

Procurement:

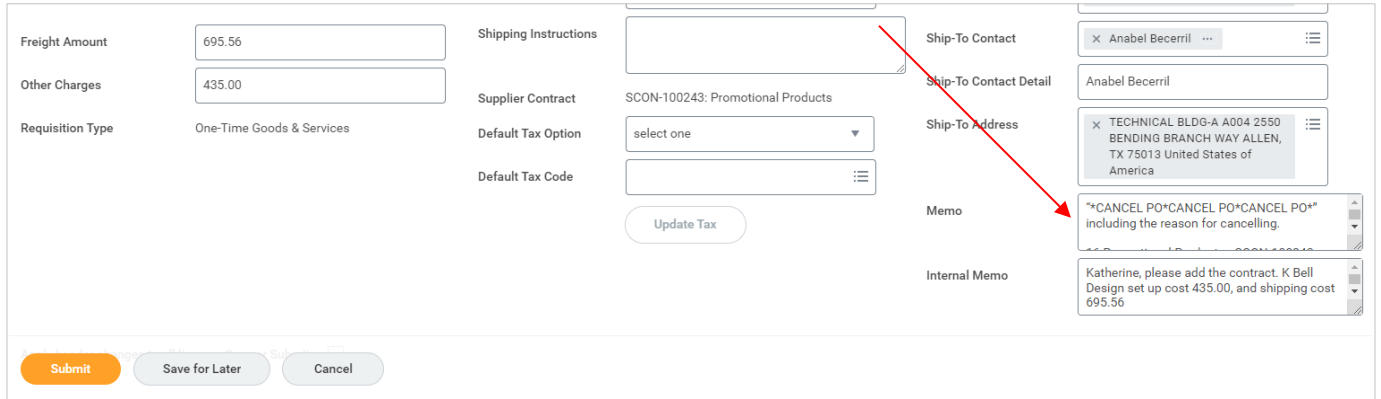
CANCEL A PURCHASE ORDER

FOR A PO THAT HAS NO INVOICES OR RECEIPTS

CANCEL A PURCHASE ORDER – FOR A PO THAT HAS NO INVOICES OR RECEIPTS

FOLLOW THE INSTRUCTIONS ABOVE FOR CREATE CHANGE ORDER.

1. In the Memo Field add “*CANCEL PO*CANCEL PO*CANCEL PO*” including the reason for cancelling. Add this at the beginning of the field if there are additional memos.

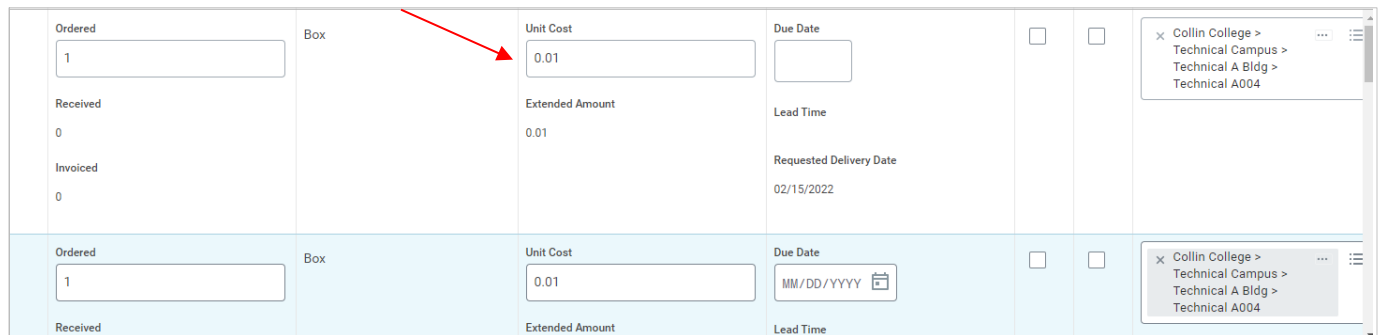


The screenshot shows a procurement form with the following fields and values:

- Freight Amount: 695.56
- Other Charges: 435.00
- Requisition Type: One-Time Goods & Services
- Supplier Contract: SCON-100243: Promotional Products
- Default Tax Option: select one
- Default Tax Code: [dropdown]
- Ship-To Contact: Anabel Becerril
- Ship-To Contact Detail: Anabel Becerril
- Ship-To Address: TECHNICAL BLDG-A A004 2550 BENDING BRANCH WAY ALLEN, TX 75013 United States of America
- Memo: ***CANCEL PO*CANCEL PO*CANCEL PO*** including the reason for cancelling.
- Internal Memo: Katherine, please add the contract. K Bell Design set up cost 435.00, and shipping cost 695.56

Buttons at the bottom: Submit, Save for Later, Cancel.

2. Change all line item amounts to \$0.01 and submit.



Ordered	Box	Unit Cost	Due Date		
1		0.01		<input type="checkbox"/>	<input type="checkbox"/>
Received		Extended Amount	Lead Time		
0		0.01			
Invoiced			Requested Delivery Date		
0			02/15/2022		
Ordered	Box	Unit Cost	Due Date	<input type="checkbox"/>	<input type="checkbox"/>
1		0.01	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
Received		Extended Amount	Lead Time		

3. The buyer will approve/issue the change order and go back into the PO and cancel it. This way it comes to the buyer through the system and the vendor gets a copy. **Requesters will be responsible for notifying the punchout supplier of changes when canceling a purchase order as the change order will not be sent to the supplier.**