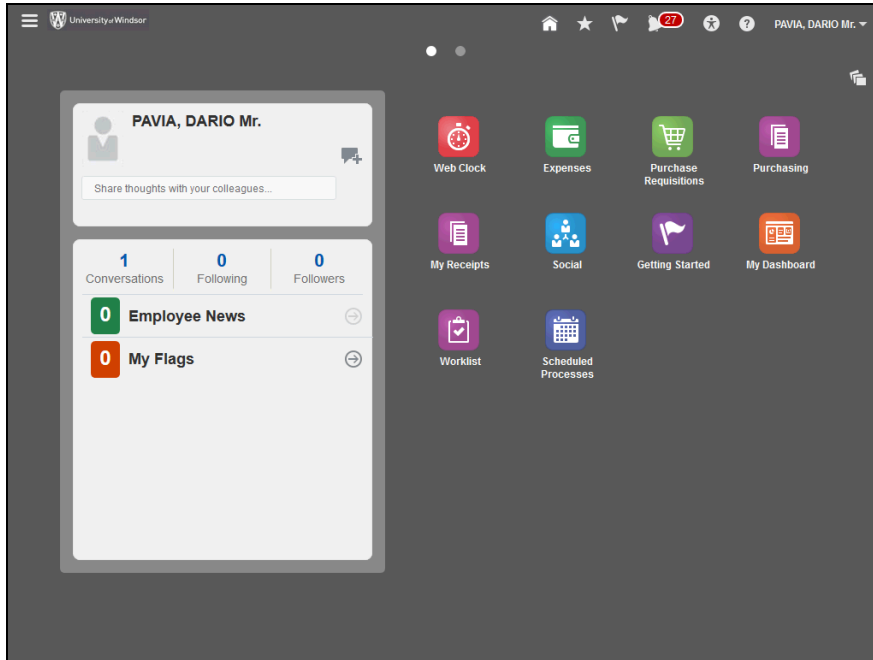



**PO 11: Cancel purchase order
Created on 2/26/2018**

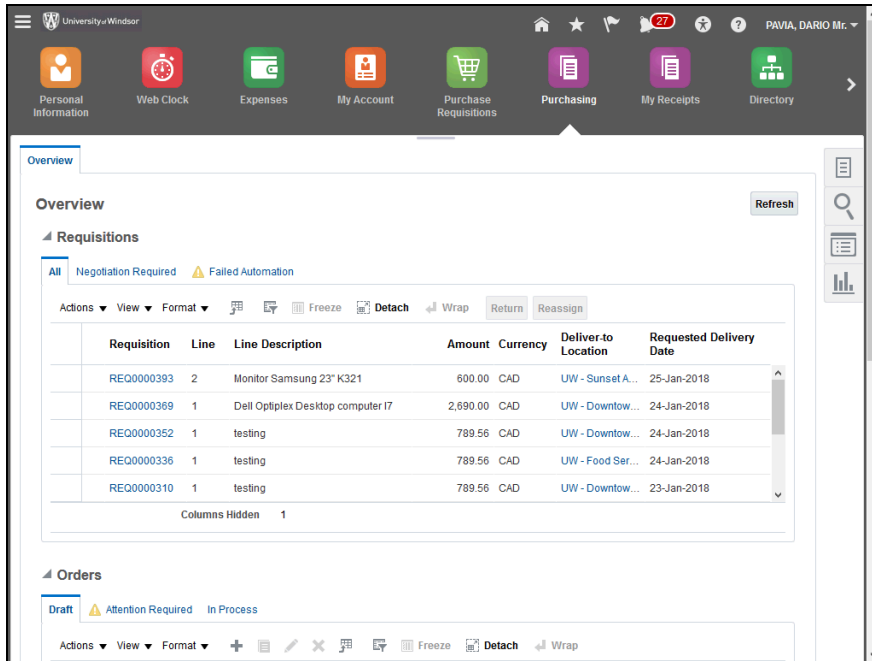
PO 11: Cancel purchase order

Procedure

