from amount based to quantity based invoicing.

★ Required fields

Save   Cancel

3,900.00

ITEM DETAILS

Approvers   There are no approvers

Workflow

Contract: *no value*   Internal Note/Business   *no value*

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What About Subawards?

- Subaward Requests ALWAYS need the **multi-invoice/payment checkbox checked** or they will be auto-returned by the system.

- Any line on a Subaward with a **zero dollar value** will need the **POTO box checked** (most often the 153200 Placeholder, but could be 152200 if overhead is waived).

- When adding funds to a zero dollar line on a Change Request for your Subaward, remember to **UNCHECK** the POTO box on that line so that the amount only label can be applied, and your funds can count down to zero.

What About NPOPs?

- **Most** NPOPs pay a single invoice and the multi-invoice/payment check box is not needed at all, so the POTO box line override would also not be needed.

- An example of the multi-invoice/payment check box being **required** on an NPOP would be a lease, where the NPOP is submitted for the full amount of the lease, and then payments are scheduled in the same amount over the required lease term. The POTO box would not be needed since a separate requisition should be used for any other type of payment to that supplier.

Important Considerations

- Always ask yourself when setting up your requisition: Should this purchase order be amount-based, or quantity based?

- The Multi-Invoice/Payment box **cannot** be changed later on a change request.

- Once a line has been **invoiced**, the POTO box **cannot** be checked or unchecked – **the PO type is <u>set</u> for that line after invoicing**.

- However, if a user has forgotten to check the Multi-Invoice/Payment box on a PO, and the PO type needs to be overridden **before** invoicing, a Change Request can be submitted with the POTO box checked on any line where it is needed!

Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)