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QUICK GUIDE

Removal of Line Item from PO

1. Navigate to *Purchasing Manager> Purchase Orders > Purchase Order Summary.*

2. The **Find Purchase Orders** form will appear. On the **Number** field, enter the **PO** number. Then, click **Find**

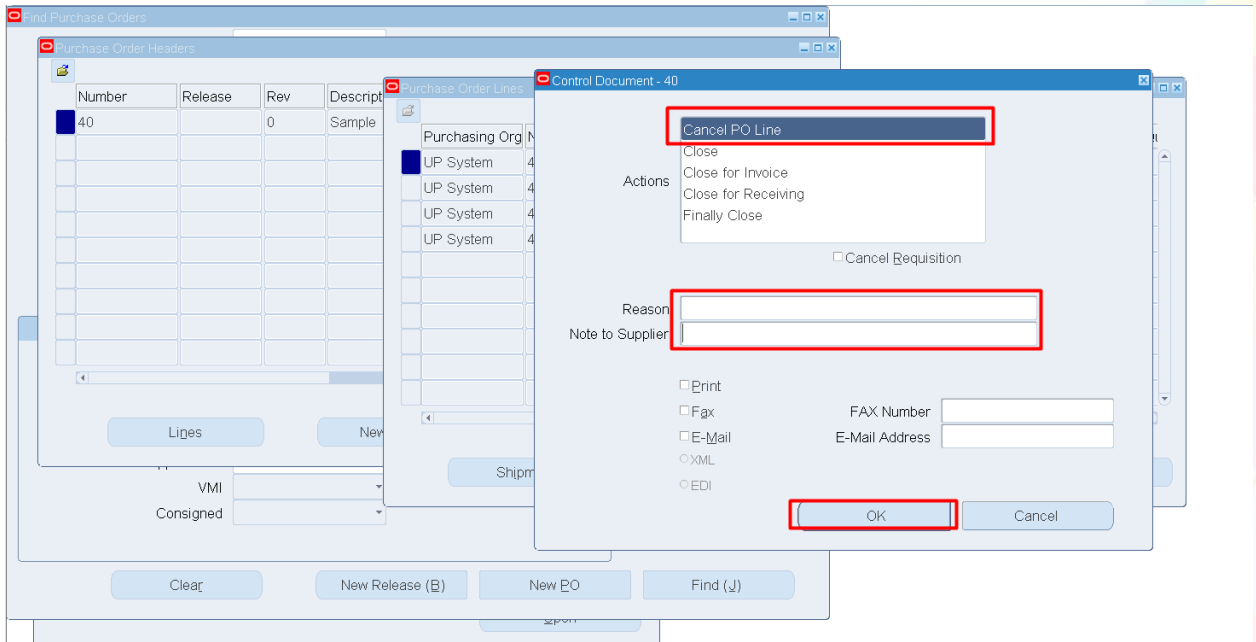3. On the **Purchase Order Headers**, click **Lines.**