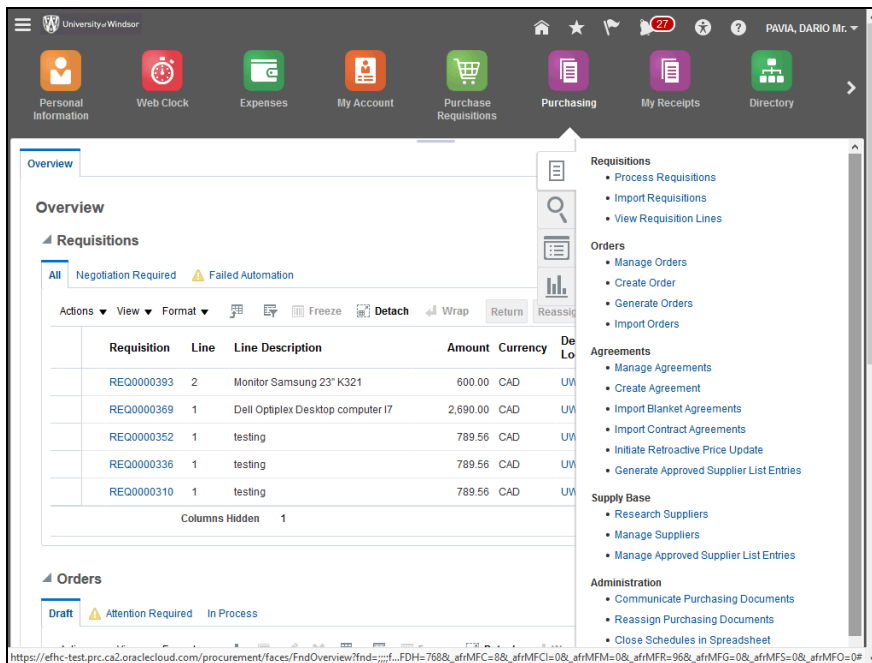
This User Guide outlines the steps required to cancel a purchase order.



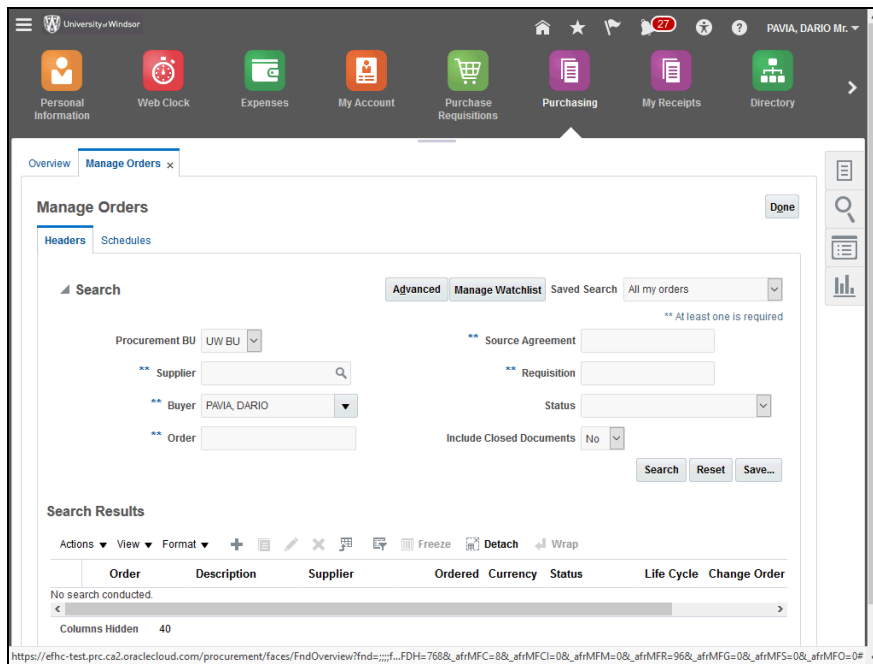
Step	Action
1.	Click the Purchasing button. 



