Onslow County Schools Purchasing Dept
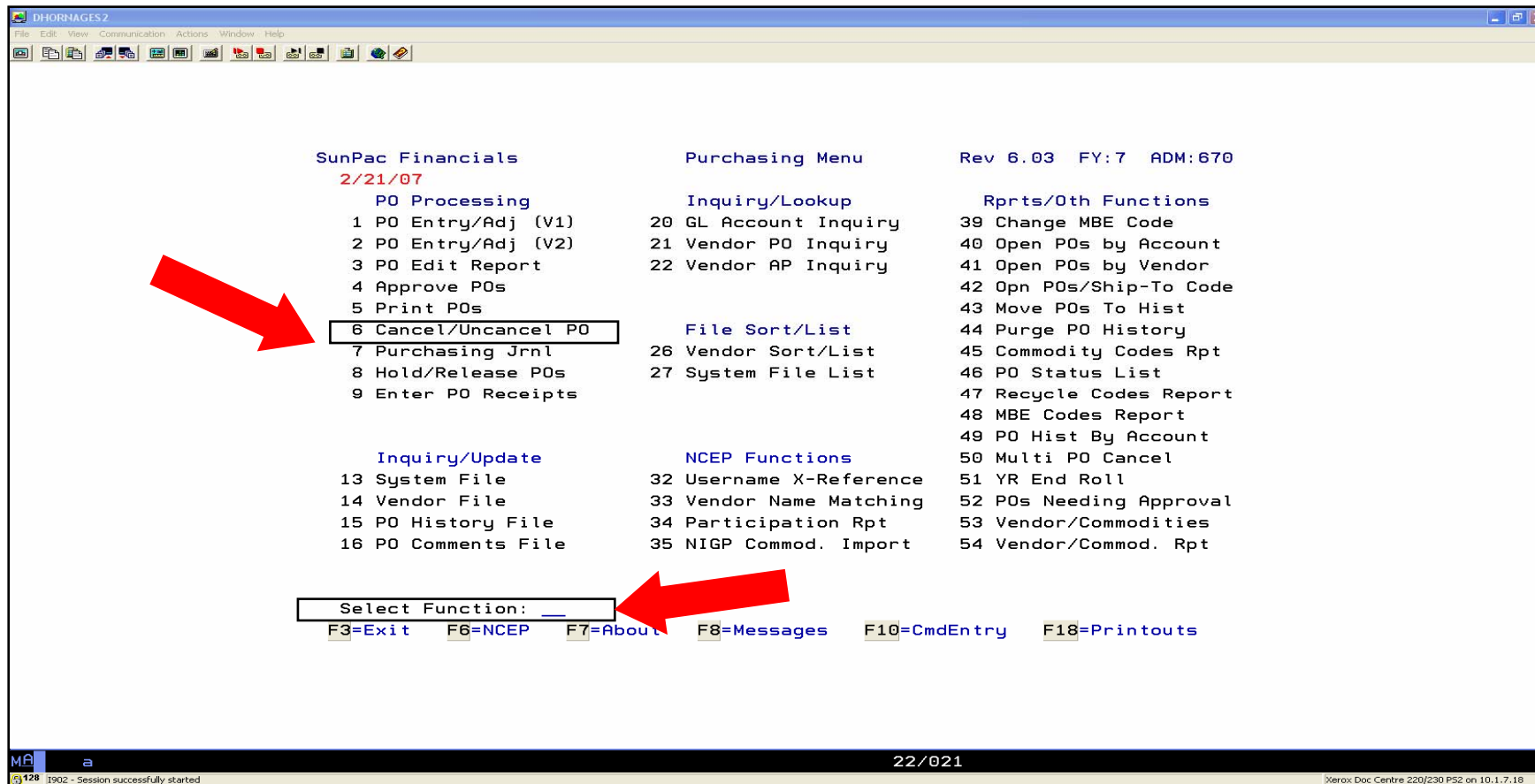**Online Purchasing Training**

Cancelled Purchase Orders

CANCEL PURCHASE ORDER

THE FOLLOWING CHANGES WILL OCCUR AS A RESULT OF CANCELLING A PO THAT HAS ALREADY BEEN PRINTED. *(These procedures are for cancelling an entire purchase order only. Do not attempt to perform these procedures for a PO that has been partially received).*

NOTE: THE VENDOR MUST BE CONTACTED AND AGREE TO THE PO BEING CANCELLED **PRIOR** TO THE PO BEING CANCELLED IN THE SUNPAC PURCHASING SYSTEM.

