Cancel Purchase Order in Pending Approval Status
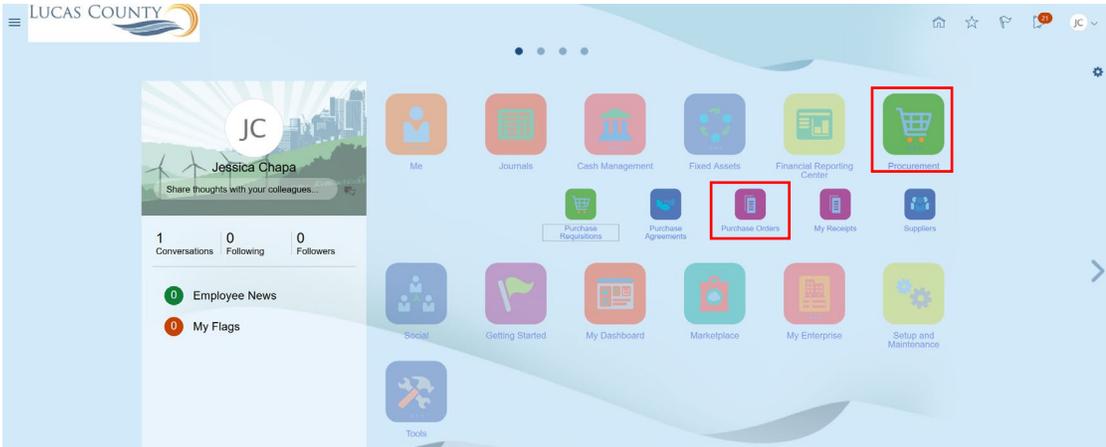
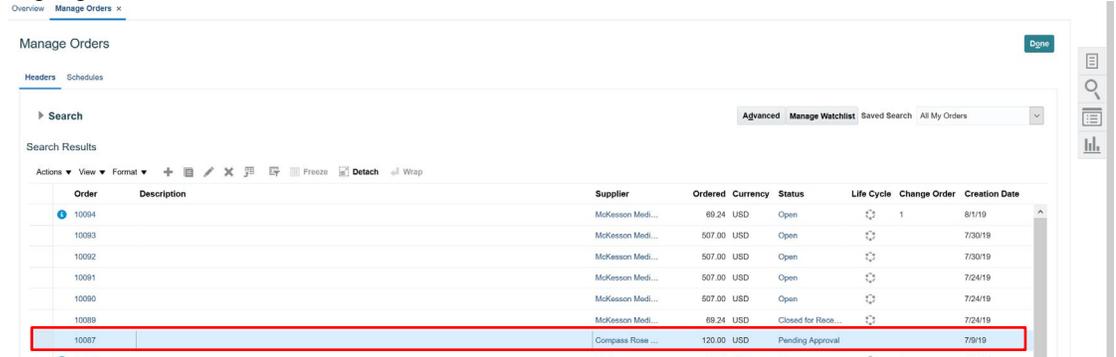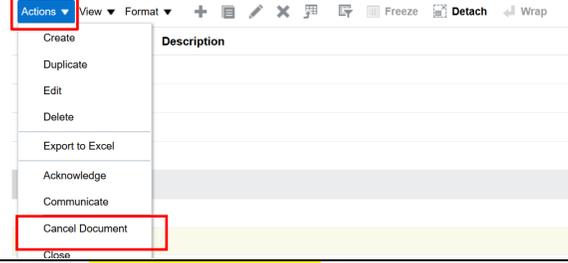**Audience:** Procurement Administrator

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, 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 should assist the Procurement Administrator with canceling a PO for any amount and any buyer.

Step	Action
1	Sign into Oracle. **Home Page -> Procurement -> Purchase Orders -> Tasks**
2	Click on the **Manage Orders** link.
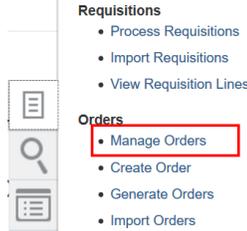
	Requisitions • Process Requisitions • Import Requisitions • View Requisition Lines **Orders** • Manage Orders • Create Order • Generate Orders • Import Orders
3	Click on the **Buyer** field and select a new buyer.
4	Click in the drop-down icon for **Status** field.
5	Select **Pending Approval**.
6	Click the **Search** button.
7	Highlight the row of the order to be canceled.
8	Click in the **Actions** drop-down icon.
9	Select **Cancel Document.**
10	In the Warning box, click the **Yes** button to confirm you wish to continue.
11	Click in the **Reason Field** and enter a reason for cancellation.
12	Click the **OK** button.

13	Notice the Confirmation message and click the **OK** button to acknowledge the cancellation.
	Confirmation ✕
	The document (Purchase Order) 10087 was canceled.
	OK