

One Council

Quick Reference Guide

SUPPLY CHAIN

Complete lines or entire Purchase Order



Need help? Ask for your friendly Change Champion

Overview

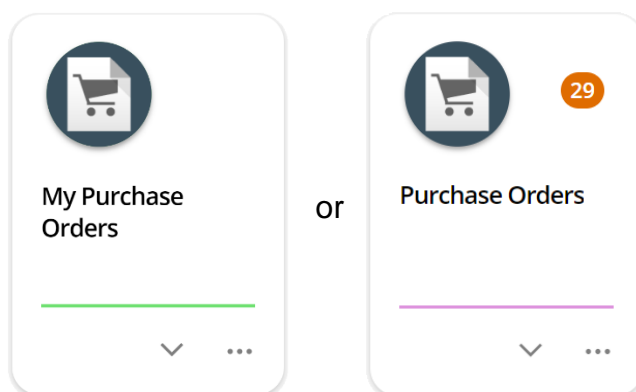
If you would like to complete the entire PO or just lines on a Purchase Order as funds are no longer required



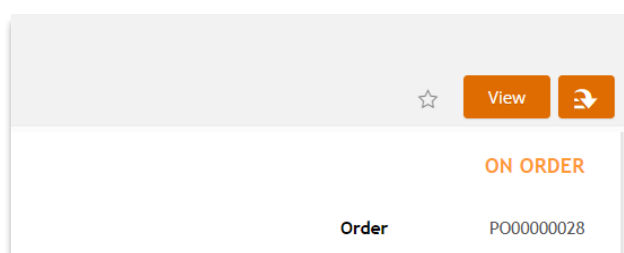
You cannot cancel an order that has receipts that are in progress or have not been invoice matched. To cancel remaining amounts, you can do an order amendment.

Close lines on a Purchase Order

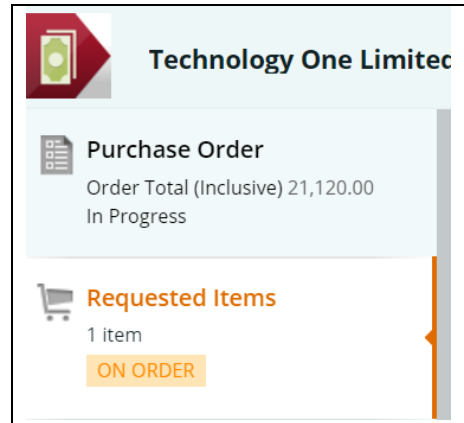
- ① Launch function:
 - **My Purchase Orders** or **Purchase Orders** (if the order was raised by someone else)



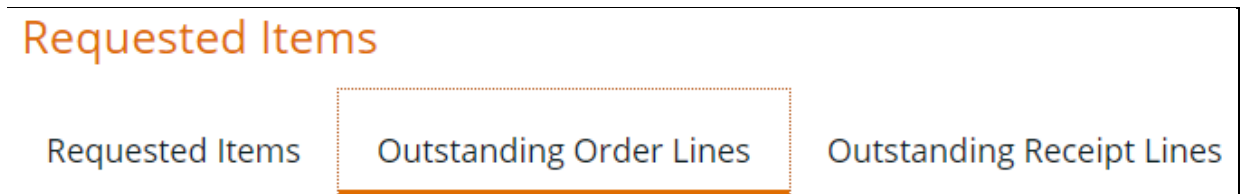
- ② Use the search capabilities to find the purchase order:
 - Select the **purchase order**
 - Select **View**



