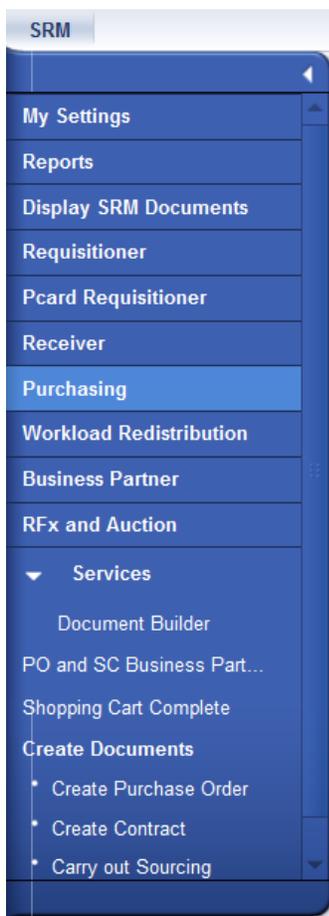


Canceling an SRM Purchase Order

If it is determined that your Agency/Office no longer requires the material or service order on a Purchase Order, follow the steps provided in this document.

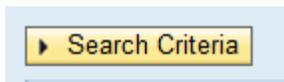
1. If the Purchase Order was issued, contact the Supplier to cancel the order
2. Prepare and forward to the Supplier a cease and desist letter
3. Log into SRM
4. From the left navigation pane, select Purchasing



5. The Personal Object Worklist will display

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	Item Status
11623681	Test Team Shopping	1		EMT ALS Medical Cases	Saved	03/18/2014 11:28:15	20,000	EA	7,200.00	USD	11,050.00	USD	Saved
11623681	Test Team Shopping	2		Rescue Blankets	Saved	03/18/2014 11:28:16	150,000	EA	2,250.00	USD	11,050.00	USD	Saved
11623681	Test Team Shopping	3		Emergency Stretcher	Saved	03/18/2014 11:28:16	20,000	EA	1,600.00	USD	11,050.00	USD	Saved
11623675	Test Team Shopping	1		EMT ALS Medical Cases	Approved	03/18/2014 09:56:16	20,000	EA	7,200.00	USD	11,050.00	USD	In Purchaser's Worklist
11623675	Test Team Shopping	2		Rescue Blankets	Approved	03/18/2014 09:56:17	150,000	EA	2,250.00	USD	11,050.00	USD	In Purchaser's Worklist
11623675	Test Team Shopping	3		Emergency Stretcher	Approved	03/18/2014 09:56:17	20,000	EA	1,600.00	USD	11,050.00	USD	In Purchaser's Worklist
11623625	4217 Medical Supplies	1		EMT ALS Medical Cases	Release Rejected	03/06/2014 10:57:25	20,000	EA	7,200.00	USD	11,050.00	USD	Rejected
11623625	4217 Medical Supplies	2		Rescue Blankets	Release Rejected	03/06/2014 11:04:50	150,000	EA	2,250.00	USD	11,050.00	USD	Rejected
11623625	4217 Medical Supplies	3		Emergency Stretcher	Release Rejected	03/06/2014 11:04:50	20,000	EA	1,600.00	USD	11,050.00	USD	Rejected

6. Select the SEARCH CRITERIA button to expand the criteria section



7. To locate a Purchase Order:

- a. Enter your purchase order number in the Number field and select the APPLY button

▼ Search Criteria

Number: To

Purchase Order Name:

Item Description:

Status:

Timeframe:

Creation Date: To

Purchasing Organization: To

Purchasing Group: To

Supplier:

Requestor:

Preferred Supplier:

Goods Recipient:

Product Category:

Including Product Category Hierarchy:

Product ID:

Supplier Product Number:

Account Assignment Category:

Account Assignment Value:

Delivery Date: To

Company:

Contract Number:

Location:

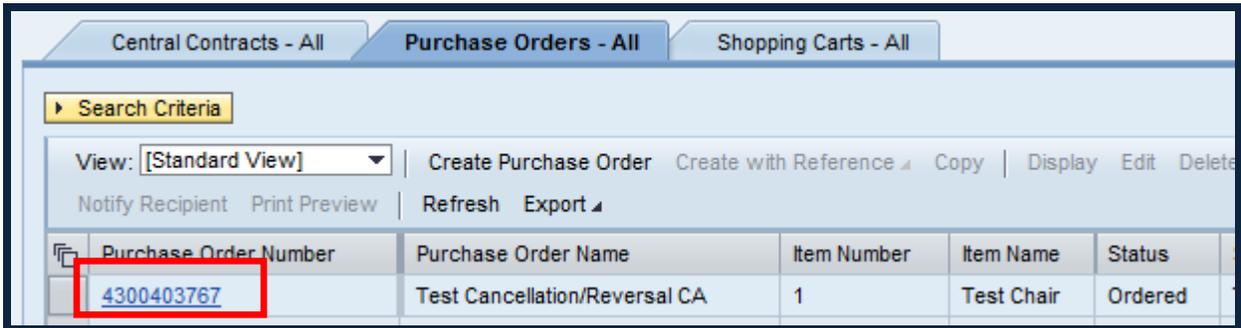
Requirement Number:

Only with Change Version:

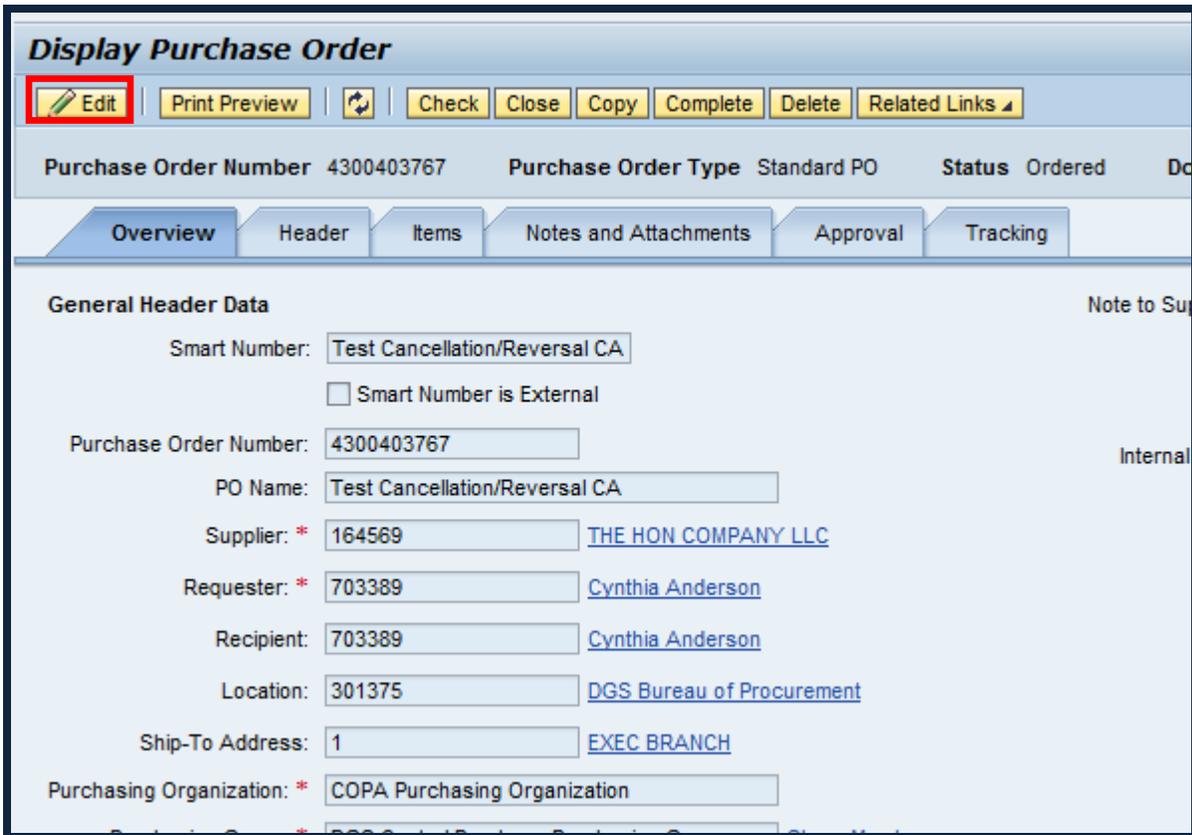
Smart Number:

