# PO – Copy a Purchase Order

* 1. Go to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**. Click '**Add**' to use autonumbering, or enter a PO ID manually and click 'Add'.
	
	2. Choose 'Purchase Order' from the Copy From dropdown list.
	
	3. Enter the PO ID you want to copy. Select the line(s). Click OK.
	
	4. Click OK on the message.
	
	5. Go to HUB Bid Details
	
	6. Set Competitive to 'No' unless you have Bid information to enter. Click OK.
	
	7. Save.