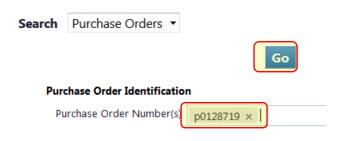
## **New Change Order Process**

## Cancel an entire Purchase Order

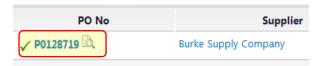
> Search for the Purchase Order for which you are cancelling



> Enter the **PO number** in the search box > click **Go** 



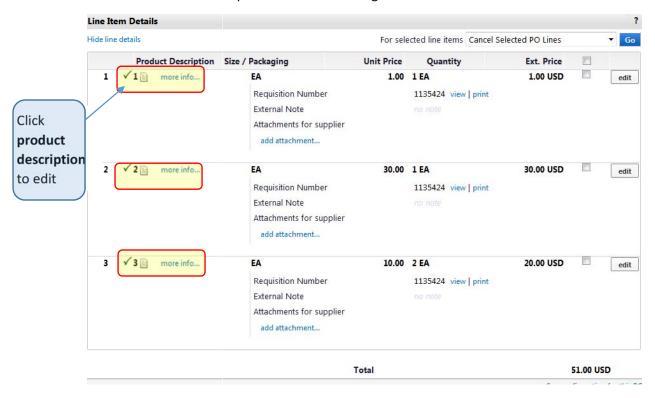
> Click the **PO Number** in the search results



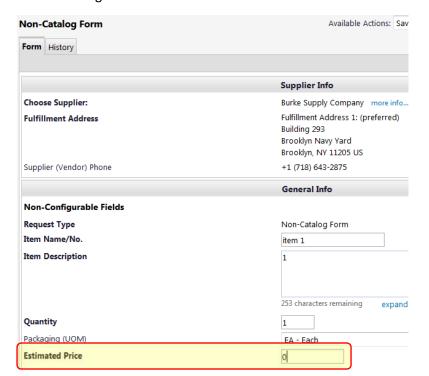
Click the Purchase Order Tab



> Scroll down to the **Line Item Details** sections > For each line item click the **Product Description** and zero out the price in the non-catalog form.



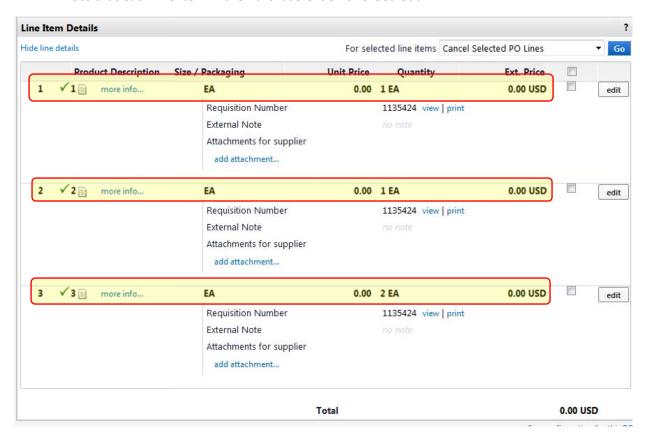
> Change the **Estimated Price** to **0** for EVERY line item



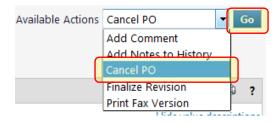
> Select Save in the Available Actions drop down > Click Go



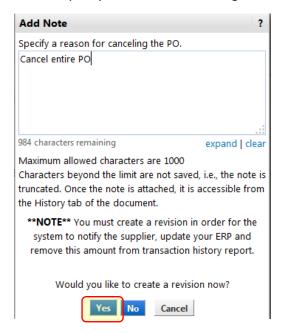
✓ Note that each line item in the Purchase Order is zeroed out.



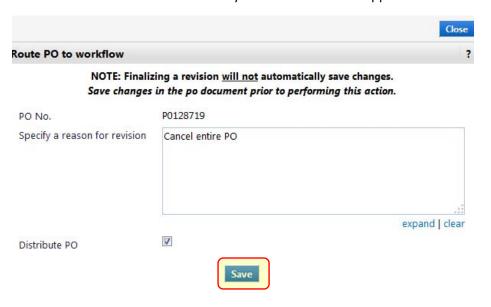
Scroll to the top of the PO form, from the Available Actions drop down select Cancel PO > Click
Go



> Specify a reason for canceling the PO > click **Yes** 



Enter a comment as to why the Purchase Oder was revised > click Save.
\*NOTE\* If you want the supplier to receive the modified PO, leave the Distribute PO box checked. Uncheck the box if you do not want the supplier to receive the modified PO.



✓ You're PO is routed into the workflow for Purchasing's approval > Click Close



P0128719 is placed in workflow and the revision document will be created during distribution