# **Closing and Canceling Orders**



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.

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		Browse Budgets Browse Budget Lines	Jov Anu 3Lineltems			
		Browse Allocation Templates	Agency - Enuganti	ALI Samsul	11/29/2021	
Analysis		Create				

#### 3. Select the purchase order (PO) you want to close.

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	5000	Û		PO000321	TS	SRC, Inc	Req. 11/29) Test	/2021-Pu	inchout	66.45		Initia	alized			• 🗐	USD	Closed
	di s	Ô	4	PO000320	Pe	enelope ewis	Req. 11/29/	/2021		59.50		Initia	alized -2	9	<b>8</b> 9	•	USD	Ordered
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	<b>M</b> 2	Û	4	PO000316	Ur Su	nreg <mark>istered</mark> upplier	New Test Ty Type CO	vo - Ad-H	loc - with	1,575.00		Initia	alized		<b>86</b>	•	USD	Ordered

### 4. Select Other Actions.

5. Select Close PO.

う ☆ PO: PO000318 - Back-Up Copy of Test with ETF Org	g - Non-Ad-hor 4 ndor-TSRC, Inc Q Search
Save     Create Receipt     Change Order	Cancel PO = Other Actions -
	Close PO
Header	Print PO (pdf)
Name	Print PO (Word)
Back-Up Copy of Test with ETF Org - Non-Ad-hoc Vendor-TSRC, Inc	Send PO
Buyer Contact	Order Date
Weaver Katie	11/29/2021
Initial P.R.	
REQ001865-Back-Up Copy of Test with ETF Org - Non-Ad-hoc Vendor	Internal Order
PO Supplier	Currency
TSRC, Inc 🔗	USD
Supplier Contact	Status
TEST Supply Room	Ordered
PO Category	Purpose
R01 - Routine	
Procurement transaction type	
Supplies - Technology	

### **B.** Cancel Order

- 1. Select **Procurement** tab.
- 2. Select **Browse Orders** from the dropdown menu.

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Create       Analysis         An error occurred while loading the Webpart. If the problem persists, please contact an administrator.			Browse Budget Lines Browse Allocation Templates	Jov_Anu_3LineItems Agency - Enuganti	ALI Samsul	11/29/2021	
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	An error occurred while loading the Webpart. If the problem persi	sts, please co	ntact an administrator.				

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<	Ð	☆ Brov	wse Orders					Q Se	arch			1
Ke	eywords											
			Q Search	Reset								
		Purchase Order # 👙	PO Supplier 👙	Purchase Requisition 4	Ordered 3	Received 🛈	Progress D	elay (d) 🛈	P	0	Currency \$	Status
5400	Û	PO000334	Heavenly Organic Store	Maria - Amendment request 11/30/2021 PO000333	2,500.00		4	2		•	USD	Cance
5m <sup>2</sup>	۵	PO000333	Heavenly Organic Store	Maria - Req. 11/29/2021	1,375.00		Initialized	2	86	• 🗐	USD	Order
<u>a</u>	۵	PO000332	###	Amendment request 11/29/2021 PO000328-3 Jun - 4	139.68		Initialized			•	USD	Order
5400	Û	PO000331	###	Amendment request 11/29/2021 PO000328-2 - Jun -3	155.20		Initialized			•	USD	Amer
50°	Û	PO000330	###	Amendment request 11/29/2021 PO000328-1 Jun - 2	155.20		Initialized			• 🗐 • 🙀	USD	Amer

### 4. Select Cancel PO.

Suppliers Sourcing Co	ntracts Shop Procurement Analyti	ics Admin Config Integration Logi 🗘 😫 🖛 🕶 😚					
්ර PO: PO000333 - Mai	ia - Req. 11/29/2021-Heavenly	y Organic Store - Heavenly Organic Q Search					
Header							
Name	Organization	<ul> <li>Order's amendment</li> </ul>					
Maria - Req. 11/29/2021-Heavenly Organic Store	A015-Integration Agency	Original order : PO000333 - Maria - Req. 11/29/2021-Heavenly Organic S					
Buyer Contact	Order Date	Amendment n°1 : PO000333-1 - Maria - Amendment request 11/30/2021					
Hatcher Maria	11/30/2021	Ship to Richmond_Location					
Initial P.R.							
REQ001903-Maria - Reg. 11/29/2021	Internal Order						
PO Supplier	Currency	A01505 2345 Marshall Street					
Heavenly Organic Store	USD	23219 Richmond					
Supplier Contact	Status	Virginia					
HATCHER Maria	Ordered	UNITED STATES					
PO Category	Purpose	Bill to					
R01 - Routine							
Procurement transaction type		Billing_Address					
Equipment - Non-Technology		P. O. Box 35555					
Pcard Flag		23219 Richmond Virginia UNITED STATES					

### 5. Select the **Requester**.

	Send cancel PO	Suppliers	Sourcing	Contracts	Shon	Procurement	Analytics	Admin	Config	Integration	Logi	^	Samsul	•
≫ 2 ₽	Requester I HATCHER Maria PO000333_Cancel Object Cancel PO Dear Maria Hatcher, Please find attached t PO cancellation: Maria Store Company: Heavenly O Have questions? Please of eVACustomerCare@dgs.v Thank you, eVA Customer Care	_POMaria_ he PO Canı a - Req. 11, Drganic Sto contact eVA Q iriginia.gov.	Req11_2 cellation wh /29/2021-H re Customer Cat	9_2021-Heav Nich reference Heavenly Org re at 866-289	enly_Orga es: anic	nd Send	and close	Close						¢
	Pcard Flag							UNIT	TED STATE	5				

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

### 7. Select Send and close.

Diect	B Send	Send and close	Close	
Cancel PO				
Dear Maria Hatcher,				
Please find attached the PO Cancellation wh PO cancellation: Maria - Req. 11/29/2021-H Store Company: Heavenly Organic Store Have questions? Please contact eVA Customer Care eVACustomerCare@dgs.virginia.gov. Thank you, eVA Customer Care	ch references: eavenly Organic e at 866-289-7367 or			