



Purchase Order: Cancel a Purchase Order

Use this Job Aid to:

- Learn how to cancel a Purchase Order

BEFORE YOU BEGIN

You need to have identifying information for the order (the Shopping Cart number/PO number, and vendor number/name).

Cancel a Purchase Order

Refer to this job aid to assist help you cancel a purchase order that is no longer needed and hasn't been sent, or that is no longer needed and the work has not been performed.

Before you begin:

- Ensure that the items were not received or the service performed!

To cancel the PO, email your request to purchasing.

For JHU POs, email to: POmaintenance@jhu.edu

For JHHS POs, email to: JHSSupplyChain@jhmi.edu

Send the following information in your email:

- Purchase Order / Shopping Cart Number
- Vendor Name and Number
- Confirmation that NO further confirmations or invoices are expected
- The reason why the encumbrance needs to be removed

Please remember that once Purchasing closes a PO, Accounts Payable will not be able to pay any invoices on the order. Not paying the vendor when payment is expected may result in the University being placed on a system-wide credit hold.

Need additional help? Contact Supply Chain Shared Services at 443-997-5600!