Apply Clear

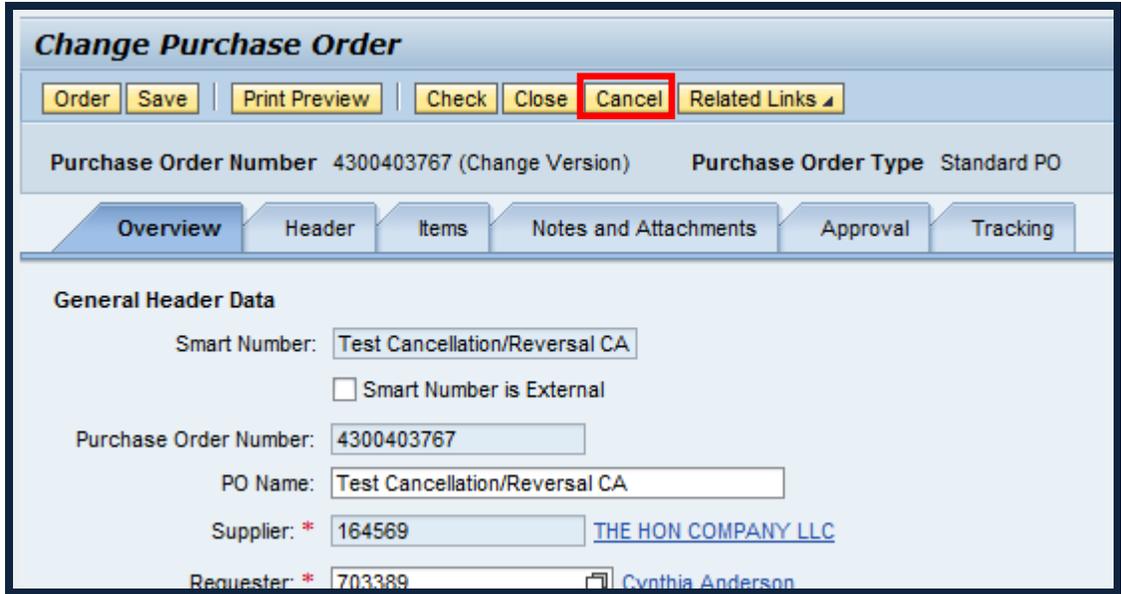
- b. The system will display your Purchase Order
- c. Select the document number



- 8. When the document displays, select the EDIT button

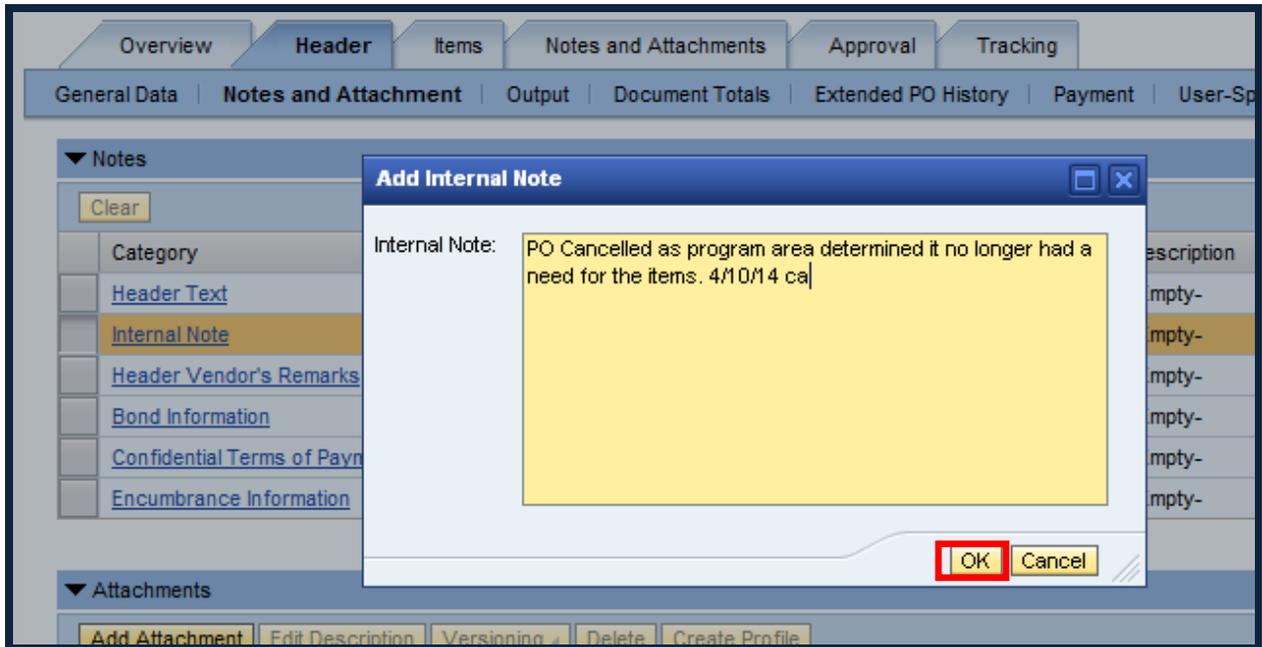


9. When the EDIT button is selected, the CANCEL button is then activated

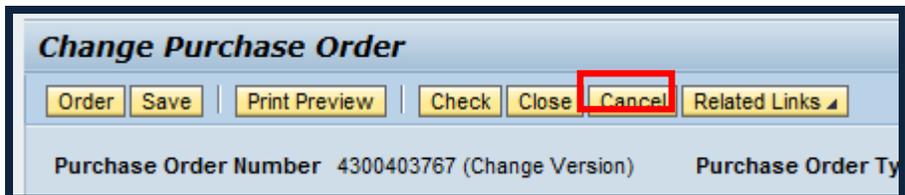


10. Prior to selecting the CANCEL button you should enter the justification for cancelling the Purchase order in the Internal Note