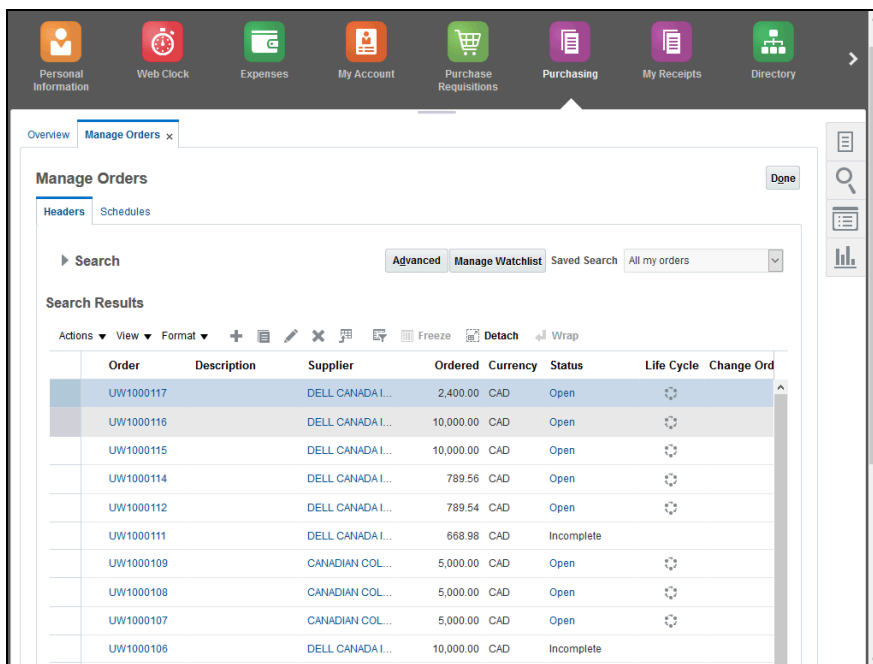
Step	Action
2.	Click the Go To Task menu.



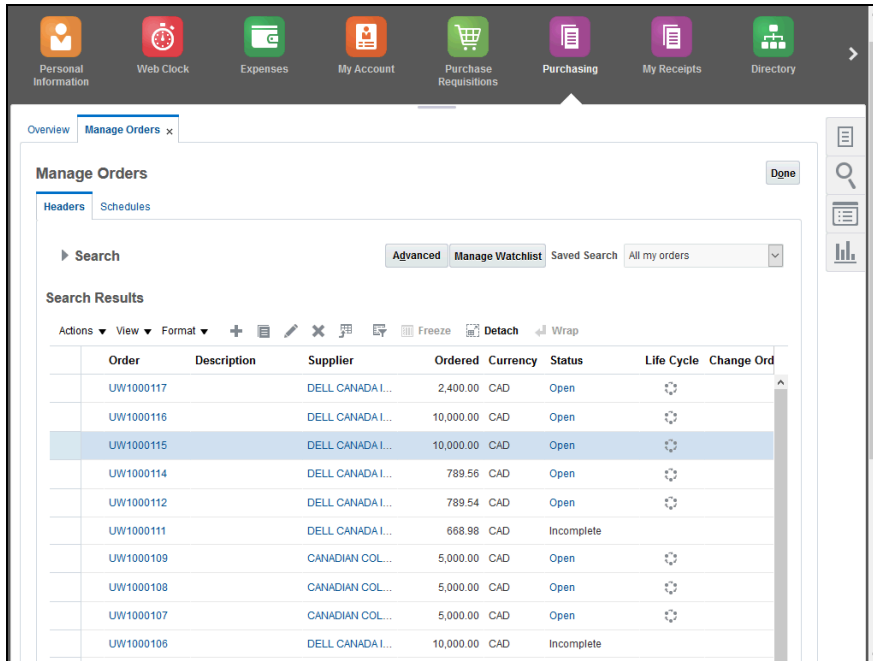
Step	Action
3.	Click the Manage Orders link.



