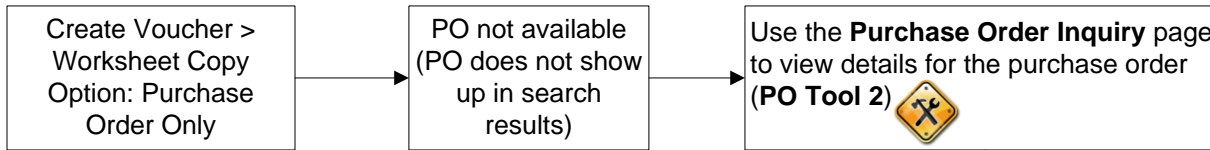


START:



Change the Vendor ID on the Voucher to match the Vendor ID on the PO.

PO

Does the Vendor ID number on the PO = the Vendor ID number on the voucher?

No

Yes

Which document has the correct vendor ID number on it?
Voucher OR Purchase Order

Refer to **Checklist 1** for other possible issues and resolutions

Voucher

The vendor ID can NOT be changed on a PO that has already been 'Dispatched' to a vendor.

Buying Administrator:
Close the existing PO/ PO Line(s), then
Requisitioner: Create a new requisition with the correct Vendor ID number

Scenario 1.2

The Voucher Processor attempts to copy the PO into the voucher. When they search for the PO on the voucher screen, they do not get a result.

The Vendor ID on the PO and the Vendor ID on the Voucher MUST match in order to be able to pull the PO in to the voucher.



Note: Overriding Vendor ID Match Exceptions (on a voucher) is not best business practice, therefore it is recommended that your Agency does NOT use this business process.



Voucher Processor