Changing and cancelling purchase orders

Only the original shopper can request a change or cancellation of a non-catalog PO (number beginning with 70000******), Payment Request (PR000) or Non-Employee Reimbursement (NR000). Changes allowed are: quantity, amount, need-by date. Requisition change requests will follow the approval flow if the dollar amount is being increased; otherwise, they do not require approval.

Account code distribution field cannot be changed. In case you used incorrect account coding, please contact your approver.

I. First, select the requisition to be changed/cancelled from your Requisitions screen

II. Enter changes or select lines you want cancelled and enter the reason for change/cancellation

III. Review changes and submit requisition for approval.

IV. Upon final approval, the PO will be updated with correct amount; the PO number will remain the same.

V. Please make sure the vendor is notified of the cancellation if the order had already been placed.

Requisitions that contain Marketplace line items cannot be changed using this feature. In order to cancel a Marketplace PO (number beginning with 40000******, please email your final approver (SEAS Financial Operations contact)