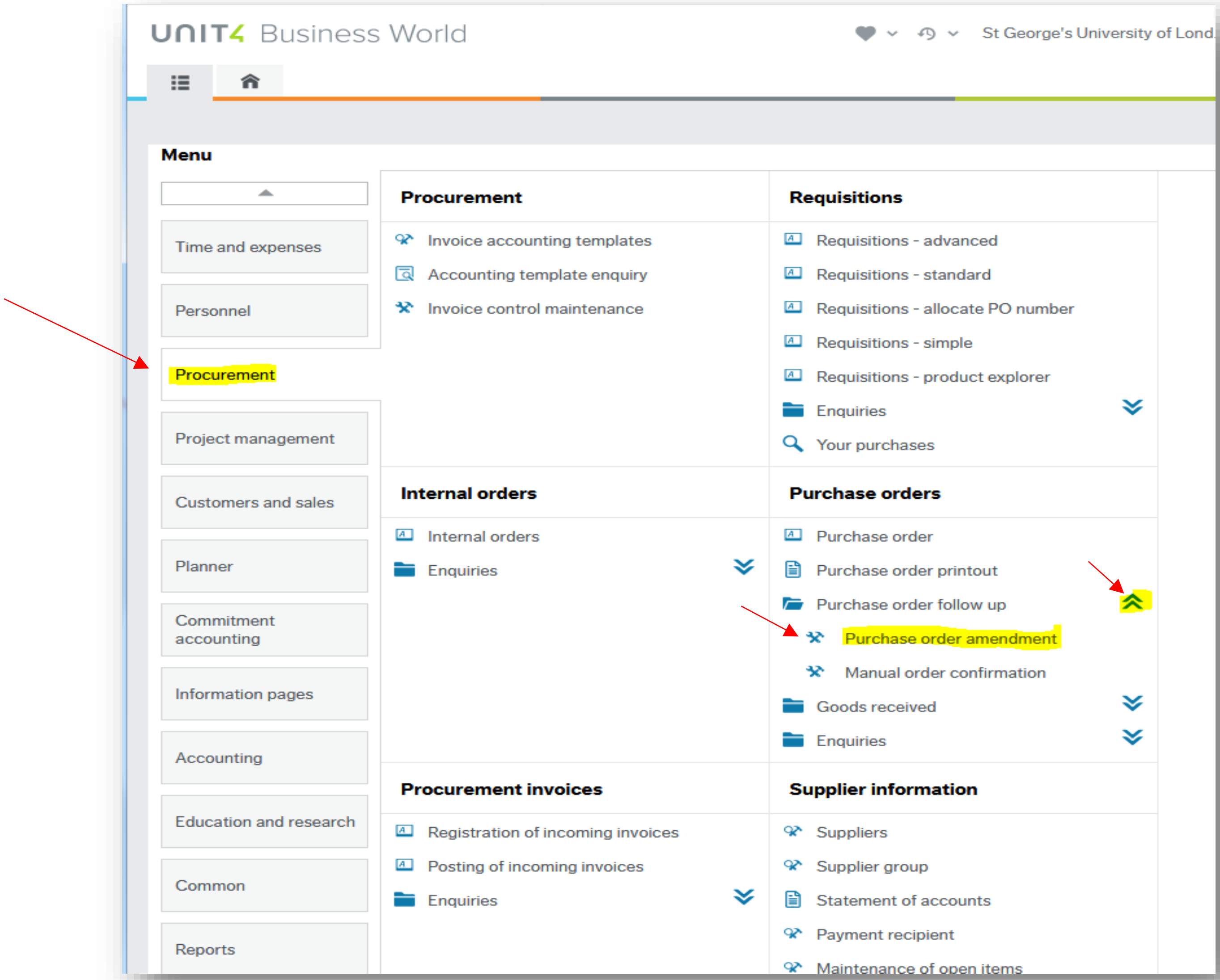
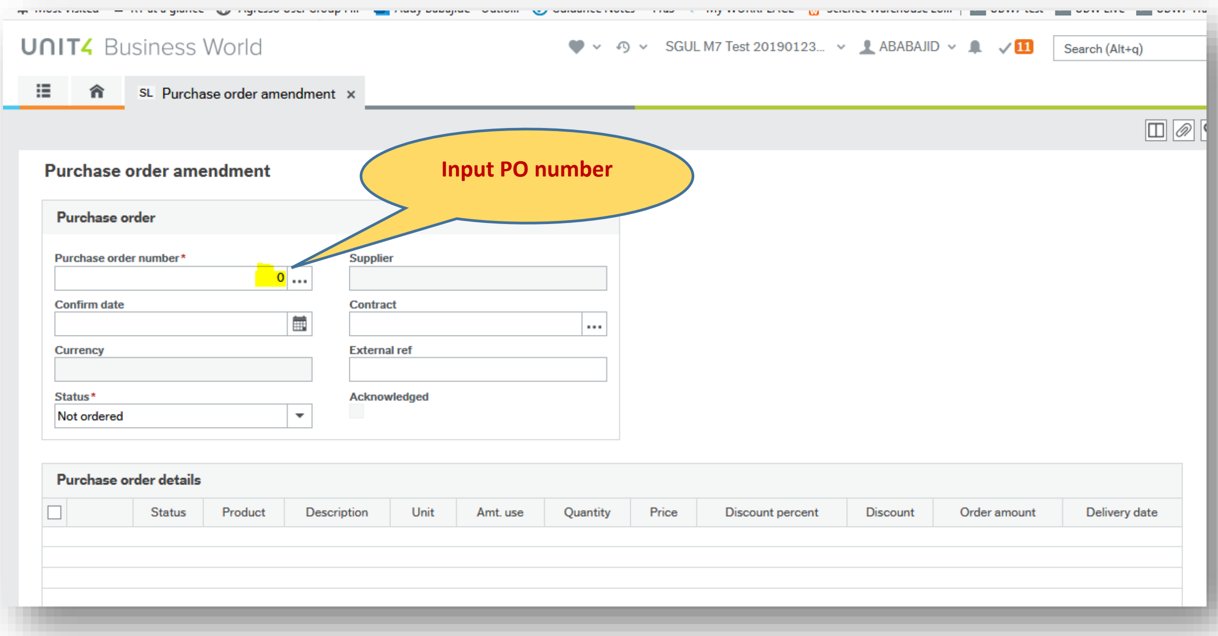
How to terminate purchase orders

