This Quick Reference Guide contains the steps needed to:
A. Close an Order
B. Cancel an Order

A. Close an Order

1. Select the Procurement tab.
2. Select the Browse Orders option from the dropdown menu.
3. Select the purchase order (PO) you want to close.
B. **Cancel Order**

1. Select *Procurement* tab.
2. Select *Browse Orders* from the dropdown menu.
3. Select the PO number that needs to be cancelled.

4. Select Cancel PO.
5. Select the **Requester**.

6. Validate the **Send to** field.

7. Select **Send and close**.