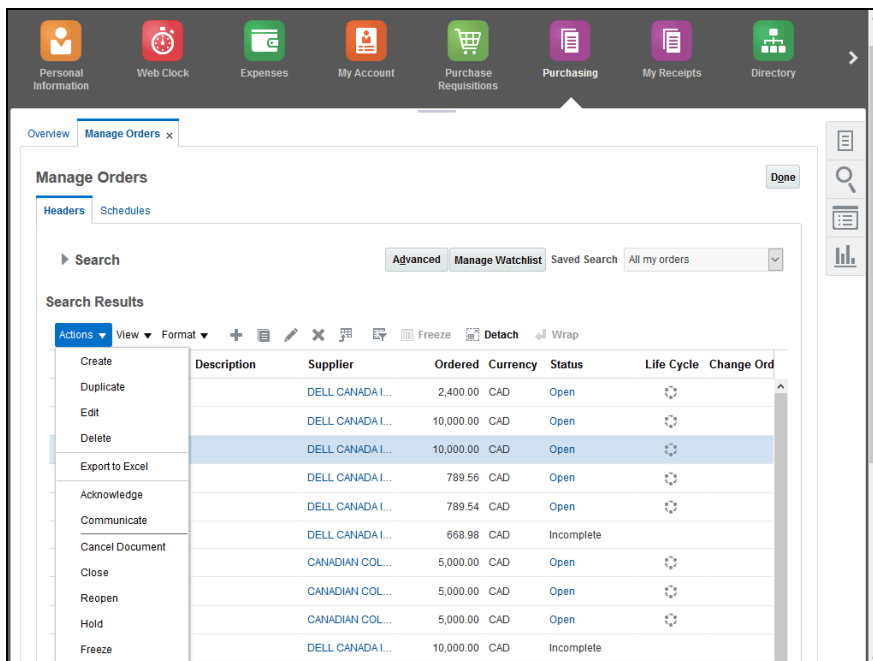
Step	Action
4.	Click the Search button.



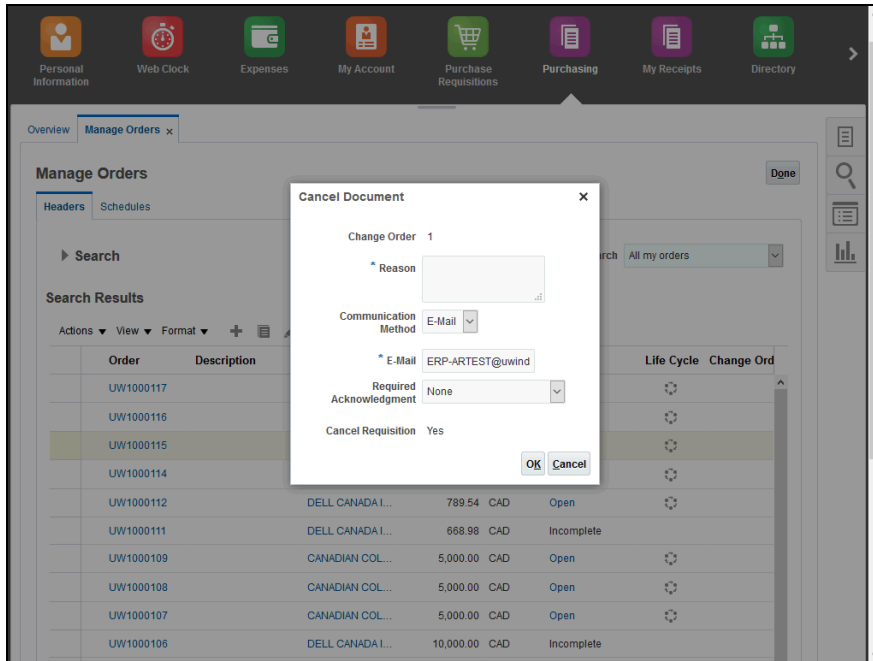
Step	Action
5.	Click the appropriate Order (an order which is Open)