Termination should be used as a final measure. Terminated orders cannot be re-opened. Please, ensure that there will be no further activity involving the purchase order (i.e more invoices or goods coming through, existing invoices awaiting payment, etc.) before you Terminate it. Please use with care.

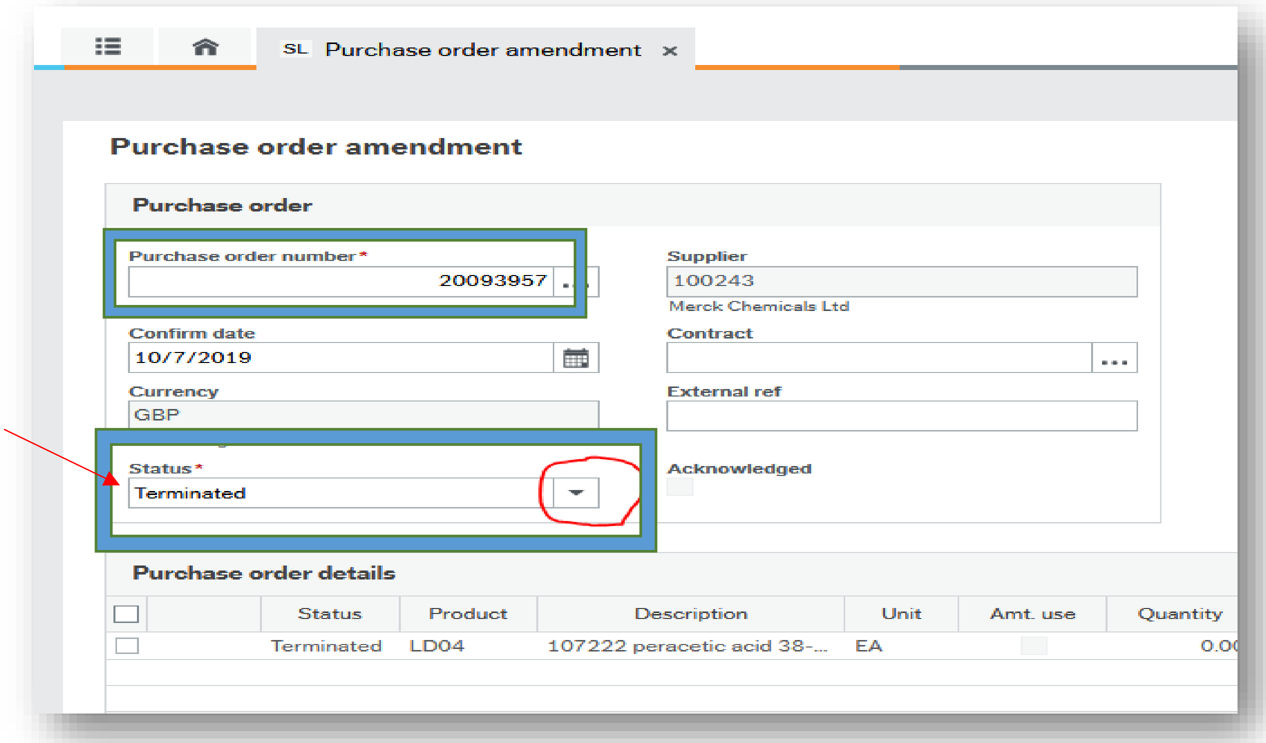
Step 1 – Go to Procurement – Purchase orders- Purchase order follow up- Purchase order amendment



