



Onslow County Schools Purchasing Dept

**Online Purchasing Training**

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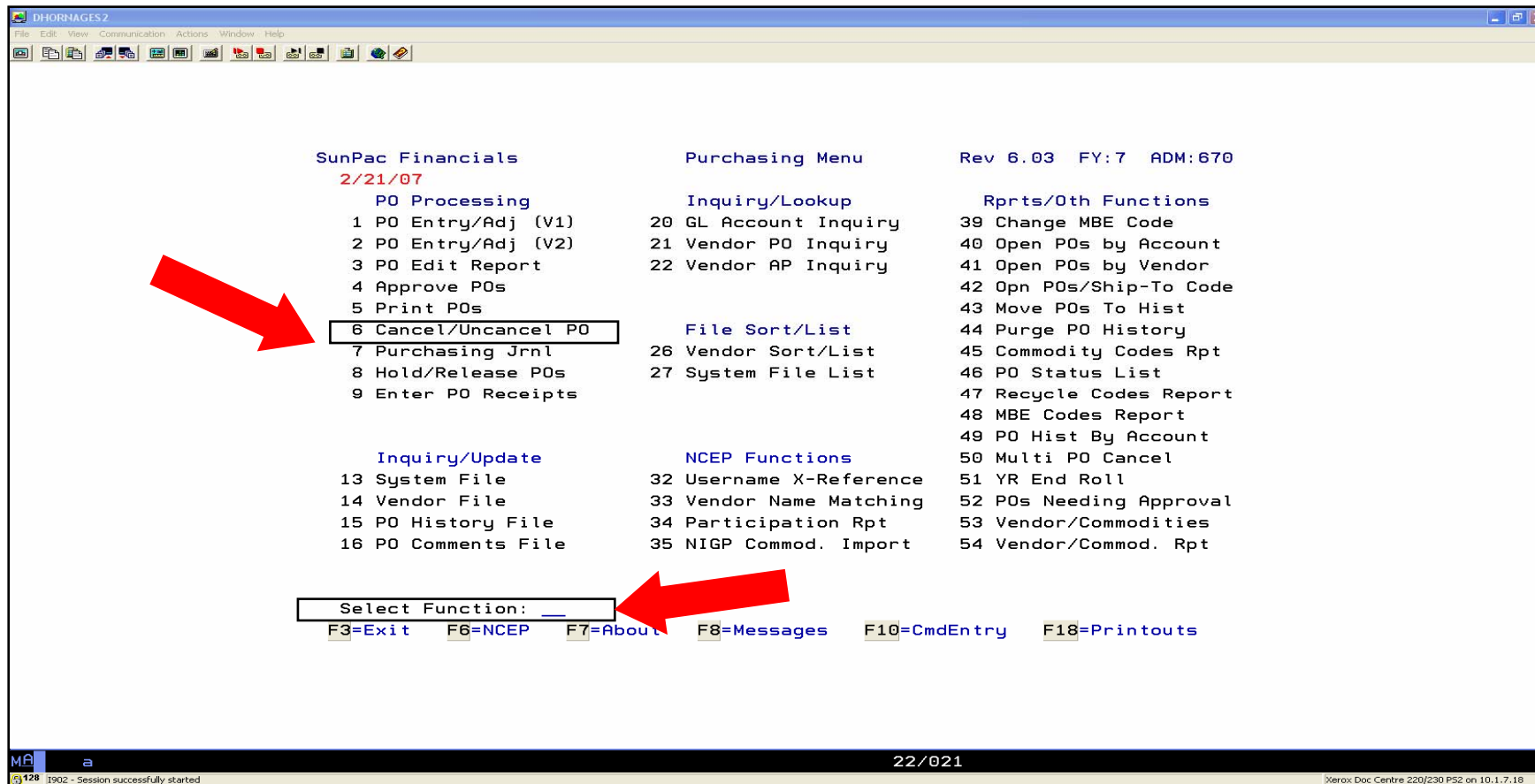
**Cancelled Purchase Orders**

## 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"

Screenshot of a terminal window titled "DHORNAGES2" showing a "Cancel/Uncancel A PO" screen. The screen displays the following text:

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

Input fields are shown below, with a red arrow pointing to the PO# field:

```
Admin: 670  PO#: 708835  Vendor No: _____  Batch ID: _____
```

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At the bottom of the screen, the following function key shortcuts are listed:

```
F3=Exit  F6=PO# Lookup  F7=Vendor Lookup
```

The terminal window also shows a status bar at the bottom with the text: "128 [902 - Session successfully started] 03/028 Xerox Doc Centre 220/230 P52 on 10.1.7.18"

## CANCEL PURCHASE ORDER

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

DHORNAGES2

File Edit View Communication Actions Window Help

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 \_

MA a A 23/079

128 [902 - Session successfully started Xerox Doc Centre 220/230 P52 on 10.1.7.18

## 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

=====  
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 \_

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## 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"

SunPac Financials PO      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

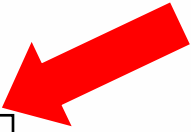
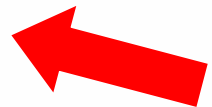
Discount-> Amt or Pct: A    Auto Distr? N    Encumber? Y    Amt/Pct: .00  
Freight--> Amt or Pct: A    Auto Distr? N    Encumber? Y    Amt/Pct: .00  
Tax-----> Amt or Pct: A    Auto Distr? N    Encumber? Y    Amount: .00

Deliver To: DANNY SHEPARD

EP Vendor? Y    EP PO? N  
Over B/L ? N  
Printed ? Y    05/01/07

Ship To:    ONSLOW COUNTY SCHOOLS    Bill To:    000    **PO Status : CANCELED**  
820 / PO    DIST CENTER / PURCHASING DEPT    Total Amt :    .00  
200 BROADHURST ROAD    Encumb Amt:    .00  
JACKSONVILLE, NC 28540

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

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## **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 Print POs 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 Print POs 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.

**NOTE: AFTER YOU HAVE COMPLETELY CANCELLED A PO, PRESS THE “F3 KEY” TO EXIT THE CANCEL/UNCANCEL OPTION.**