

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.

The screenshot shows the eVA application interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', 'Logi', and user profile 'Samsul A.'. The 'Procurement' tab is selected and highlighted with a red box and the number '1'. A dropdown menu is open from 'Procurement', and the 'Browse Orders' option is highlighted with a red box and the number '2'. Other options in the menu include 'Browse Requisitions', 'Create Requisition', 'Create Confirming Order Group', 'Pending Receipts', 'Browse Receipts', 'Create', 'Receive Deliverables', 'Browse Budgets', 'Browse Budget Lines', 'Browse Allocation Templates', and 'Create'. The background shows a 'Document Display Basic Part' section with the text 'The content is not set' and an 'Analysis' section with an error message: 'An error occurred while loading the Webpart. If the problem persists, please contact an administrator.'

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

The screenshot shows the 'Browse Orders' page in the eVA application. The top navigation bar is the same as in the previous screenshot, but the 'Shop' tab is also visible. The 'Browse Orders' page title is highlighted with a red box and the number '3'. Below the navigation bar is a search bar and a table of purchase orders. The table has columns for PO number, Supplier, Description, Amount, Status, and Order type. The first row is highlighted with a red box.

PO Number	Supplier	Description	Amount	Status	Order Type
PO000323	Stark Industries	AgencyAdmin LK - Req to Reassign	150.00	Initialized	Ordered
PO000322	Holy Suppliers	26Nov_Anus_ApproveOrder	3,000.00	Order Delivery	In progress
PO000321	TSRC, Inc	Req. 11/29/2021-Punchout Test	66.45	Initialized	Closed
PO000320	Penelope Lewis	Req. 11/29/2021	59.50	Initialized -29	Ordered
PO000319	Bailey Green	Pre-Test	1,000.00	Initialized	Ordered
PO000318	TSRC, Inc	Back-Up Copy of Test with ETF Org - Non-Ad-hoc Vendor	2,500.00	Initialized	Ordered
PCO000317	Dell Technologies	Copy of ETF Test	39,759.80	Initialized	Ordered
PO000316	Unregistered Supplier	New Test Two - Ad-Hoc - with Type CO	1,575.00	Initialized	Ordered

4. Select **Other Actions**.

5. Select **Close PO**.

PO: PO000318 - Back-Up Copy of Test with ETF Org - Non-Ad-hoc Vendor-TSRC, Inc ...

Save Create Receipt Change Order Cancel PO Other Actions

Close PO
Print PO (pdf)
Print PO (Word)
Send PO

Header

Name
Back-Up Copy of Test with ETF Org - Non-Ad-hoc Vendor-TSRC, Inc

Buyer Contact
Weaver Katie

Initial P.R.
REQ001865-Back-Up Copy of Test with ETF Org - Non-Ad-hoc Vendor

PO Supplier
TSRC, Inc

Supplier Contact
TEST Supply Room

PO Category
R01 - Routine

Procurement transaction type
Supplies - Technology

Order Date
11/29/2021

Internal Order

Currency
USD

Status
Ordered

Purpose

Pcard Flag

B. Cancel Order

1. Select **Procurement** tab.

2. Select **Browse Orders** from the dropdown menu.

Suppliers Sourcing Contracts Procurement Analytics Admin Config Integration Logi

Home

Browse Requisitions
Create Requisition
Create Confirming Order Group
Browse Orders
Pending Receipts
Browse Receipts
Create
Receive Deliverables
Browse Budgets
Browse Budget Lines
Browse Allocation Templates
Create

	Performer	Forwarded on	Action's date (UTC-5)
quisition 3 (A194-DO-Vickie Chapman)	ALI Samsul	11/29/2021	
y Test REQ - Ad-Hoc e President - Stubbs	ALI Samsul	11/29/2021	
ov_Anu_3LineItems Agency - Enuganti	ALI Samsul	11/29/2021	

Document Display Basic Part

The content is not set

Analysis

An error occurred while loading the Webpart. If the problem persists, please contact an administrator.

3. Select the PO number that needs to be cancelled.

Keywords

Search

Purchase Order #	PO Supplier	Purchase Requisition	Ordered	Received	Progress	Delay (d)	PO	Currency	Status
PO000334	Heavenly Organic Store	Maria - Amendment request 11/30/2021 PO000333	2,500.00			-2		USD	Cancelled
PO000333	Heavenly Organic Store	Maria - Req. 11/29/2021	1,375.00		Initialized	-2		USD	Ordered
PO000332	###	Amendment request 11/29/2021 PO000328-3 Jun - 4	139.68		Initialized			USD	Ordered
PO000331	###	Amendment request 11/29/2021 PO000328-2 - Jun - 3	155.20		Initialized			USD	Amended
PO000330	###	Amendment request 11/29/2021 PO000328-1 Jun - 2	155.20		Initialized			USD	Amended

4. Select **Cancel PO**.

PO: PO000333 - Maria - Req. 11/29/2021-Heavenly Organic Store - Heavenly Organic...

