

Deleting A Line: Change Order – Section 6.0d

The instructions in this section will show you how to delete a line. An example of why you need to delete a line would be if an item you ordered is now on backorder and you would need to cancel that specific line. Prior to processing your invoice, you will need to do the following steps if a line must be deleted.

Additional Resources:

- [Procurement Knowledge Base](#)
- cheryl.foster@gmhec.org or procurement@gmhec.org

In order to create a successful matched invoice, there may be times a Change Order must be created should there have been any changes from the time of ordering to the time of invoicing.

Process Step & Description	Action
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Special Note	<p>Note: When creating your requisition, if you did not add yourself as the Suggested Buyer, you will not be able to edit your PO. Only the Buyer can edit the PO.</p> <p>* Suggested Buyer <input type="text"/> (Screenshot from the requisition page)</p>
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After you have followed the steps in either 6.0a or 6.0b, you can now edit your PO. It's now called a Change Order and your screen will say "Edit Change Order".

Under the description area, add your reason for cancelling your line.

*** Description**

Creation Date 11-Jun-2019

6.0d Delete a Line

To delete a line scroll down and choose the "Lines" tab. Highlight the line you need to remove.

Lines Schedules Distributions									
Actions View Format + [Icons] Freeze Detach Wrap									
* Line	* Type	Ed Item	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
1	Goods		Amazon eGift Card - Blue Amazon	ZZ-AM Procun	2	EA	50.00	100.00	Kennedy Bn
2	Goods		Jabra Evolve 20 UC Stereo Wired Headset / Music Headphon	ZZ-AM Procun	2	EA	45.99	91.98	Kennedy Brot

Quick Tip! Enable your pop-ups in Oracle

Terms Notes and Attachments

- Add Row
- Duplicate
- Edit
- Delete
- Export to Excel
- Cancel Line**
- Add from Catalog
- Recalculate Price
- Review Changes
- View Tax Lines

Actions View Format

Click "Actions" and choose "Cancel Line".

A pop-up will appear asking for a cancel reason. Add your reason and click "OK".



Cancel Line ✕

* Reason Cards are unavailable to purchase via punchout. Amazon cancelled this

Cancel Unfulfilled Demand Yes


Now, if you choose the "Distributions" tab, you will see that the charge for this item has been zeroed out:

Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	Budget Date	Change Order Funds Status	Change Reason
1	Amazon eGift Card - B...	Kennedy Brothers	0	EA	0.00	100-3002-54200-10-100000-00000-000-0	15-Mar-2019		
2	Jabra Evolve 20 UC St...	Kennedy Brothers	1	EA	45.99	100-2003-54003-10-000000-00000-000-0	15-Mar-2019	Not Applicable	
2	Jabra Evolve 20 UC St...	Kennedy Brothers	1	EA	45.99	100-2002-54003-10-000000-00000-000-0	15-Mar-2019	Not Applicable	

Click "Submit" when you are ready to submit your change.

Check Funds
Manage Approvals
Actions ▼
Save
Submit
Cancel

A pop-up appears confirming your changes have saved. Click "Ok"

 **Confirmation** ✕

Your changes were saved.