

Reinstating a Cancelled Purchase Order

Overview:

This procedure explains how to reinstate a purchase order after it has been cancelled.

To Reinstate a Cancelled Purchase Order

From the OPTO ribbon, select the 'Purchasing' tab and **click** on the 'Edit Purchase' icon. In the **Purch No** field **press <F2>** and select the order from the pop-up list then **click** on OK, **press <TAB>** to generate the window.

Edit Purchase (Active Material Only)

Purch No: 8170 RFQ: Job Group: Supplier Code: BOBBEAR Supplier Name: BOB'S BEARING SUPPLIES Sub WC:

Orig Amend Copy Show Notes Mat Cert Req. PO:

Details More Info Received Deliveries

Date Entered: 05/02/2019 Date Required: 08/02/2019 Attention: Deliver To: iTMS Software - Help File System
Unit 2 / 15 Main Street
THORNLANDS QLD 4163

Currency: Emp: 1 Emp Name (entered): Robert JONES

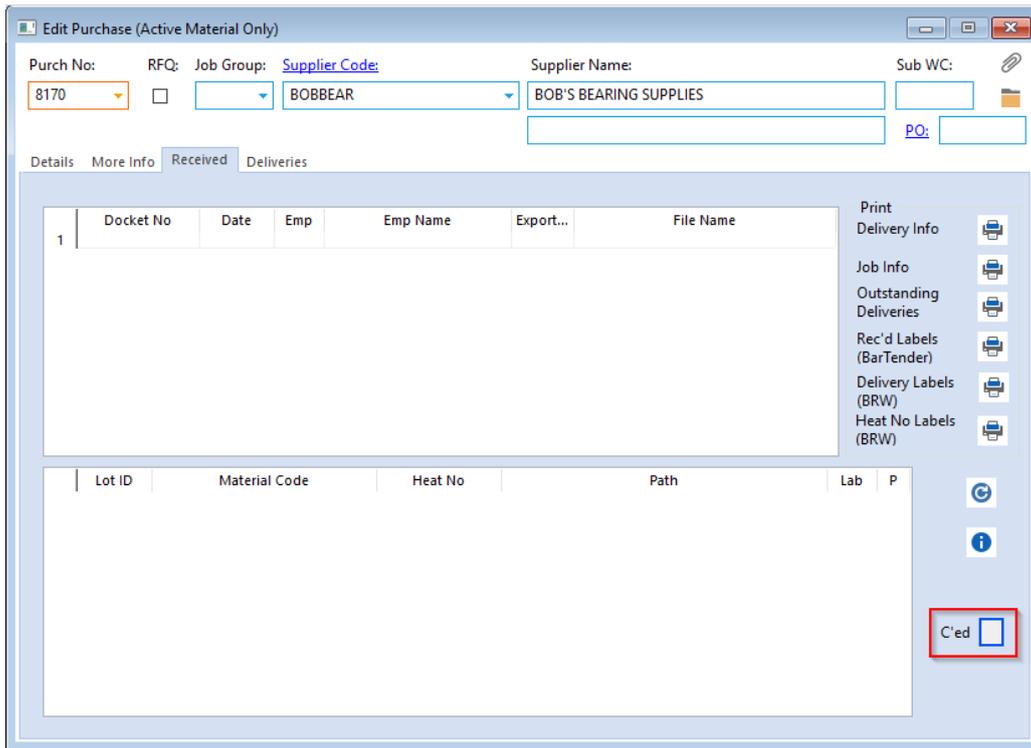
Div: 1 Signed: 1 Emp Name (signature): Robert JONES Show Orig Due Show Weight Show Sell Price Rev
 Not Confirmed Price RFQ Notes

Mat	U	Description	Job Tic	Job Qty	Act Qty	Unit Price	Tax	Total Unit	Due Date	Acc	Rev
00-000-000	EAC	substitute material		.0000	.0000	.0000	6	.00	08/02/19	5-1200	.000