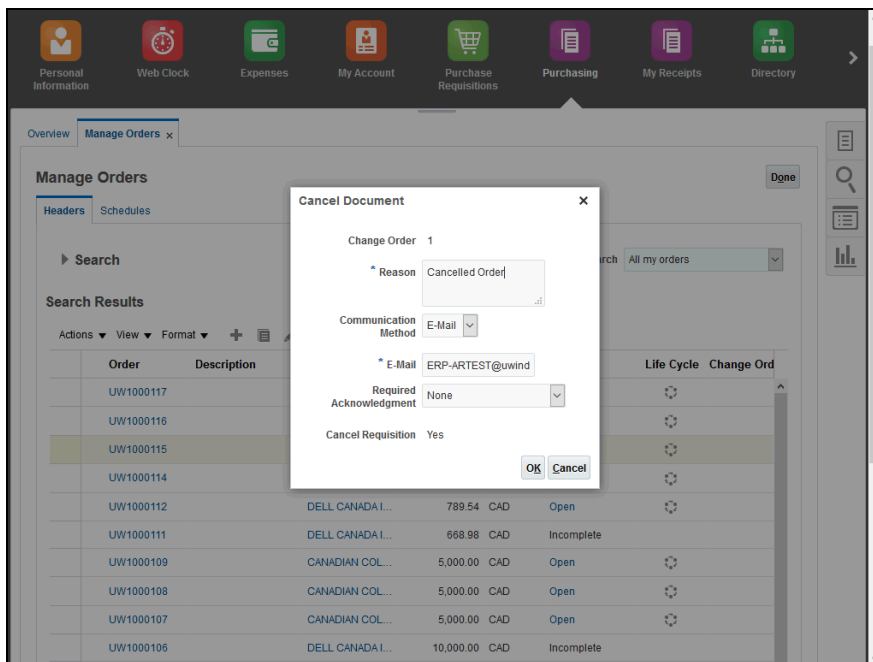
Step	Action
6.	Click the Actions drop-down button. ▼



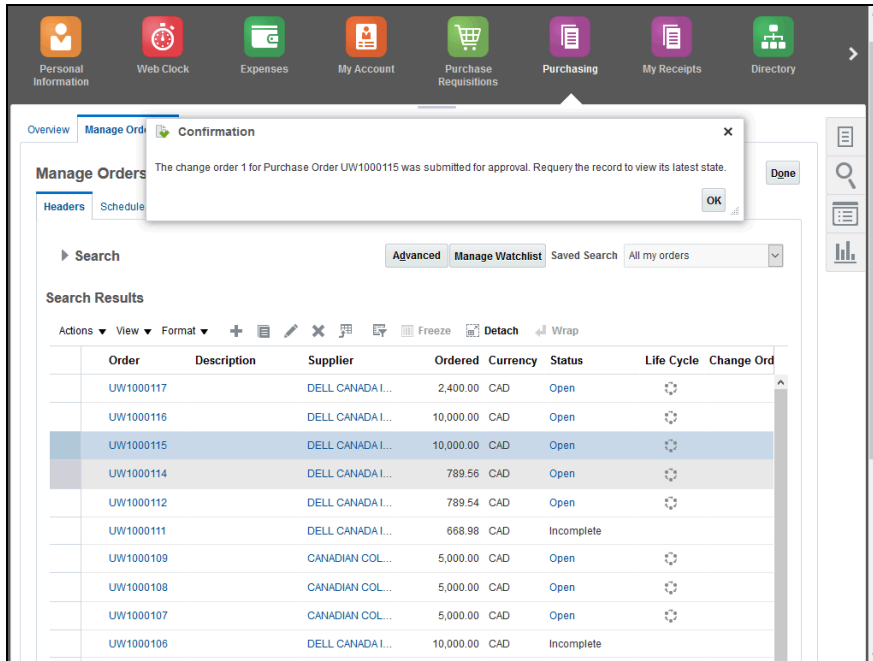
Step	Action
7.	Select the Cancel Document option from the drop-down list. Cancel Document




