Introducing the Purchase Order Type Override (POTO Box)
In This Guide

• What is a “Standard” Purchase Order (PO)?
• What is a “Blanket” Purchase Order (PO)?
• The PO Type Override (POTO) Box
• How to use the POTO Box on a Purchase Order
• What about Subawards?
• What about NPOPs?
• Important Timing Considerations
What Is a “Standard” PO?

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

- When it’s left **unchecked**, the PO type is “Standard”.
- The PO number begins with “UDS” for “Standard”.
- “Standard” means that the PO is **quantity based**, meaning that invoices will match the quantity of items ordered, and the PO is considered fulfilled when 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.
What is a “Blanket” PO?

- When the Multi-Invoice/Payment box is checked, the PO type is “Blanket”.
- The PO number begins with “UDB” for “Blanket”.
- “Blanket” means that the PO is amount based, meaning that the quantity of items ordered is irrelevant and 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.”
- Please note: Zero dollar line items will not work on Blanket/Amount-Only purchase orders, because you have already counted down to zero!
The PO Type Override (POTO) Box

You may need to mix and match PO types on the same purchase order. For example:

- Ordering parts (quantity) and labor (amount) on the same purchase order.
- 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 a warranty (quantity) that must be on the PO.

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

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 will be invoiced once by the vendor.
• The line item for labor will be invoiced multiple times by the vendor as the work is completed.
Multi-Invoice/Payment is unchecked. This purchase order has been set up as a Standard (“UDS”) quantity driven purchase order.
When a PO is set up in this manner, each line item can be invoiced only once for the quantities of 1 each unless the POTO box is checked.
To change the line item for labor to amount based invoicing instead of quantity based:
1. Click **Edit** button on the line item.
2. Check the **POTO box** in the pop-up window.
3. Click **Save**.

Note: The same steps can be performed on a “Blanket” PO to change a line from amount based to quantity based invoicing.
What About Subawards?

• Subaward Requests always need the multi-invoice/payment checkbox checked or they will auto-return.
• Subawards will need the POTO box checked on any line with a zero dollar value (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, UNCHECK the POTO box so that the amount only label can be applied to that line, and funds can count down to zero.
What About NPOPs?

- NPOPs generally 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. Again, the POTO box line override would not be needed since a separate requisition should be used for any other payment to that supplier.
Important Timing Considerations

- The multi-invoice/payment box can never be changed on a change request.
- Once a line has been invoiced, the POTO box cannot be checked or unchecked – the PO type is set 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 with the POTO box will make that change on any line where it is needed!

Always ask yourself when creating a PO: Is this purchase amount-based, or quantity based?
Resources

Procurement Services
procurement@udel.edu