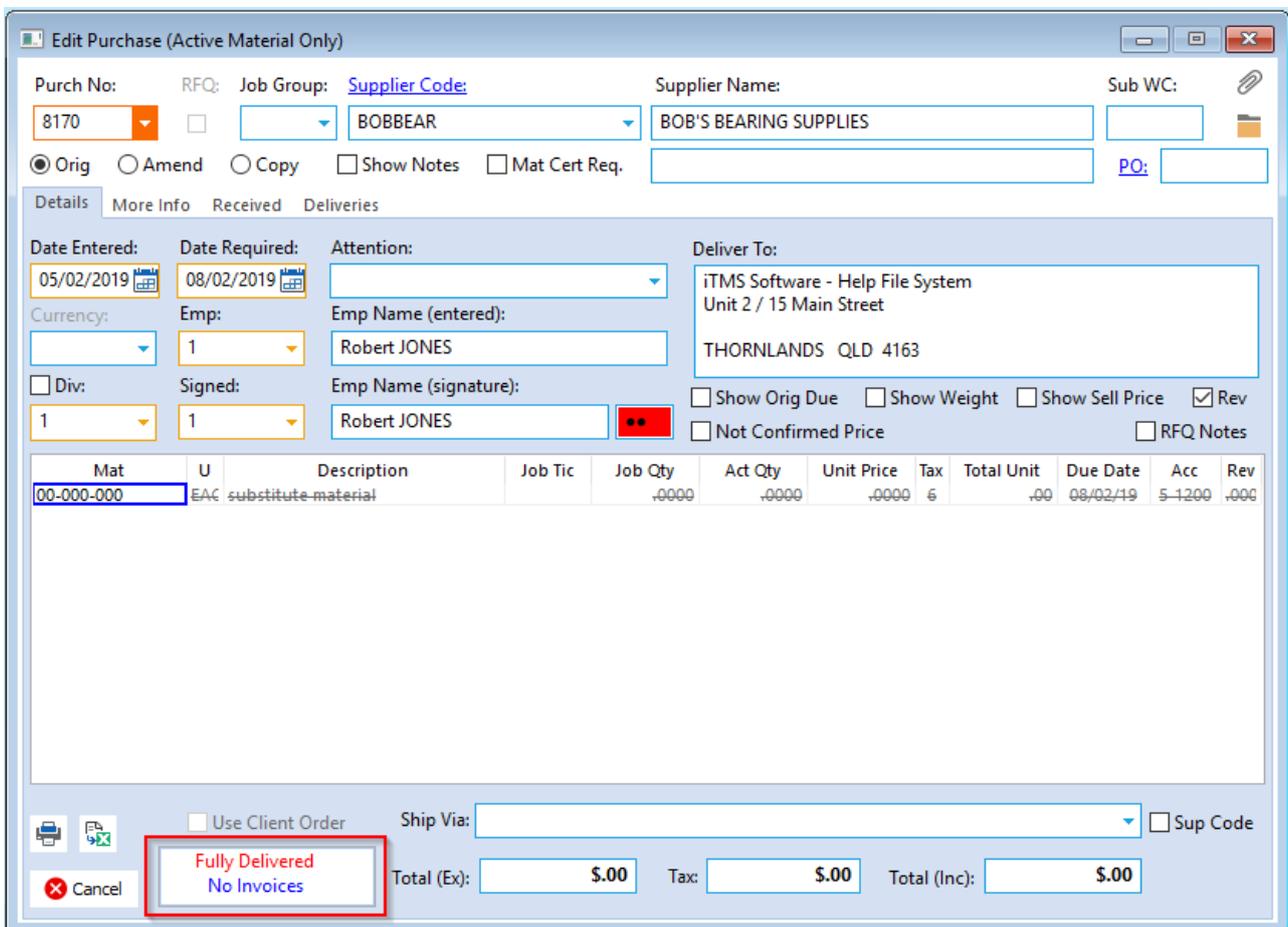
Use Client Order Ship Via: Sup Code

**Purchase Cancelled
No Invoices** Total (Ex): \$0.00 Tax: \$0.00 Total (Inc): \$0.00

Open the 'Received' tab, **click** in the **C'ed** box (circled below), **press <Backspace>** then **press <F9>** to save.



Reopen the purchase order, ignore that the message pane on the bottom left displays that the order is 'Fully Delivered'. Enter required quantities and edit prices if necessary.



Press <F9> to save. The Purchase Order can now be delivered in and invoiced as normal.

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