



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



Launch function:

 My Purchase Orders or Purchase Orders (if the order was raised by someone else)



Use the search capabilities to find the purchase order to cancel:

- Select the purchase order
- Select View



(2)

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



Receive order lines



3)

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

Once **OK** is selected, cancellation cannot be undone.

Cancellation Reason	×
Cancellation Reason *	255
OK Cancel	

The purchase order is now cancelled



 Garden Shed
 GOODS
 CANCELLED

 RQ00000053
 UAT.01
 ONLY

 Unit Amount (Inclusive)
 Receipt Amount (Inclusive)
 IF 2 DISSECTIONS

 300.00
 0.00
 0.00

 Invoice Amount (Inclusive)
 0.00
 IF 2 DISSECTIONS

 0.00
 UNIT Amount (Inclusive)
 ONU

 0.00
 Invoice Amount (Inclusive)
 View