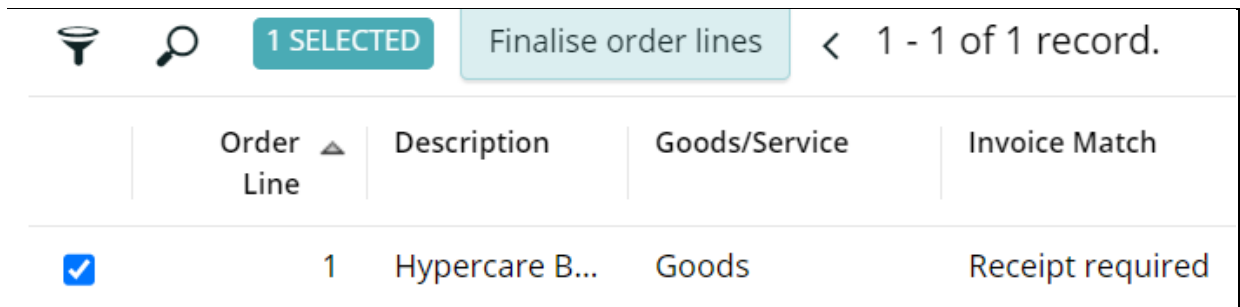
③ Select **Requested Items**



④ Select **Outstanding Order Lines**

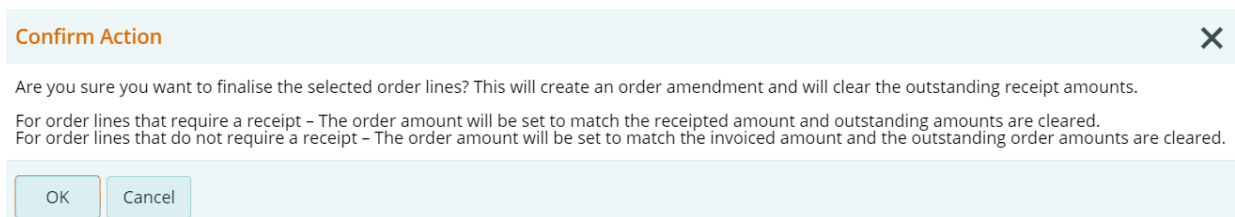


Select **the tick box** of the lines you want to finalise and click **Finalise order lines**

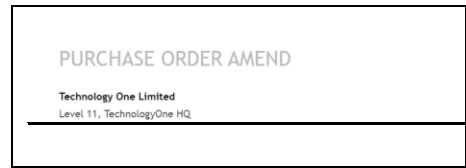


A warning message will pop up to check if you are sure you want to finalise the selected lines.

Select ok



- ⑤ Your purchase order will now move to an amended status.



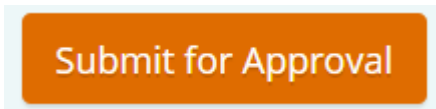
- ⑥ Select the back arrow



- ⑦ Select View Order amendment



- ⑧ Select Submit for Approval



- ⑨ Complete the Assign to and provide comments. Select ok

Submit for Approval

This will complete the current task Create Amendment. The next task is: Approve Amendment

Assign To *
This field requires a value



Comments
Remaining funds no longer required. Please approve the amendment to enable me to close this PO.

OK Cancel

- ⑩ You will receive a notification once the amendment is approved. The remaining order lines are now removed from the PO.

Requested Items

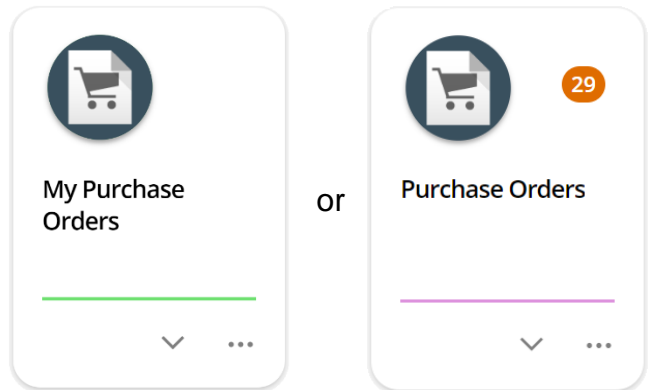
Requested Items **Outstanding Order Lines** Outstanding Receipt Lines

  > No records found.

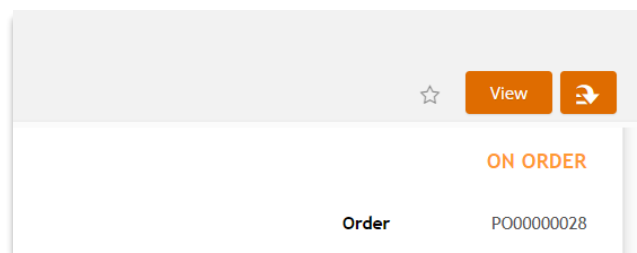
Order Line	Description	Goods/Service	Invoice Match	Order Amount (Inclusive)	Order Unit
No records found.					

Close entire Purchase Order

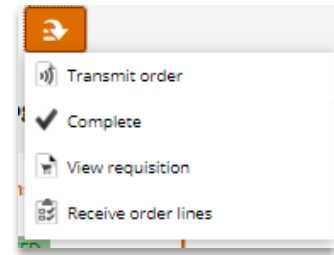
- ① Launch function:
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- ② Use the search capabilities to find the purchase order to close:
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- ③ Use the action button:
- Select **Complete**



- ④ You will receive a confirmation message your Purchase Order is now completed.

