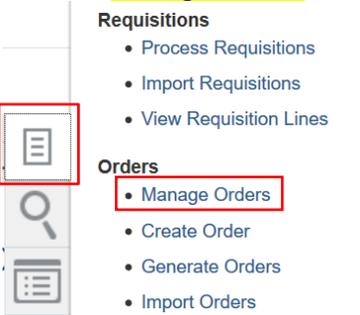# Cancel Purchase Orders with Single and Multiple Line Items
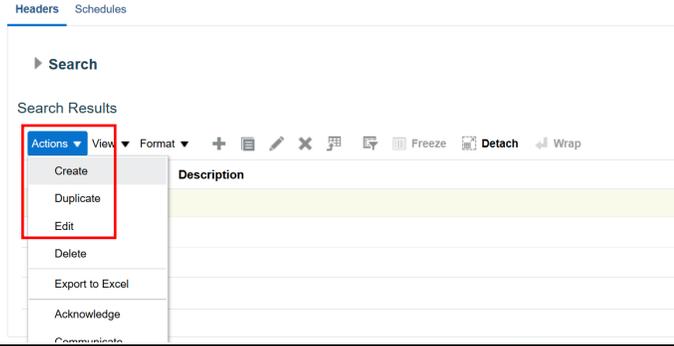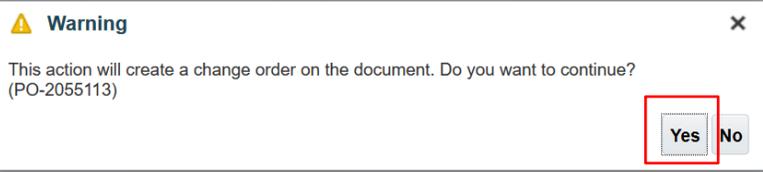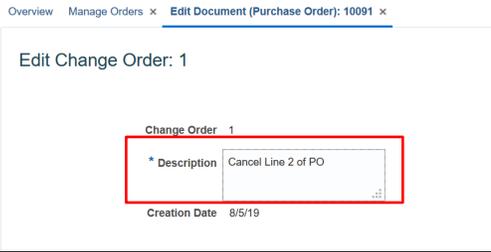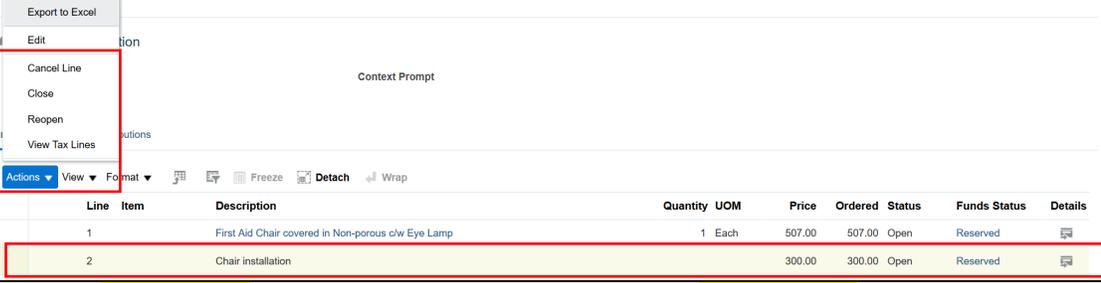
Audience: Procurement Administrator

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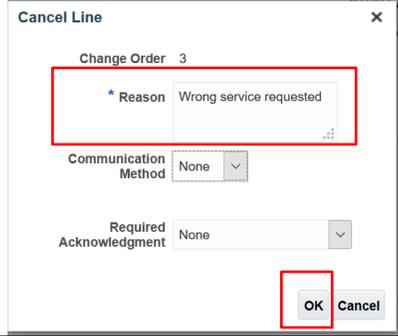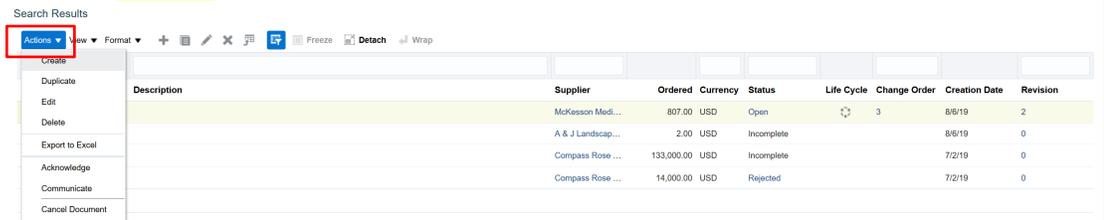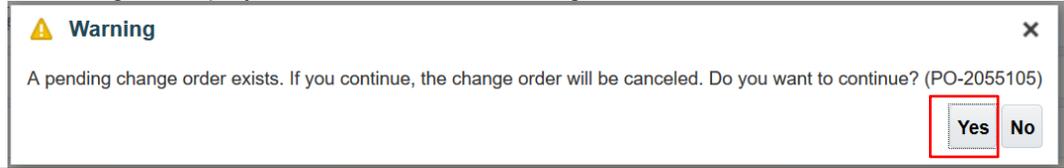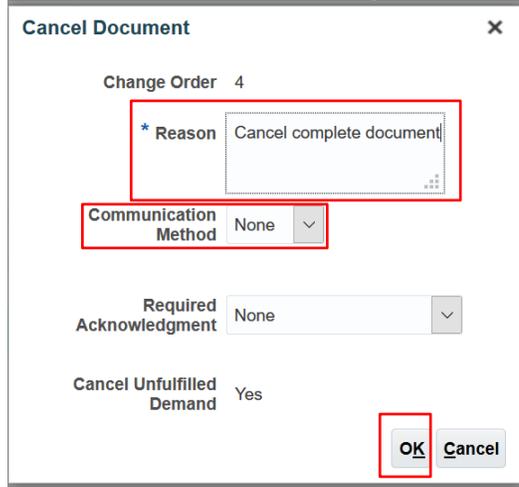
When you cancel a purchase order entity, you are still able to receive or pay for canceled items and services as well as pay for all previously received orders up to the over-receipt tolerance based on the new ordered after cancellation.

