

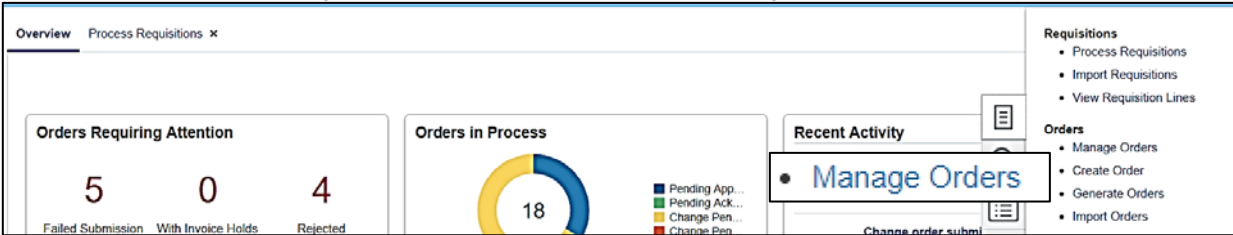
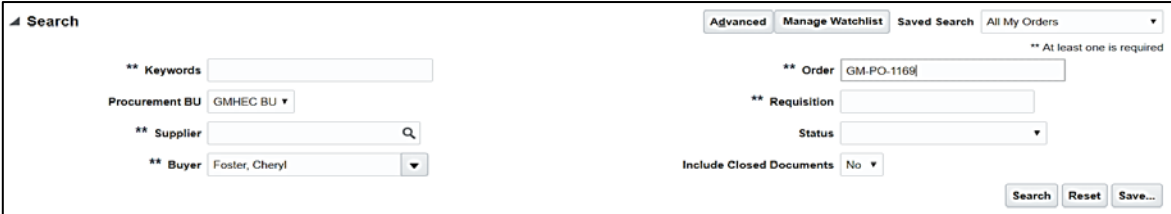
Cancelling A Purchase Order – Section 6.0g

A cancellation must be processed when an order is cancelled with the supplier. Otherwise, the encumbrance will still hold your funds in your budget.

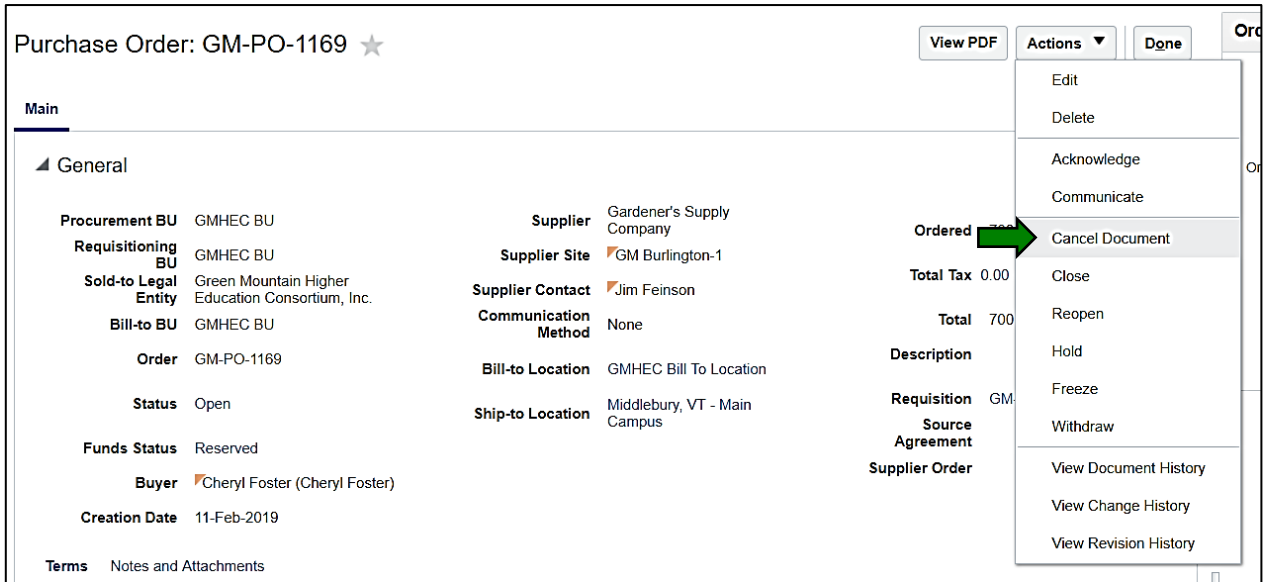
Additional Resources:

