Occasionally a purchase order needs canceled in order to reopen the original requisition. This generally occurs when the PO was processed to an incorrect vendor number and must be re-created against a new PO number and vendor number.

1. Display existing purchase order

2. Click pencil/glasses icon to place into edit mode

3. Highlight line(s) to be deleted; click trash can icon

4. Click Save

5. Refresh Document Overview; requisition lines items should immediately return and display for processing into new purchase order.