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 will assist you with canceling purchase orders with single and multiple items.

Step	Action
1	Log into Oracle. **Home Page -> Procurement -> Purchase Orders**
2	Click the **Tasks** icon.
3	Click the **Manage Orders** link.
4	Click in the **Order Field**. Search for the Purchase Order to be canceled.

5	Click the **Search** button. Highlight the row of the PO that should be edited.
6	Click the **Actions** menu.
7	Click the **Edit** option.
8	If Change Order message appears click the **Yes** button to acknowledge.
9	Click in the **Description Field.** Enter information for the Change Order into the **Description Field.** For example, enter a valid value e.g. "Cancel Line 2 of PO".
10	Highlight a line of the PO, in this example, **Line 2** of the PO.
11	Click the **Actions** menu.
12	Click the **Cancel Line** menu item. Enter information into the **Reason field.** For example, enter a valid value e.g. "Cancel PO Line".

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		Cancel Line ✕ Change Order 3 * Reason Wrong service requested Communication Method None ▾ Required Acknowledgment None ▾ OK Cancel
13	Click the **OK** button.	
14	Click the **Submit** button.	
15	Click the **OK** button.	
16	Click the **Search** button.	
17	To validate changes, click to select and highlight the Purchase Order that was just changed.	
19	Click the **Actions** menu.	
	Search Results Actions ▾ View ▾ Format ▾ ✚ ▤ ✎ ✕ 🔲 📑 ☐ Freeze ▣ Detach ⊿ Wrap Create Duplicate Edit Description Supplier Ordered Currency Status Life Cycle Change Order Creation Date Revision Delete McKesson Medi... 807.00 USD Open ⚙ 3 8/6/19 2 Export to Excel A & J Landscap... 2.00 USD Incomplete 8/6/19 0 Acknowledge Compass Rose ... 133,000.00 USD Incomplete 7/2/19 0 Communicate Compass Rose ... 14,000.00 USD Rejected 7/2/19 0 Cancel Document	
	A message is displayed Click **Yes** to acknowledge. ⚠ **Warning** ✕ A pending change order exists. If you continue, the change order will be canceled. Do you want to continue? (PO-2055105) **Yes** No	
24	Click the **Cancel Document** menu item. Enter information into the **Reason Field**. For example, enter a valid value e.g. "Cancel complete document". **Cancel Document** ✕ Change Order 4 * Reason Cancel complete document Communication Method None ▾ Required Acknowledgment None ▾ Cancel Unfulfilled Demand Yes OK Cancel	
25	Click the **Communication Method** list.	
26	For this example, do not communicate the cancelation to the Supplier, so you will select the **None** list item. Click the **OK** button.	
27	When the confirmation message is displayed Click the **OK** button.	

Confirmation ✕

The change order 4 for document Purchase Order with number 10103 was submitted for approval. Requery the record to view its latest state.

OK

28	Click the **OK** button.
	Once the Change Order has been approved you can check that the PO has been canceled by going back to the Manage Orders and selecting the **Status** of **Canceled** and Select **Yes** in the dropdown list for **Include Closed Documents.** When you search for the document, you should see it in the list with canceled status.

Status Canceled

Include Closed Documents Yes

Search   Reset   Save...

▶ Search

Advanced Manage Watchlist Saved Search All My Orders

Search Results

Actions ▼ View ▼ Format ▼ ＋ 📋 ✏ ✕ 🗐 🖹 ▦ Freeze 🔲 Detach ⤨ Wrap

	Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	Revision
🔴	10103		McKesson Medi...	0.00	USD	Canceled	✧		8/6/19	3

Columns Hidden 40