**Make Changes to or Cancel PO Quick Reference Guide**

**Last Updated**: 04/2023

This QRG outlines the proper actions to take when there is a desire to make changes to or cancel a Purchase Order (PO).

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| Making Changes to a PO |
| **Edit the Supplier, Description, or any other fields on the PO.** | * Call or email vendor to cancel PO.
* Contact your receiver to process a receipt to close the PO. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).
* Add a comment to the requisition as an explanation of the situation.
* Create a new requisition selecting the correct supplier or updating the information to be changed.
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| **Add Line Item** | * Create a new requisition for the new line item.
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| **Increase Quantity** | * Create a new requisition for the additional quantity.
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| **Decrease Quantity** | * If the vendor requires a corrected copy of the PO, then:
	+ Call or email vendor to cancel PO.
	+ Contact your receiver to process a receipt to close the PO. See Receiving in Ariba QRC.
	+ Add a comment to the requisition as an explanation of the situation.
	+ Create a new requisition selecting the correct supplier or updating the information to be changed.
* If vendor does not require corrected copy, once all other items are received in Ariba, inform the receiver to close the remaining lines on the PO with a zero quantity. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).
	+ Add a comment to the requisition as an explanation of the situation.
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| **Increase Price** | * If the vendor requires a corrected copy of the PO, then
	+ Call or email vendor to cancel PO.
	+ Contact your receiver to process a receipt to close the PO. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).
	+ Add a comment to the requisition as an explanation of the situation.
	+ Create a new requisition selecting the correct supplier or updating the information to be changed.
* If vendor does not require corrected copy, contact your business office to inform them of this price increase.
* An invoice reconciliation exception will be generated when the invoice is posted. The invoice reconciler will need to reconcile the exception see [Invoice Reconciliations in Ariba – Invoice Reconciler QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/ET22WVQePz1Am2kYXOaXvrEBtiToqkpQNQIwhbV7YYkasA?e=CZMZZ2) and the Level 1 Fiscal Approver will need to approve the exception see [Invoice Reconciliations in Ariba – Fiscal Approver QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZRY_69uij5Ls4IJsp2KuGoBqrewu1AMvdLUKWvemaCVVw?e=Gkj4bU&CID=4BD29D26-5F4B-4B0B-9EE5-9DC1A3536149&wdLOR=cFDFDCFC5-0717-4F23-B5B3-D4A070EC5DAE) in order to pay the supplier.
	+ Add a comment to the requisition as an explanation of the situation.
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| **Decrease Price** | * If the vendor requires a corrected copy of the PO, then
	+ Call or email vendor to cancel PO.
	+ Contact your receiver to process a receipt to close the PO. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).
	+ Add a comment to the requisition as an explanation of the situation.
	+ Create a new requisition selecting the correct supplier or updating the information to be changed.
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| **Edit Account Assignment** | * Call or email vendor to cancel PO.
* Contact your receiver to process a receipt to close the PO. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).
* Add a comment to the requisition as an explanation of the situation.
* Create a new requisition with correct information.
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| Canceling a PO |
| **Cancel Purchase Order (PO)**  | * Call or email vendor to cancel PO.
* Contact your receiver to process a receipt to close the PO. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).

Add a comment to the requisition as an explanation of the situation. |
| **Cancel Full or Partial Line Item** | * Call or email vendor to cancel PO line item.
* Contact your receiver once all other items have been received in Ariba. See [Receiving in Ariba QRC](https://purdue0.sharepoint.com/%3Aw%3A/s/Procure/training/EZp1VYaAALlMpjUlj1mBY3EB3gvqZcuKykXhclAQzlFH-A?e=SruMlk).

Add a comment to the requisition as an explanation of the situation.  |