Save Create Receipt **Cancel PO** Other Actions

Header

Name: Maria - Req. 11/29/2021-Heavenly Organic Store Organization: A015-Integration Agency

Buyer Contact: Hatcher Maria Order Date: 11/30/2021

Initial P.R.: REQ001903-Maria - Req. 11/29/2021 Internal Order:

PO Supplier: Heavenly Organic Store Currency: USD

Supplier Contact: HATCHER Maria Status: Ordered

PO Category: R01 - Routine Purpose:

Procurement transaction type: Equipment - Non-Technology

Pcard Flag

Order's amendment

Original order: PO000333 - Maria - Req. 11/29/2021-Heavenly Organic Store
Amendment n°1: PO000333-1 - Maria - Amendment request 11/30/2021 PO000333

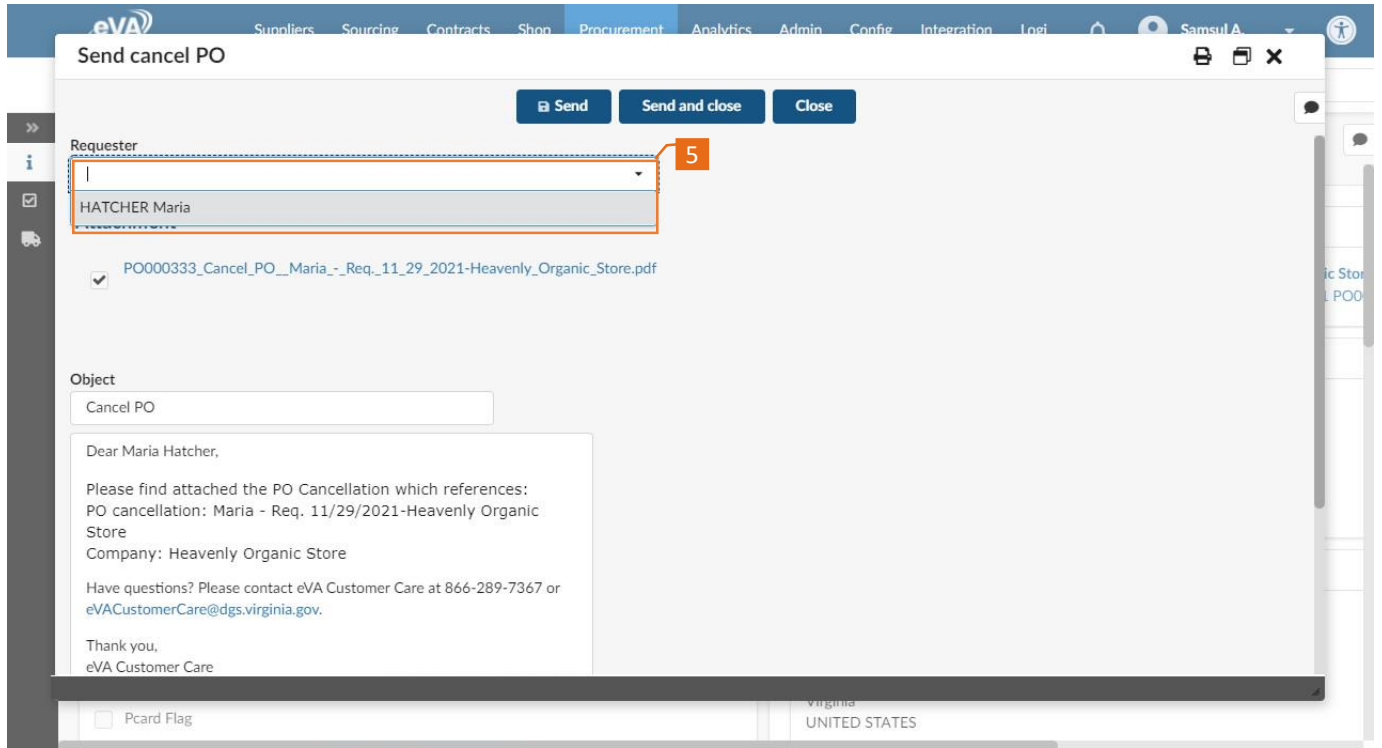
Ship to

Richmond_Location
A01505 2345 Marshall Street
9th Floor Suite 103
23219 Richmond
Virginia
UNITED STATES

Bill to

Billing_Address
A01504
P. O. Box 35555
23219 Richmond
Virginia
UNITED STATES

5. Select the **Requester**.



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

7. Select **Send and close**.

