

## Cancel a Purchase Order

There are times where you want to cancel all or part of an existing purchase order. The process to update the purchase order depends upon its status and the type of update. You may be able to cancel all or part of it. You can cancel an existing purchase order or purchase order line. This guide provides the steps to cancel a purchase order.

### Cancel Purchase Order Error Message

SWIFT will prevent the cancellation of purchase orders that have been associated with a receipt or voucher. You will get an error message. SWIFT will provide information about the reason for the error. Select Return to Main Page link to return to the purchase order.

Cancel Purchase Order			
Business Unit	G1001	PO ID	3000006991
Supplier	AFS SYSTEM-001		
<a href="#">Return to Main Page</a>			
<b>Error</b>			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>1-2 of 2</span> <span>View All</span> </div>			
Line	Sched	Distrib	Message
1	1		At least one schedule has been matched. Cannot cancel the PO.
1	1	1	The PO Line is tied to an active Voucher; therefore it may not be canceled.

## Steps to Cancel a Purchase Order

### Step 1: Locate the purchase order.

1. Navigate to the Purchase Order page.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Purchasing, Purchase Order, Purchase Order page defaults
<b>WorkCenter</b>	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the Purchase Order page, select the **Find an Existing Value** button.
  - a. In the Find an Existing Value page, enter search items such the Business Unit and PO ID. Select the **Search** button at the bottom of the page.

**Purchase Order**

Use Saved Search:

**Find an Existing Value**

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent  ✎ Saved

Searches Searches

Business Unit

=

G1001

🔍

PO ID

begins with

3000007645

🔍

- b. On the Search Results section, select the PO ID for the desired purchase order.

▼ **Search Results**

1 rows - Business Unit "G1001" PO ID "3000007645"

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
G1001	3000007645	514	07/24/2023	Dispatched	FEDERAL FU-001	0000205087	FEDERAL FUNDS INFO FOR STATES

## Step 2: Review the purchase order.

SWIFT displays the Maintain Purchase Order page for the selected purchase order.

1. Check the Status of the purchase order. The PO Status is "Dispatched."
2. Review the purchase order to see if your agency vouchered and receipted against it. Select the **Activity Summary** hyperlink.

**Purchase Order**

Business Unit G1001 Origin 514 Management Services PO Status Dispatched

PO ID 3000007645 Budget Status Valid

Copy From [Dropdown] Approval Exception

**Header**

\*PO Date 07/24/2023 Response Documentation Doc Tol Status Valid

Expiration Date [Calendar] Supplier Search Backorder Status Not Backordered

\*Supplier FEDERAL FU-001 Supplier Details Receipt Status Not Recvd Medium

\*Supplier ID 0000205087 FEDERAL FUNDS INFO FOR STATES Priority

\*Buyer [Redacted] Dispatch Method Phone Dispatch

PO Reference FY42 Subscription Dispatch Method Phone Blanket Purchase Agreement

\*Billing G104THFL00 Billing Address Activity Summary Document Type BPA

- SWIFT opens the Activity Summary page in a separate window for that purchase order. If there is no activity on the header, you can cancel this purchase order. Close the window when you're done.

**Activity Summary**


Welcome to the Administrative Portal. [Sign Out](#) Print |

Business Unit	G1001	PO Status	Dispatched
Purchase Order	3000007645	Supplier	FEDERAL FUNDS INFO FOR STATES
Merchandise Amount	11,812.50 USD	Supplier Location	001
Merchandise Receipt	0.00 USD	Origin	514 Management Services
Merchandise Returned	0.00 USD		
Merchandise Invoice	0.00 USD		
Merchandise Matched	0.00 USD		

### Step 3: Cancel the purchase order.

- On the header of the purchase order, select the **Cancel PO** icon, which is a red "X."

**Purchase Order**

Business Unit G1001 Origin 514 Management Services PO Status Dispatched 

PO ID 3000007645 Budget Status Valid Cancel PO

- SWIFT displays a message. It will not allow further changes to a purchase order once cancelled. Select "Yes."

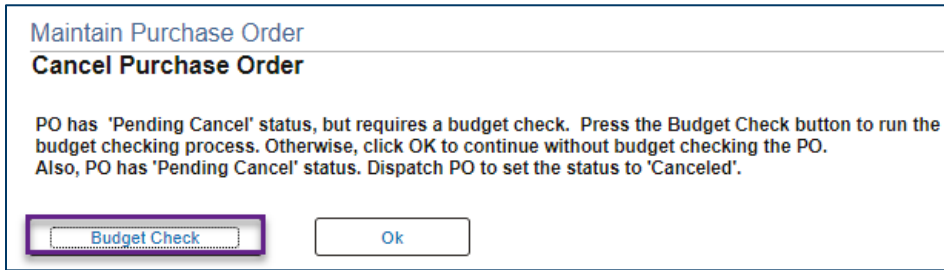
Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

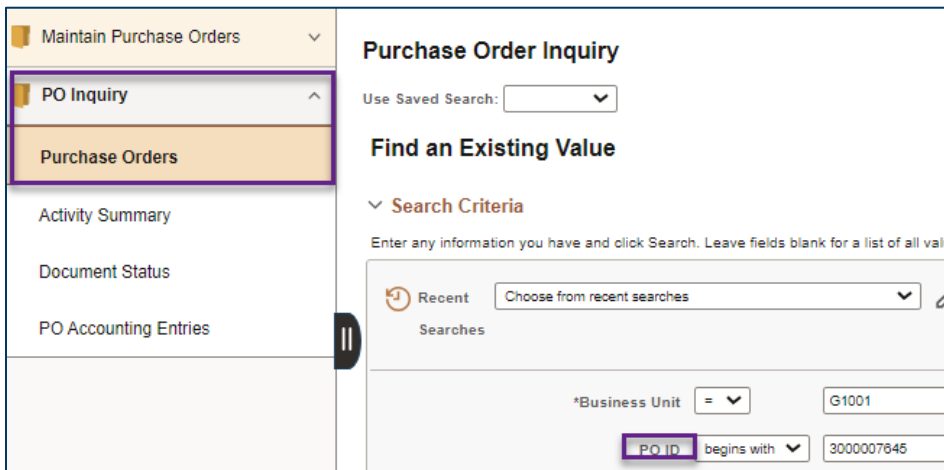
### Step 4: Budget check the purchase order.

**IMPORTANT!** Always run the budget check process when canceling purchase orders.

1. SWIFT displays the Cancel Purchase Order page. The Office of State Procurement recommends that you budget check it immediately. Select the **Budget Check** button.



2. As an option, check the PO Status of the purchase order to see if it is cancelled.
  - a. SWIFT displays the Purchase Order page. The PO ID does not appear on it.
  - b. To check the PO Status of the purchase order, open the **PO Inquiry** option on the left menu and select "Purchase Orders." Then, enter the PO ID and select **Search** at the bottom of the page.



3. The PO Status is pending cancellation. SWIFT will complete the cancellation during the nightly batch process.

Business Unit	Origin	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID
G1001	514	3000007845	SHARE	(blank)	07/24/2023	Pend Cncl	FEDERAL FU-001	0000205087