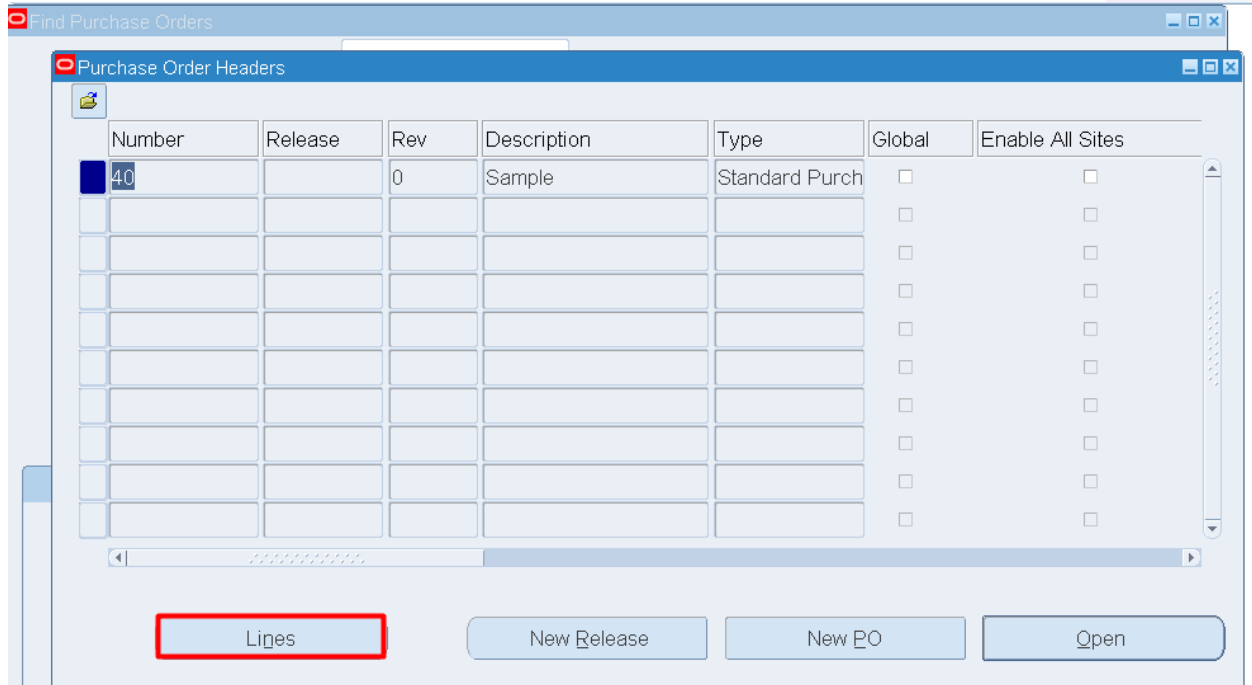
4. On the **Purchase Order Lines** window, select the line item to be removed. Click **Tools,** then select **Control.**
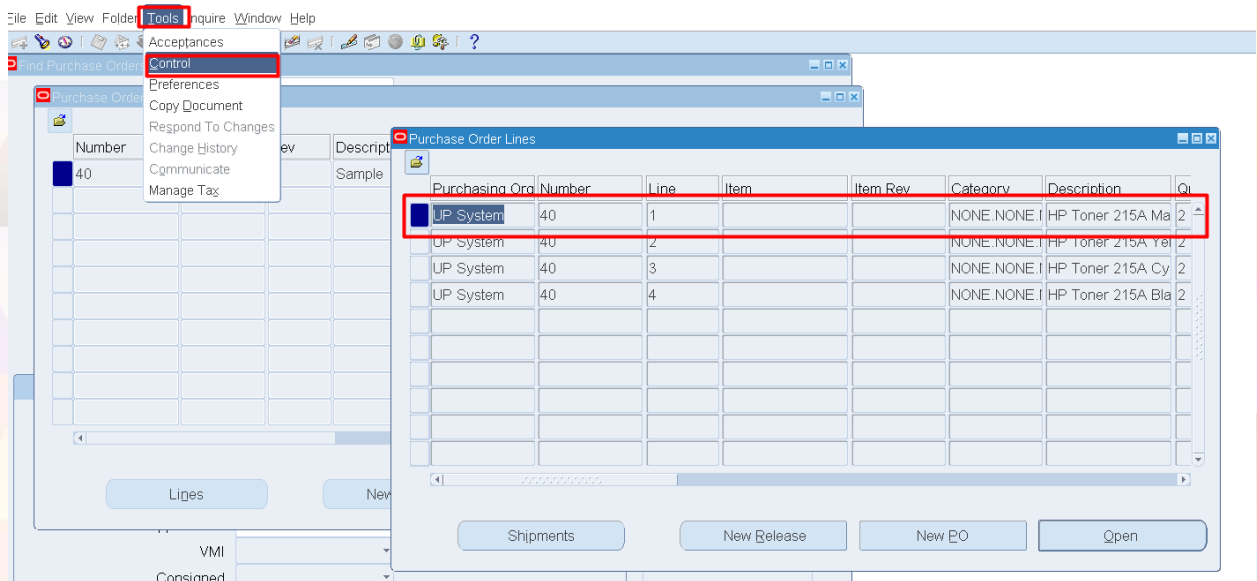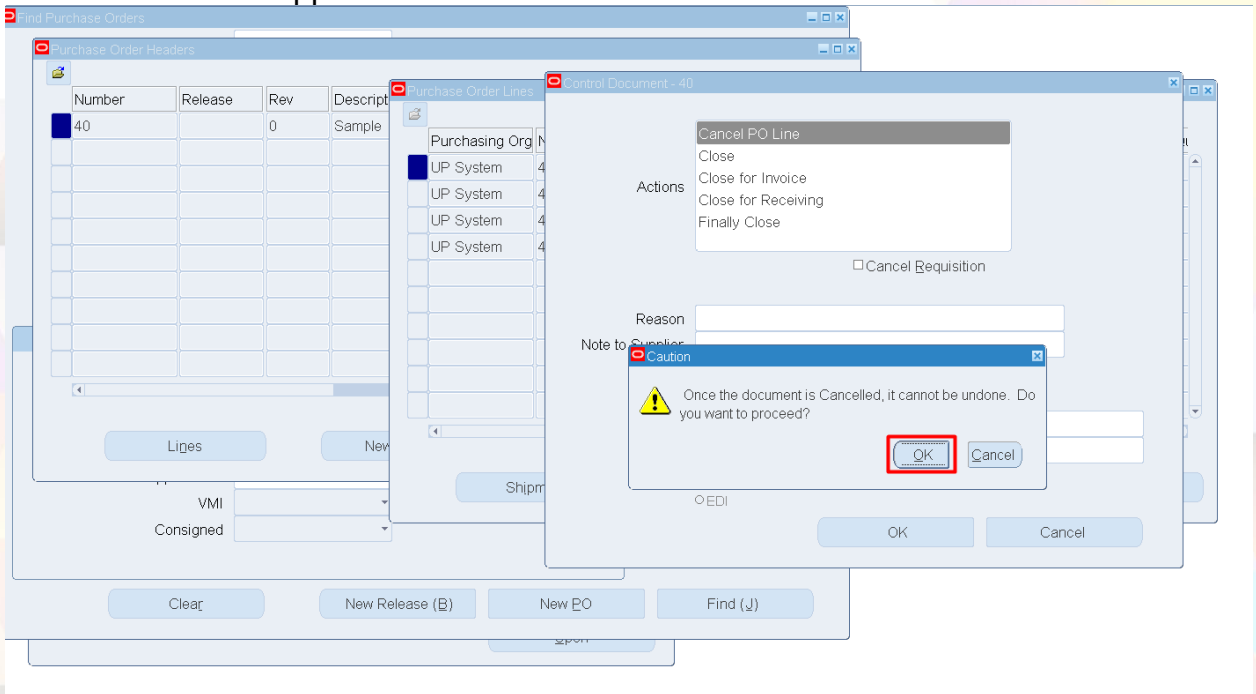
5. On the **Control Document** window, select **Cancel PO Line** from **Actions** box, enter **Reason** and **Notice to Supplier**, then click **OK**.
