Purchasing Functional Changes

Overview
The purpose of this document is to provide details on functional changes to purchasing since patch implementation.

Key Points
Since the latest round of patching the functional changes have occurred in the following procedures:
- Cancellation of Purchase Orders
- Modifying Purchase Orders with inactive buyers

Purchase Order Cancellation

Navigation:
Purchasing – Purchase Orders – Add/Update Express POs

Key Points

Step 1  Navigate to the Purchase Order:
Purchasing – Purchase Orders – Add/Update Express POs (Find an Existing Value)

Enter your PO Number and click Search.
Step 2 Click on the cancel button \( \times \) on the PO Header (next to the PO Status).

Step 3 A confirmation message will appear:

```
Message

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.

[Yes] [No]
```

Click [Yes] to confirm cancellation.

Step 3a If the purchase order was built from a requisition, a similar message to the following will appear:

```
Express Purchase Order
Cancel Purchase Order

Business Unit: RSC  PO ID: 0000014709  Vendor: SIGMA-003

Would you like to open the Requisition quantity(ies) to be sourced again?

- Yes, Re-Source all Reqs
- No, Do Not Re-Source Reqs
- Specify Reqs to Re-source

Continue
```
If ‘Yes, Re-source All Reqs’ is selected, the requisition related to this PO will become available for resourcing into another purchase order.

If ‘No, Do not Re-source Reqs’ is selected, the requisition is not re-opened for sourcing.

If ‘Specify Reqs to Re-source’ is selected, you will be able to select which related requisition lines are made available for re-sourcing. If you do not want related requisitions to resource, you will need to ensure that ‘No, Do not Re-source Reqs’ is selected. This is necessary to ensure your requisition does not re-build into a Purchase Order, and get sent to the vendor without your knowledge.

**Step 3b** If the purchase order has been previously dispatched, a warning message will appear as follows:

```
Express Purchase Order
Cancel Purchase Order

PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button below to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

Budget Check  Ok

Goto:  View Budget Status: Prorated  Budget Status: Non Prorated
```

Click **Budget Check** to confirm cancel.

The Dispatch Method is automatically set to Phone so as to not re-dispatch to vendor.