

One Council

Quick Reference Guide

SUPPLY CHAIN

Cancel Purchase Order



Need help? Ask for your friendly Change Champion

Overview

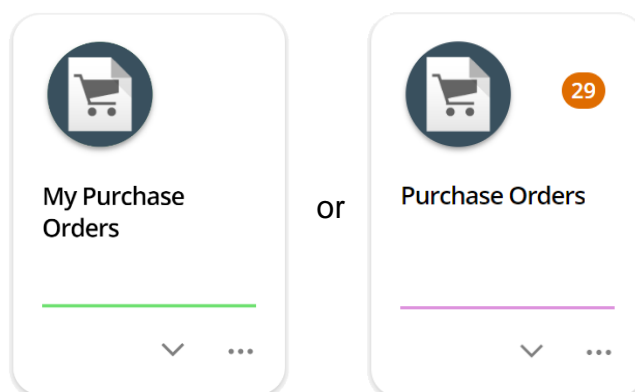
A purchase order can be cancelled before the goods/services are delivered or receipted. The remaining on order amount can be cancelled provided that the receipts have been invoice matched.



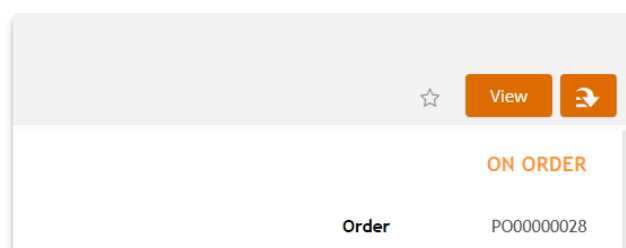
You cannot cancel an order that has receipts that are in progress or have not been invoice matched. To cancel remaining amounts, you can do an order amendment.

Launch My Purchase Orders

- ① Launch function:
 - **My Purchase Orders** or **Purchase Orders** (if the order was raised by someone else)



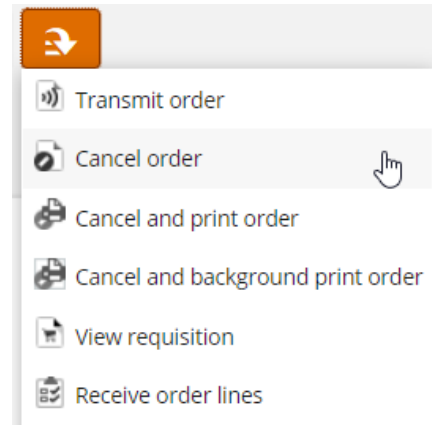
- ② Use the search capabilities to find the purchase order to cancel:
 - Select the **purchase order**
 - Select **View**



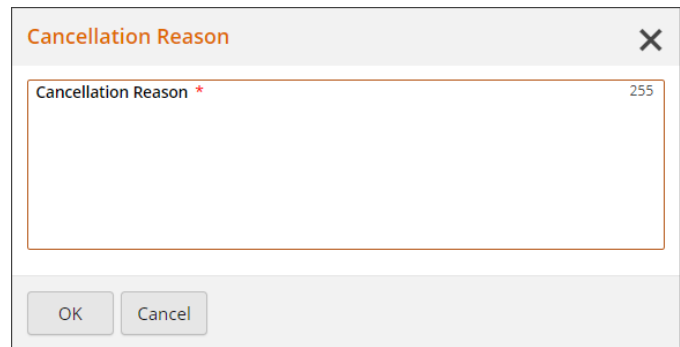
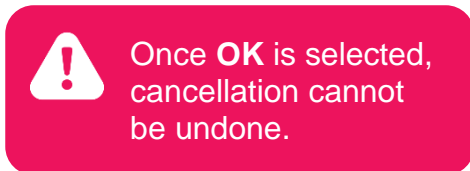
③ Select **Action menu**

Select the relevant option:

- **Cancel order:** This will only cancel the order in the system
- **Cancel and print order:** This will cancel the order and provide the option to print a cancelled order
- **Cancel and background print order:** This will cancel the order, and transmit (using the suppliers preferred method) a cancelled order



④ Add a **Cancellation Reason**
Select **OK**



The purchase order is now cancelled

