## 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

<table>
<thead>
<tr>
<th>Special Note</th>
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<tr>
<td><strong>Note:</strong> 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.</td>
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| Suggested Buyer | (Screenshot from the requisition page) |

### 6.0g Cancel a Purchase Order

Due to PO encumbrances, when a PO is cancelled with a supplier you will need to cancel it in Oracle.

**Examples for Cancelling A PO:**
- 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

**Navigation Path:**

- Procurement ➔ Purchase Orders ➔ Manage Orders

Go to the Purchase Orders page, click the Task icon, and choose “Manage Orders.”

**Search for the PO you would like to cancel.**

Choose your PO: **GM-PO-1169**
Go to "Actions" and choose "Cancel Document:

The following pop-up will appear:

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.