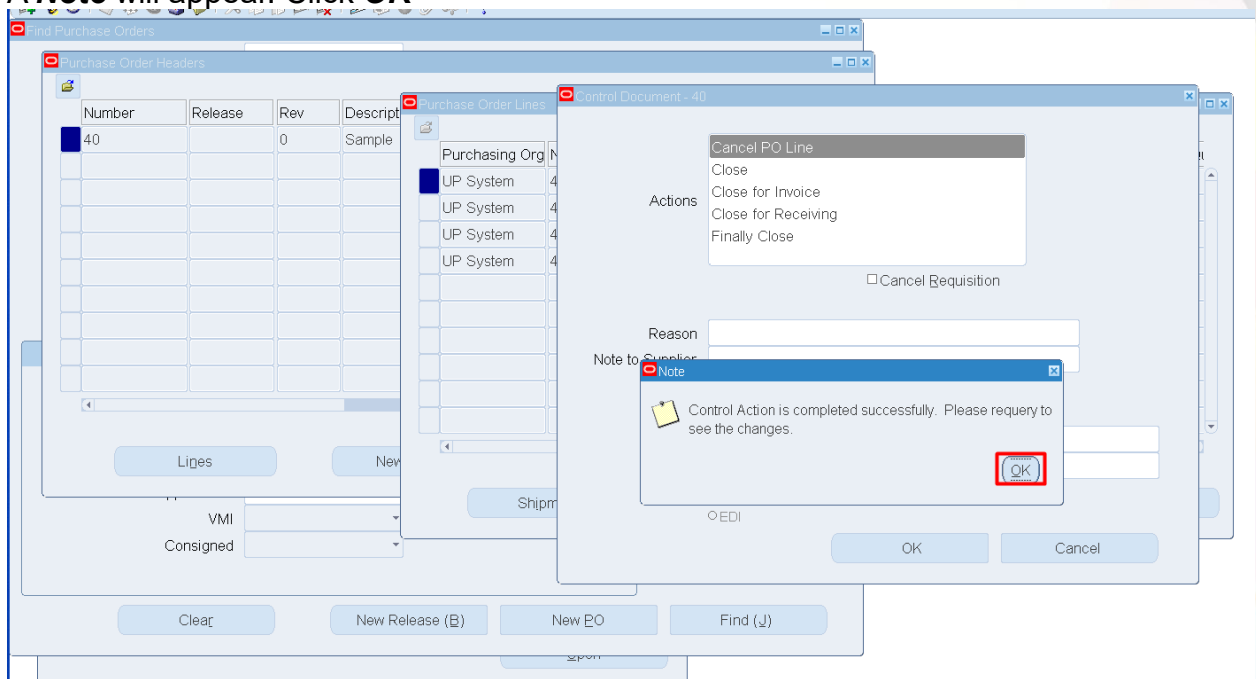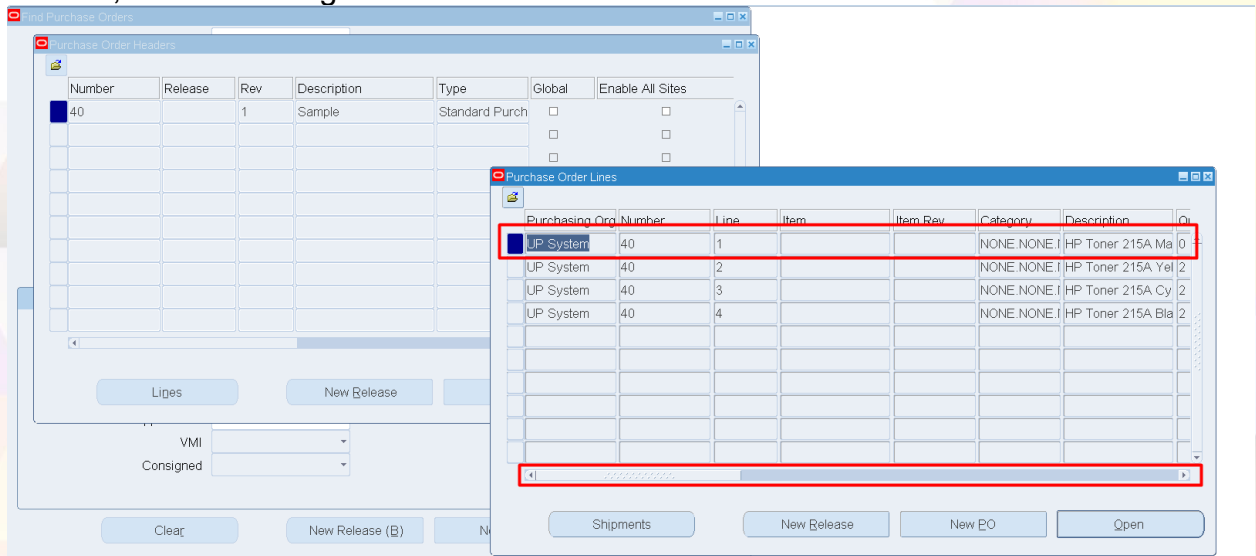

6. A **Caution** box will appear. Click **OK**

7. A *Note* will appear. Click *OK*

8. To cancel more *PO Line Items* repeat step *#s 2* to *7*
9. To requery, repeat step *#s 2* to *4.* Once you are in *Purchase Order Lines* window, scroll to the right to view the status of the line item

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Expected result in *Java* form:
The **Closure Status** is "**Closed**"

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Expected result in *Web*:

Before cancellation of PO Line

After cancellation of PO Line
The *Quantity* and *Amount* of the line item will be "*0.00*"

The Requisition line item will be available again in the *Demand Workbench* and may be add to a new *PO*