1. Type "6" and press "enter"

CANCEL PURCHASE ORDER

2. Type the "PO Number" and press "enter"

CANCEL PURCHASE ORDER

3. Verify that the correct PO # and Vendor is shown on the screen to be cancelled.

```
SunPac Financial        Cancel/Uncancel A PO        Rev 6.03  FY:8  ADM:670

     Admin: 670    PO#:   708835    Vendor No:    102632   Batch ID: ROLLOVER
     ===================================================================
     Name: CLARK SPORTING GOODS              PO Date  70107    Deliv Date:  43008
     Ref #1 X                        Ref #2 LDAVIS/5190SP     Expire Date:  63008


     Blanket PO? N      Encumb Mdse? Y      Place Inv On Hold? N
     Default Tax Pcts --> State:   4.25    County:   2.50   Local:    .00


     Discount-> Amt or Pct: A    Auto Distr? N    Encumber? Y   Amt/Pct:      .00
     Freight--> Amt or Pct: A    Auto Distr? N    Encumber? Y   Amt/Pct:      .00
     Tax------> Amt or Pct: A    Auto Distr? N    Encumber? Y   Amount:     17.08


     Deliver To: DANNY SHEPARD
                                                 EP Vendor? Y   EP PO? N
                                                 Over B/L ? N
      Ship To:   ONSLOW COUNTY SCHOOLS       Bill To:  Printed  ? Y   05/01/07
      820 / PO   DIST CENTER / PURCHASING DEPT    000   PO Status : OPEN
                 200 BROADHURST ROAD                   Total Amt :      270.08
                 JACKSONVILLE,NC 28540               Encumb Amt:      270.08

     F3=Exit   F5=Line Recaps  F10=Comments  F16=Cancel  F18=Uncancel  F20=Update _
```

CANCEL PURCHASE ORDER

4. Hold the "Shift Key" and press "F4 key" to cancel the PO ("Shift" + "F4 Key" = F16 Key)

```
SunPac Financials PO     Cancel/Uncancel A PO        Rev 6.03  FY:8  ADM:670

   Admin: 670   PO#:   708835    Vendor No:    102632   Batch ID: ROLLOVER
==============================================================================
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 Discount-> Amt or Pct: A    Auto Distr? N    Encumber? Y   Amt/Pct:      .00
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 Tax------> Amt or Pct: A    Auto Distr? N    Encumber? Y   Amount:     17.08

 Deliver To: DANNY SHEPARD
                                          EP Vendor? Y   EP PO? N
                                          Over B/L ? N
  Ship To:   ONSLOW COUNTY SCHOOLS     Bill To:  Printed  ? Y   05/01/07
  820  / PO  DIST CENTER / PURCHASING DEPT   000   PO Status : OPEN
             200 BROADHURST ROAD              Total Amt :      270.08
             JACKSONVILLE,NC 28540            Encumb Amt:      270.08

 F3=Exit  F5=Line Recaps  F10=Comments  F16=Cancel  F18=Uncancel  F20=Update _
```
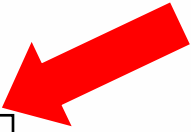
CANCEL PURCHASE ORDER

5. Verify that the PO Status states "Canceled"

6. Hold the "Shift Key" and press "F8 Key" to Update ("Shift" + "F8 Key" = F20 Key)

7. Type "Y" to the question " Are You Ready To Update Your Changes?" and press "enter"

8. Verify that "Enter Transaction Date:" shows the current date and press "enter"

CANCEL PURCHASE ORDER

NON-REGISTERED E-PROCUREMENT VENDOR

1. The screen will show the popup message **"You have made changes to a previously printed PO. Would you like for this PO to get reprinted the next time the <u>Print POs</u> option is executed?"** Change the "Y" to "N" and press "enter" as you do not need a copy of the cancelled PO.

2. Document the following information on the hard copy of your PO: Date, reason for cancelling PO, and the person you talked with about cancelling the order.

REGISTERED E-PROCUREMENT VENDOR

1. The screen will show the popup message **"You have made significant changes to a previously printed PO. Since this PO was issued to a registered vendor, it will be reprinted automatically the next time the <u>Print POs</u> option is executed."** Press "enter" to continue.

2. The registered vendor will automatically receive the "Cancelled Order" notice via the Statewide E-Procurement System .

3. Document the following information on the hard copy of your PO: Date, reason for cancelling PO, and the person you talked with about cancelling the order.

<u>NOTE:</u> AFTER YOU HAVE COMPLETELY CANCELLED A PO, PRESS THE "F3 KEY" TO EXIT THE CANCEL/UNCANCEL OPTION.