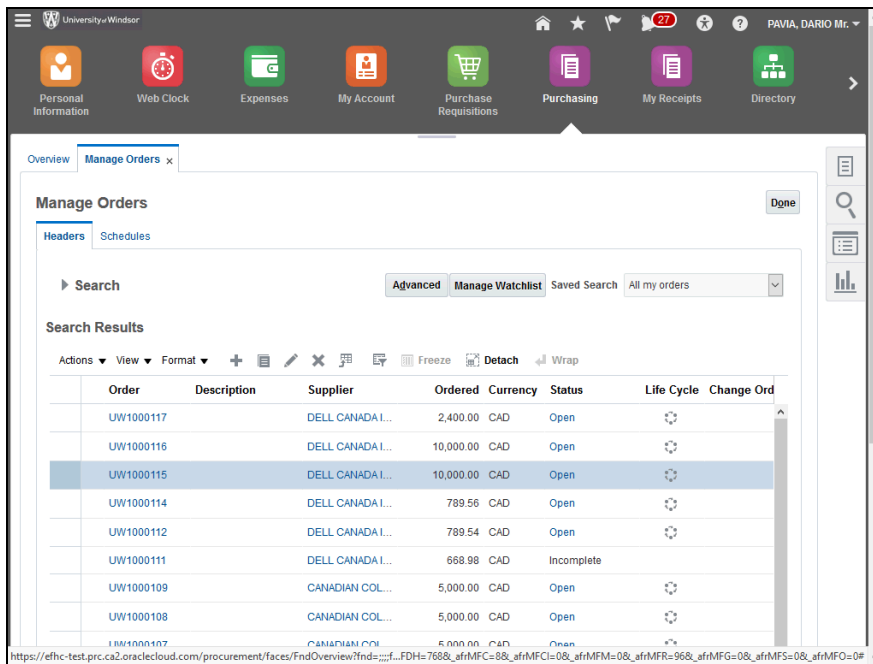
Step	Action
8.	Enter the appropriate reason in the Reason field.




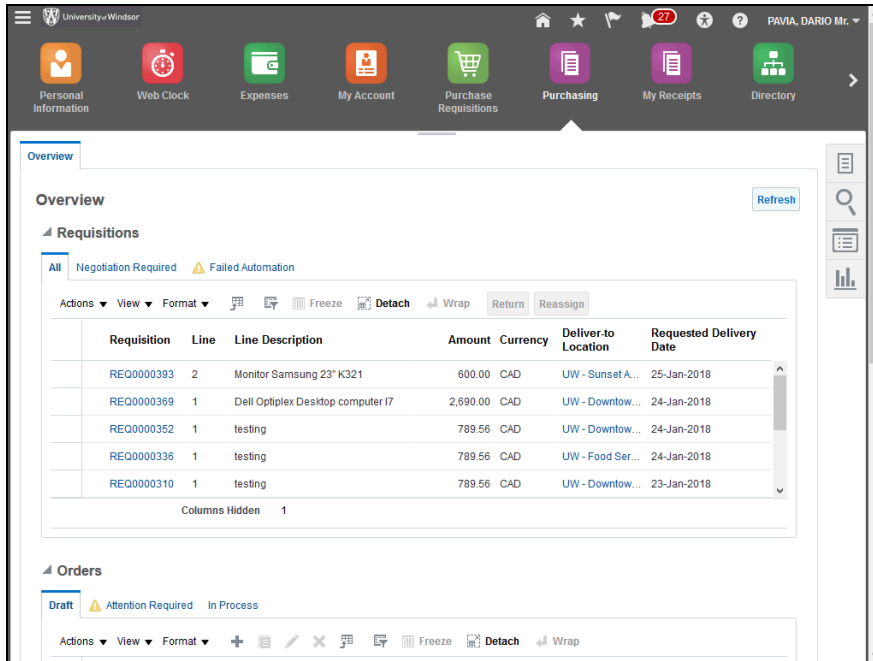
Step	Action
9.	Click the OK button.



Step	Action
10.	Click the OK button. 



Step	Action
11.	Click the Done button. 



Step	Action
12.	End of Procedure.