

# **Cancelling a Purchase Order In McGill MarketPlace**

**Nadia Orsini**  
Supervisor, Systems, Training and Client Support

# Cancelling a Purchaser Order MMP

## Table of Contents

<b>Introduction</b> .....	2
<b>What is a Purchase Order Cancellation?</b> .....	2
<b>When is a Purchase Order Cancellation necessary?</b> .....	2
<b>Can Purchase Order Cancellations be processed for all order types?</b> .....	2
<b>What do I need to know before processing a Purchase Order Cancellation?</b> .....	2
<b>What if I accidentally cancel the Purchase Order?</b> .....	2
<b>Cancelling a Purchase Order in MMP</b> .....	3
<b>Notifications</b> .....	6
<b>Purchase Order Cancellation Status</b> .....	5
<b>Purchase Order Cancellation Errors</b> .....	6
<b>Contact Us</b> .....	6

# Introduction

## What is a Purchase Order Cancellation?

The process of canceling an existing purchase order in McGill MarketPlace and in Banner. This process liquidates the entire purchase order encumbrance.

## When is a Purchase Order Cancellation necessary?

Whenever goods or services are no longer required, or the purchase order has been duplicated.

\*\*However, if a purchase order already has existing invoices paid against it, the purchase order must be liquidated rather than canceled. To learn how to liquidate a purchase order, visit the Financial Services [website](#).

## Can Purchase Order Cancellations be processed for all order types?

Purchase Order Cancellations can be processed for all order types; however, before doing so, ensure you follow the guidelines provided below in the "What do I need to know before processing a Purchase Order Cancellation" section.

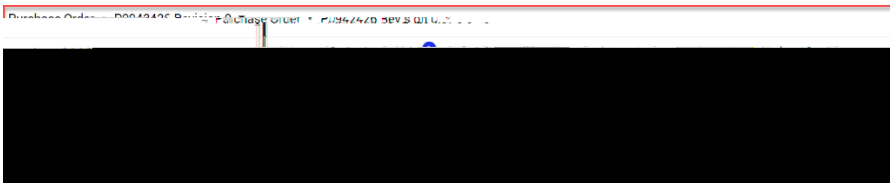
## What do I need to know before

# Cancelling a Purchase Order in MMP

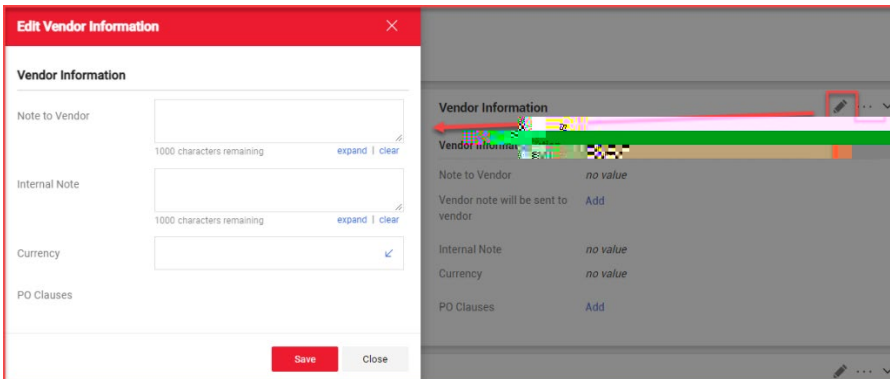
Step 1. Enter the PO number in the search engine




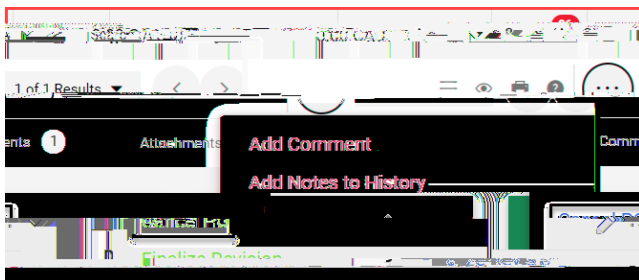
Step 2. Go to the **Attachments** tab and add the supplier's written order cancellation acknowledgement by clicking on the drop-down arrow and selecting **Add Internal Attachment**.



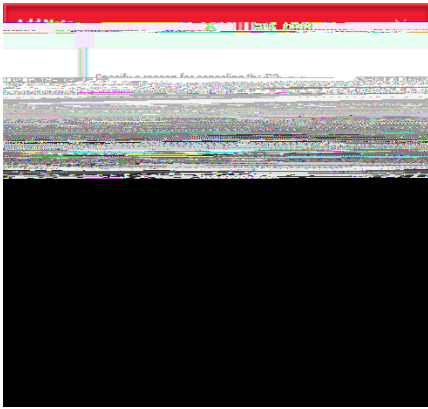
Step 3. In the **Summary** tab, go to **Vendor Notes** and add a reason for the cancellation, then **SAVE**.



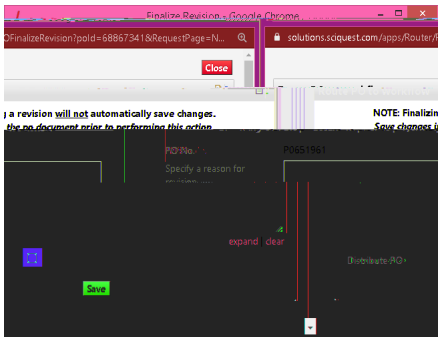
Step 4. Scroll back up to the Purchase Order, click on the menu icon  and select **Cancel PO**



Step 5. A confirmation box will open. Click on **Yes**. No need to add additional information in the reason box.



Step 6. A cancellation notice must be sent to the supplier. Ensure the **Distribute PO** box is checked off.



Step 7. The purchase order will move through all approval processes before it is finalized, encumbrance released, and PO closed.

**END OF PROCESS**



## Purchase Order Cancellation Errors

Sometimes during the cancellation process, MMP may encounter issues while attempting to transmit the request to the Financial Information System. If this occurs and the history note does not indicate **The PO was successfully distributed to the ERP system**, and is replaced by a error notification, please reach out to Procurement Services Frontline Team by placing a [JIRA](#) ticket.

Procurement Services regularly monitors MMP to identify and resolve system related issues. However, submitting a support request will help expedite the process.

## Notifications

Email Notifications are not sent to the users; therefore, it is incumbent of them to ensure the Purchase Order has been successfully canceled.

## Contact Us

For support, please reach out to Procurement Services Frontline Team by placing a [JIRA](#) ticket.