

What is a Supplement Order?

A supplement order is an action to add a line item or increase money to an existing purchase order (PO). This can be due to unforeseen charges such as freight, tariffs, or fees, after the initial PO was created.



How to create a supplement order:

- Create a new Non-Catalog Services or Goods Requisition.
- In the description field and in all caps type, "SUPPLEMENT ORDxxxxxxx" (your ORD number.) This will alert the buyer that your requisition is a supplement order.
- Let the Buyer know if the supplement order needs to be communicated to the supplier
 - Provide the supplier's e-mail if the communication is necessary.

Once the requisition is submitted and approved, it will enter the Buyer's queue for review, approval, and the creation of the Supplement Order.