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

Audience: All

Process Step & Description	Action
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"/> <input type="button" value="🔍"/> (Screenshot from the requisition page)</p>
6.0g Cancel a Purchase Order	<p>Due to PO encumbrances, when a PO is cancelled with a supplier you will need to cancel it in Oracle.</p> <p>Examples for Cancelling A PO:</p> <ul style="list-style-type: none"> • You no longer require the goods or services you have ordered. • The supplier no longer carries the goods you need and have cancelled your order. • Now purchasing from a different supplier <p>Navigation Path: > Procurement → Purchase Orders → Manage Orders</p> <p>Go to the Purchase Orders page, click the Task icon, and choose “Manage Orders.”</p>  <p>Search for the PO you would like to cancel.</p>  <p>Choose your PO:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">GM-PO-1169</div>

Go to "Actions" and choose "Cancel Document":



Purchase Order: GM-PO-1169 ★

View PDF Actions Done

Main

General

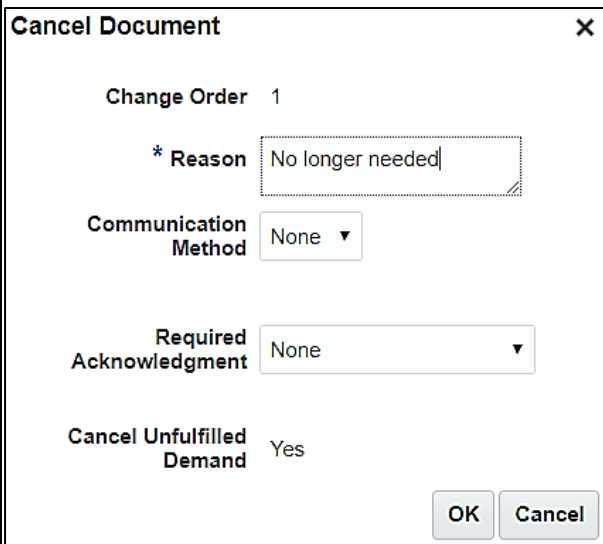
Procurement BU	GMHEC BU	Supplier	Gardener's Supply Company
Requisitioning BU	GMHEC BU	Supplier Site	GM Burlington-1
Sold-to Legal Entity	Green Mountain Higher Education Consortium, Inc.	Supplier Contact	Jim Feinson
Bill-to BU	GMHEC BU	Communication Method	None
Order	GM-PO-1169	Bill-to Location	GMHEC Bill To Location
Status	Open	Ship-to Location	Middlebury, VT - Main Campus
Funds Status	Reserved		
Buyer	Cheryl Foster (Cheryl Foster)		
Creation Date	11-Feb-2019		

Ordered 700.00
Total Tax 0.00
Total 700.00
Description
Requisition Source Agreement GM
Supplier Order

Cancel Document

Terms Notes and Attachments

The following pop-up will appear:



Cancel Document ✕

Change Order 1

* Reason No longer needed

Communication Method None ▾

Required Acknowledgment None ▾

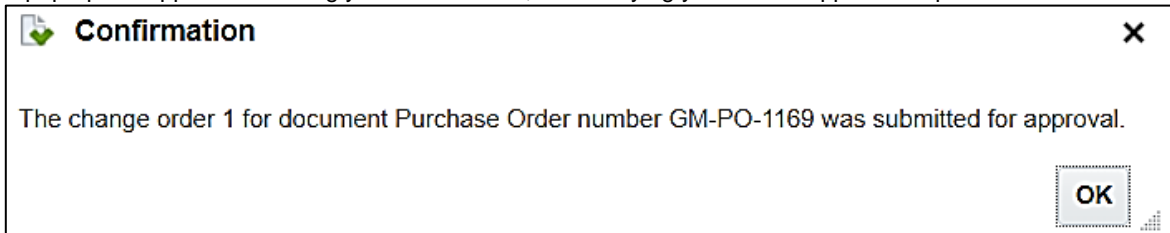
Cancel Unfulfilled Demand Yes

OK Cancel

1. Enter reason
2. Enter communication method to notify supplier*
3. If notified by email, choose email for supplier (may already pre-populate)
4. Request acknowledgement if needed
5. Cancel any unfulfilled items
6. Click "OK"

**Contact the supplier via phone or email to confirm cancellation. Not all suppliers in Oracle are enabled for communication.*

A pop-up will appear confirming your cancellation, and notifying you that an approval request has been sent:



Confirmation ✕

The change order 1 for document Purchase Order number GM-PO-1169 was submitted for approval.

OK