

University of Kentucky Purchasing Division	<u>Document Number:</u> 09-05-13	<u>Title:</u> SAP – Delete Existing PO to Repopulate Requisition	Page 1 of 1
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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.
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