

Cancel Purchase Order in Pending Approval Status

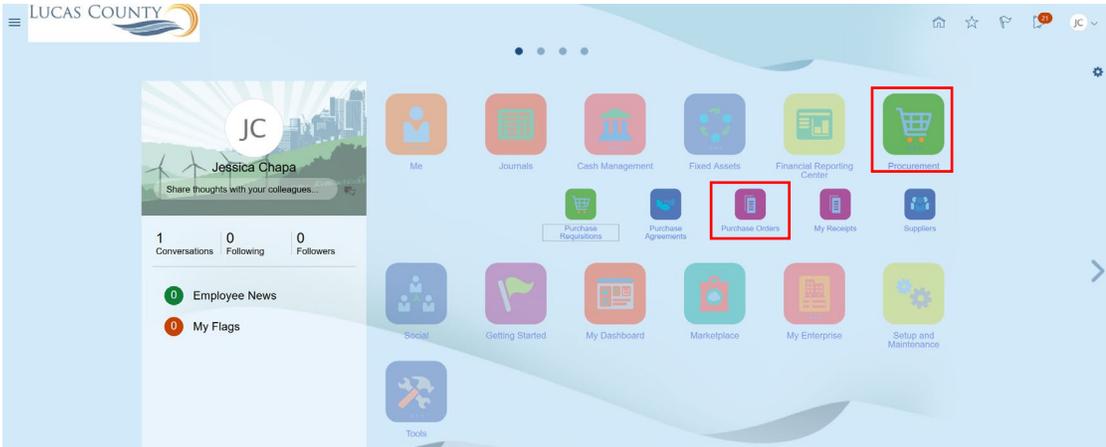
Audience: Procurement Administrator

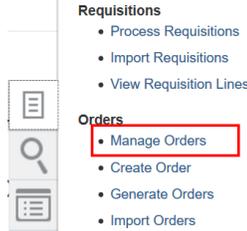
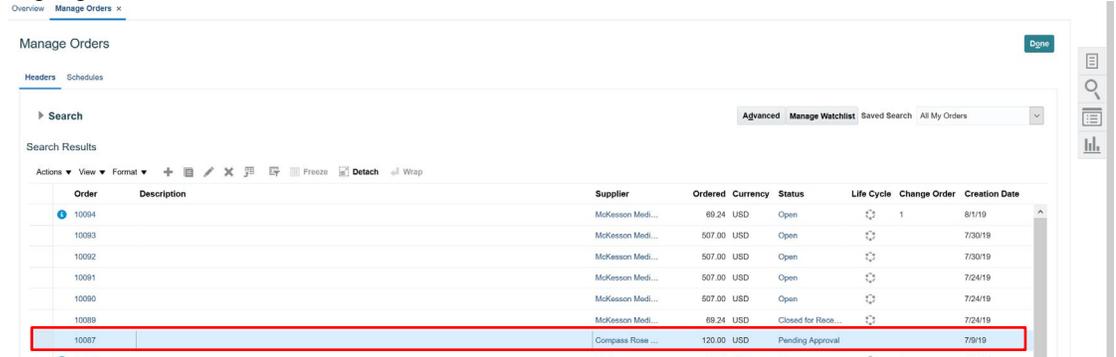
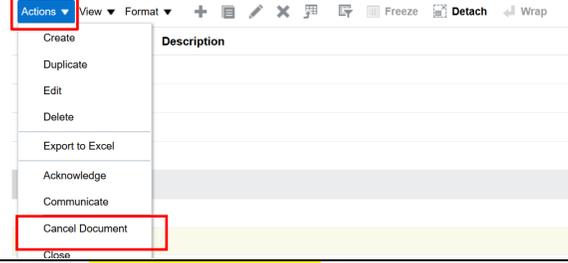
Purpose: As a procurement agent, you can terminate an existing contract to buy from a supplier by canceling document headers, lines, or schedules. Canceled documents can be communicated to the supplier. The communicated documents are marked with a cancellation notice to highlight this action to the supplier.

