

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**

Search

Purchase Order Identification

Purchase Order Number(s)

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

PO No	Supplier
✓ P0128719	Burke Supply Company

- Click the **Purchase Order** Tab

[Return to Search Results](#)

PO/Reference No. **P0128719 Revision 0**

Supplier **Burke Supply Company**

Status **Purchase Order** Revisions PO Approvals Shipments Comments Attachments

- 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.

Line Item Details ?

Hide line details For selected line items Cancel Selected PO Lines

	Product Description	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	✓ 1 more info...	EA	1.00	1 EA	1.00 USD	<input type="checkbox"/> <input type="button" value="edit"/>
	Requisition Number 1135424 view print External Note <i>no note</i> Attachments for supplier add attachment...					
2	✓ 2 more info...	EA	30.00	1 EA	30.00 USD	<input type="checkbox"/> <input type="button" value="edit"/>
	Requisition Number 1135424 view print External Note <i>no note</i> Attachments for supplier add attachment...					
3	✓ 3 more info...	EA	10.00	2 EA	20.00 USD	<input type="checkbox"/> <input type="button" value="edit"/>
	Requisition Number 1135424 view print External Note <i>no note</i> Attachments for supplier add attachment...					
Total					51.00 USD	

Click product description to edit

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

Non-Catalog Form Available Actions:

Supplier Info

Choose Supplier: Burke Supply Company [more info...](#)

Fulfillment Address
 Fulfillment Address 1: (preferred)
 Building 293
 Brooklyn Navy Yard
 Brooklyn, NY 11205 US

Supplier (Vendor) Phone: +1 (718) 643-2875

General Info

Non-Configurable Fields

Request Type: Non-Catalog Form

Item Name/No.:

Item Description:
253 characters remaining [expand](#)

Quantity:

Packaging (UOM): EA - Each

Estimated Price:

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

Non-Catalog Form Available Actions: Save **Go** Close

- Click **close** to return to the Purchase Order

Non-Catalog Form Available Actions: Save **Go** **Close**

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

Line Item Details ?

Hide line details For selected line items: Cancel Selected PO Lines **Go**

Product Description	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 ✓ 1 more info...	EA	0.00	1 EA	0.00 USD	edit
Requisition Number		1135424		view print	
External Note		no note			
Attachments for supplier		add attachment...			
2 ✓ 2 more info...	EA	0.00	1 EA	0.00 USD	edit
Requisition Number		1135424		view print	
External Note		no note			
Attachments for supplier		add attachment...			
3 ✓ 3 more info...	EA	0.00	2 EA	0.00 USD	edit
Requisition Number		1135424		view print	
External Note		no note			
Attachments for supplier		add attachment...			
Total				0.00 USD	

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

Available Actions: Cancel PO **Go**

- Add Comment
- Add Notes to History
- Cancel PO**
- Finalize Revision
- Print Fax Version

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

Add Note ?

Specify a reason for canceling the PO.

Cancel entire PO

984 characters remaining [expand](#) | [clear](#)

Maximum allowed characters are 1000
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

****NOTE**** You must create a revision in order for the system to notify the supplier, update your ERP and remove this amount from transaction history report.

Would you like to create a revision now?

Yes No Cancel

- Enter a comment as to why the Purchase Order 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.

[Close](#)

Route PO to workflow ?

**NOTE: Finalizing a revision will not automatically save changes.
Save changes in the po document prior to performing this action.**

PO No. P0128719

Specify a reason for revision Cancel entire PO

[expand](#) | [clear](#)

Distribute PO

Save

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

[Close](#)

Route PO to workflow ?

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