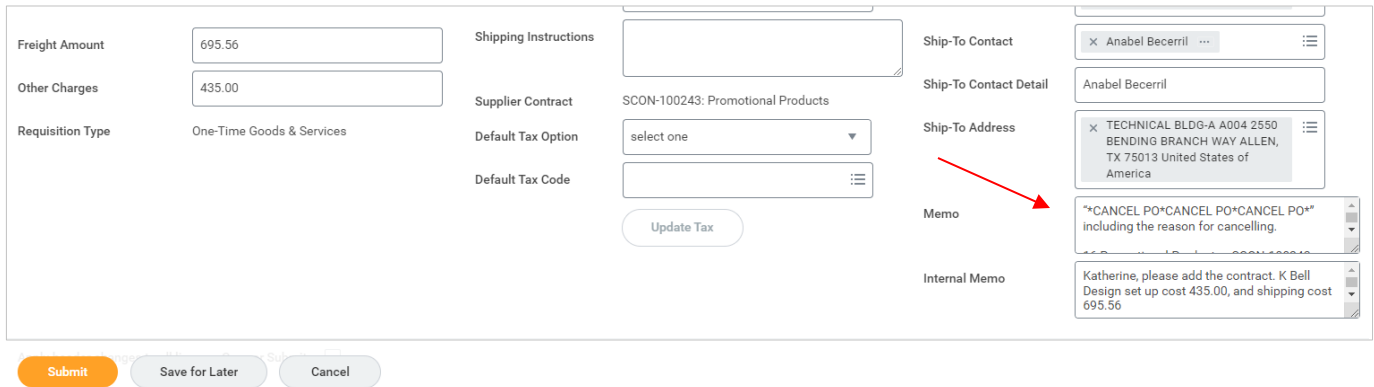


CLOSE A PURCHASE ORDER – THIS WILL VARY

If the PO has receipts and invoices:

1. Follow the instructions above for Create Change Order.
2. In the Internal Memo Field add “*CLOSE PO* including the reason for cancelling. Add this at the beginning of the field if there are additional memos.



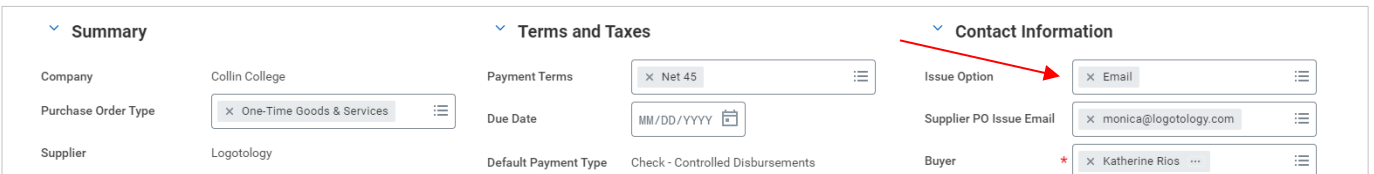
Freight Amount: 695.56
 Other Charges: 435.00
 Requisition Type: One-Time Goods & Services
 Shipping Instructions: [Empty]
 Supplier Contract: SCON-100243: Promotional Products
 Default Tax Option: select one
 Default Tax Code: [Empty]
 Ship-To Contact: Anabel Becerril
 Ship-To Contact Detail: Anabel 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: Submit, Save for Later, Cancel

3. Reduce line items down to the amount paid.

Goods Lines 8 items					
	Quantity	Unit of Measure	Cost		Ret
	Ordered	Box	Unit Cost	Due Date	
	1		25.00		
	Received		Extended Amount	Lead Time	
	0		25.00		
	Invoiced			Requested Delivery Date	
	0			02/15/2022	

4. Set Issue Option to “PRINT” if this does not need to go to the supplier.



Summary: Company: Collin College, Purchase Order Type: One-Time Goods & Services, Supplier: Logotology
 Terms and Taxes: Payment Terms: Net 45, Due Date: MM/DD/YYYY, Default Payment Type: Check - Controlled Disbursements
 Contact Information: Issue Option: Email, Supplier PO Issue Email: monica@logotology.com, Buyer: Katherine Rios

5. The buyer will approve/issue the change order and go back into the PO and close it. This way it comes to the buyer through the system and the vendor gets a copy.