When you cancel a purchase order, you are still able to receive or pay for canceled items and services as well as pay for all previously received orders up to the over-receipt tolerance based on the new ordered after cancellation.

As a supplier, you can also terminate an existing contract to supply items by canceling document headers, lines, or schedules. Such cancellation request requires review and approval by the buying organization.

You cannot modify a canceled entity or its components. For example, if you cancel a line you cannot modify the associated schedules and distributions. Use the Actions menu to cancel a document. This job aid should assist the Procurement Administrator with canceling a PO for any amount and any buyer.

Step	Action
1	<p>Sign into Oracle. Home Page -> Procurement -> Purchase Orders -> Tasks</p> 
2	<p>Click on the Manage Orders link.</p>

	 <p>Requisitions</p> <ul style="list-style-type: none"> • Process Requisitions • Import Requisitions • View Requisition Lines <p>Orders</p> <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders 																																																																								
3	Click on the Buyer field and select a new buyer.																																																																								
4	Click in the drop-down icon for Status field.																																																																								
5	Select Pending Approval .																																																																								
6	Click the Search button.																																																																								
7	<p>Highlight the row of the order to be canceled.</p>  <p>Manage Orders</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Description</th> <th>Supplier</th> <th>Ordered</th> <th>Currency</th> <th>Status</th> <th>Life Cycle</th> <th>Change Order</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr> <td>10094</td> <td></td> <td>McKesson Medi...</td> <td>69.24</td> <td>USD</td> <td>Open</td> <td>1</td> <td></td> <td>8/1/19</td> </tr> <tr> <td>10093</td> <td></td> <td>McKesson Medi...</td> <td>507.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>7/30/19</td> </tr> <tr> <td>10092</td> <td></td> <td>McKesson Medi...</td> <td>507.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>7/30/19</td> </tr> <tr> <td>10091</td> <td></td> <td>McKesson Medi...</td> <td>507.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>7/24/19</td> </tr> <tr> <td>10090</td> <td></td> <td>McKesson Medi...</td> <td>507.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>7/24/19</td> </tr> <tr> <td>10089</td> <td></td> <td>McKesson Medi...</td> <td>69.24</td> <td>USD</td> <td>Closed for Race...</td> <td></td> <td></td> <td>7/24/19</td> </tr> <tr> <td>10087</td> <td></td> <td>Compass Rose ...</td> <td>120.00</td> <td>USD</td> <td>Pending Approval</td> <td></td> <td></td> <td>7/9/19</td> </tr> </tbody> </table>	Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	10094		McKesson Medi...	69.24	USD	Open	1		8/1/19	10093		McKesson Medi...	507.00	USD	Open			7/30/19	10092		McKesson Medi...	507.00	USD	Open			7/30/19	10091		McKesson Medi...	507.00	USD	Open			7/24/19	10090		McKesson Medi...	507.00	USD	Open			7/24/19	10089		McKesson Medi...	69.24	USD	Closed for Race...			7/24/19	10087		Compass Rose ...	120.00	USD	Pending Approval			7/9/19
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8	<p>Click in the Actions drop-down icon.</p>  <p>Actions</p> <ul style="list-style-type: none"> Create Duplicate Edit Delete Export to Excel Acknowledge Communicate Cancel Document Close 																																																																								
9	Select Cancel Document .																																																																								
10	<p>In the Warning box, click the Yes button to confirm you wish to continue.</p>  <p>Warning</p> <p>You cannot undo this action. Do you want to continue? (PO-2055108)</p> <p>Yes No</p>																																																																								
11	<p>Click in the Reason Field and enter a reason for cancellation.</p>  <p>Cancel Document</p> <p>* Reason Wrong Order amount</p> <p>Cancel Unfulfilled Demand Yes</p> <p>OK Cancel</p>																																																																								
12	Click the OK button.																																																																								

13 Notice the Confirmation message and click the **OK** button to acknowledge the cancellation.