Step 2 – Enter PO Number and <Tab> to bring up PO details



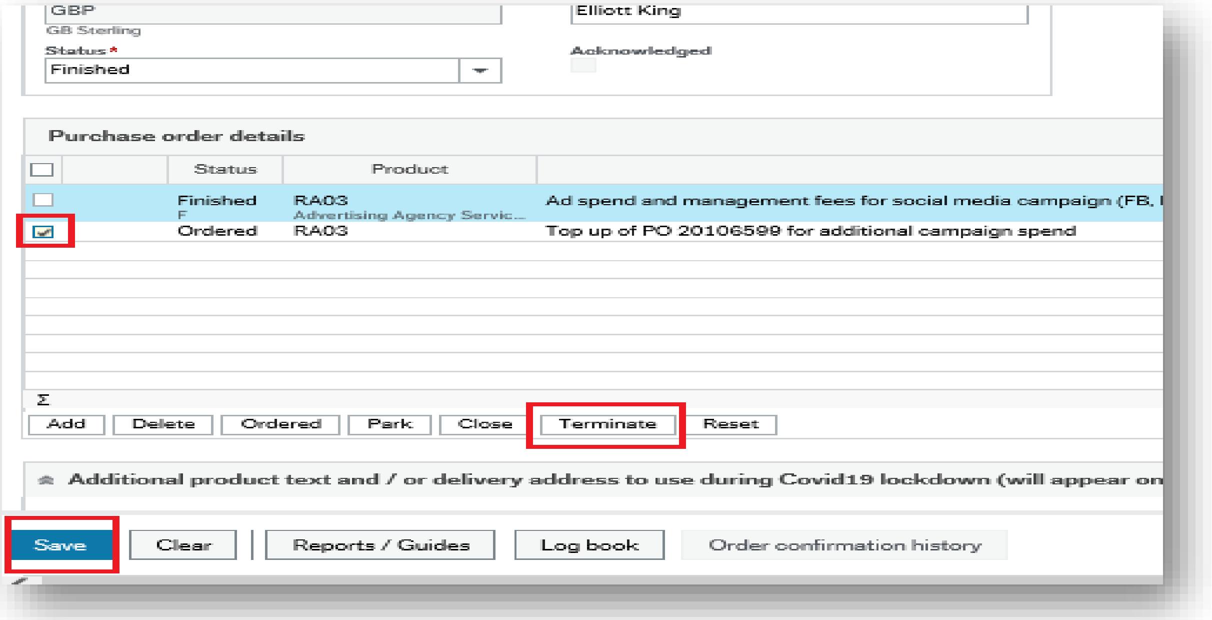
- **Step 3 – Select "Terminated" from the Status drop-down menu**



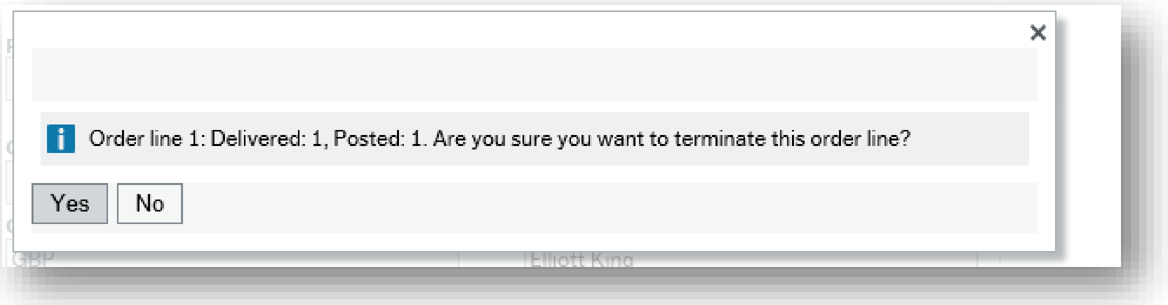
Step 4 – Press SAVE

Step 5 – Terminate one line in a PO

- **Tick the box next to line you want to terminate and select "Terminate" (highlighted in red box) below the order line.**



- **Message will pop up press "Yes"**



- **Press SAVE**