

This job aid will provide will show you how to search and submit a request to cancel a purchase order for the entire order or at the line level.

**Step 1.** In iSupplier, click the **Orders** Tab and the **Purchase Order** sub-tab.

**Step 2.** Use the **View** dropdown menu to narrow your search. Click **Go**.

**Step 4.** Click the **Request Cancellation** button.

**Step 3.** Select the PO to cancel.

**Step 5.** To cancel the entire order, Click **Cancel Entire Order** button. (Skip to step 8 to cancel at the line level)

Home | **Orders** | Shipment  
Purchase Orders | Work Orders | ... | View Requests | Work Confirmations | Deliverables  
Purchase Orders

Views  
View: All Purchase Orders [Go] [Advanced Search]

Select Order: Acknowledge | **Request Cancellation** | Request Changes | View Change History

Select	PO Number	Rev	Unit	Operating Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">2101061054</a>	0	AUR	OU	Standard PO	2017-05-23 10:25:31	<a href="#">Stephenson, Michelle</a>	USD	1,636.20	Accepted		
<input type="radio"/>	<a href="#">2101061053</a>	0	AUR	OU	Standard PO	2017-05-08 13:24:17	<a href="#">Stephenson, Michelle</a>	USD	10,000.00	Open		
<input type="radio"/>	<a href="#">2101061052</a>	0	AUR	OU	Standard PO	2017-05-01 21:35:45	<a href="#">Stephenson, Michelle</a>	USD	1,699.00	Supplier Change Pending		
<input type="radio"/>	<a href="#">2101061049</a>	0	AUR	OU	Global Blanket Agreement	2017-05-01 21:02:04	<a href="#">Stephenson, Michelle</a>	USD		Rejected		

Currency=USD

**Order Information**

General Information

Total: 10,000.00  
Supplier: UPK SUPPLIER  
Supplier Site: MAIN OFFICE  
Address: 123 MAIN STREET, KALAMAZOO, MI 49001  
Buyer: Stephenson, Michelle  
Order Date: 2017-05-08 13:24:17  
Description: Scaffolding Contractor  
Status: Open  
Note to Supplier: None  
Sourcing Document: AUR OU  
Organization: AUR OU  
Supplier Order Number: None  
Attachments: None

Terms and Conditions

Payment Terms: NET 30  
Carrier: FOB  
Freight Terms: Shipping Control

Ship-To Address

Address: PCS PHOSPHATE COMPANY, IINC, AURORA DIVISION, AURORA, NC 27806-9245

Bill-To Address

Address: PCS PHOSPHATE COMPANY, IINC, AURORA DIVISION, 1530 NC HIGHWAY 306 S, AURORA, NC 27806-9245

**PO Details**

TIP You can cancel the entire order or specific lines.  
TIP Click on the Show link to view shipment details of a line.  
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input type="checkbox"/>	1	Fixed Price	SCAFFOLDING CONTRACTOR				SCAFFOLDING CONTRACTOR		0	10000	10,000.00					Open				

Cancel **Submit**

Description  
 Currency **USD**  
 Amount **10,000.00**  
 Order Date **2017-05-08 13:24:17**  
 Action **Cancel**

**Step 6. Enter Reason for Cancellation in the textbox.**

\* Reason for Cancellation

**Step 7. Click Submit to receive a confirmation that the PO Cancellation request has been submitted for approval.**

Currency=USD

Cancel Cancel Entire Order Printable View View Change History Export **Submit**

**Order Information**

<b>General Information</b>		<b>Terms and Conditions</b>		<b>Related Information</b>
Total	10,000.00	Payment Terms	NET 30	<a href="#">Receipts</a>
Supplier	UPK SUPPLIER	Carrier	FOB	<a href="#">Invoices</a>
Supplier Site	MAIN OFFICE	Freight Terms		<a href="#">Payments</a>
Address	123 MAIN STREET KALAMAZOO, MI 49001	Shipping Control		
Buyer	Stephenson, Michelle	<b>Ship-To Address</b>		
Order Date	2017-05-08 13:24:17	Address PCS PHOSPHATE COMPANY, INC. AURORA DIVISION AURORA, IL 27806-9245		
Description		<b>Bill-To Address</b>		
Status	Open	Address PCS PHOSPHATE COMPANY, INC. AURORA DIVISION		
Note to Supplier				
Sourcing Document				
Organization	AUR OU			
Supplier Order Number				
Attachments	None			

**Step 9. To cancel at the line level, click Expand.**

**PO Details**

✓ TIP You can cancel the entire order or specific lines.  
 ✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Revision	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments	Reason	
Show	1	Fixed Price	SCAFFOLDING CONTRACTOR			SCAFFOLDING CONTRACTOR		0	10000	10,000.00					Open					

**Step 10. Select Cancel in the Action dropdown menu and enter a reason.**

**PO Details**

✓ TIP You can cancel the entire order or specific lines.  
 ✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Revision	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments	Reason	
Hide	1	Fixed Price	SCAFFOLDING CONTRACTOR			SCAFFOLDING CONTRACTOR		0	10000	10,000.00					Open					

**Shipments**

Shipment	Location	Quantity Ordered	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	AURORA DIVISION	10000		10,000.00							Open		lupk	Cancel

**Step 11. Click Submit.**

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

Cancel Cancel Entire Order Printable View View Change History Export **Submit**

**Cancel Order Confirmation**

Cancellation Request for Purchase Order 2101061053 has been submitted for approval.

[Return to Purchase Order Summary](#)

**SUCCESS!!** You have now submitted a PO cancellation request. You will be notified once it has been approved or rejected.