- a. Select the OK button



11. Select the CANCEL button



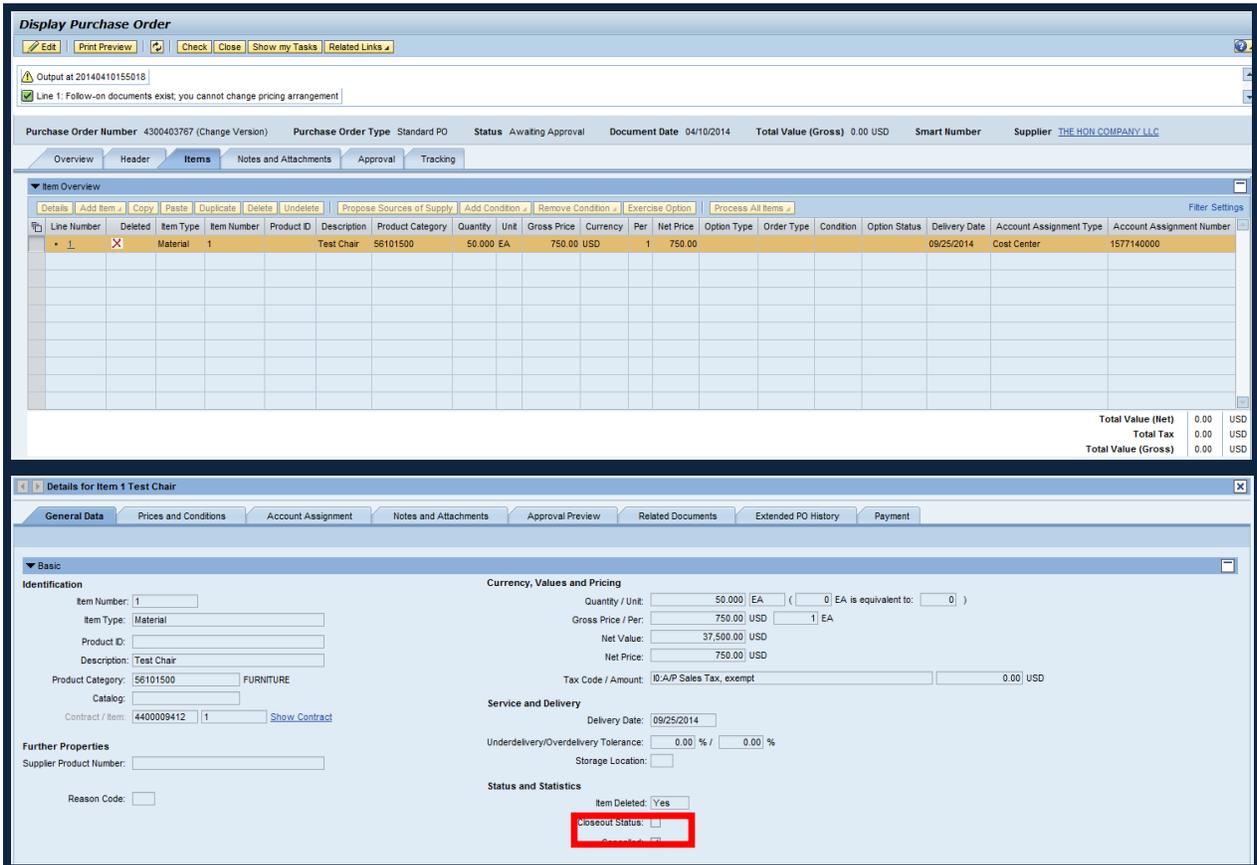
12. A message will display asking, “Are you sure you want to cancel the purchase order?”

- a. Select the OK button if you are sure you want to cancel the PO (select CANCEL, if you do not)



13. Your PO will display with no value and show the line items as deleted

- a. You will still have the ability to select the EDIT button, however your PO will not be editable
- b. If the PO is cancelled, the cancelled checkbox will be marked on the General Data sub-tab in the Item Details



14. In the Core SAP R/3 system, the item will show as deleted

- a. The PO will be liquidated in the A/C Commitment

