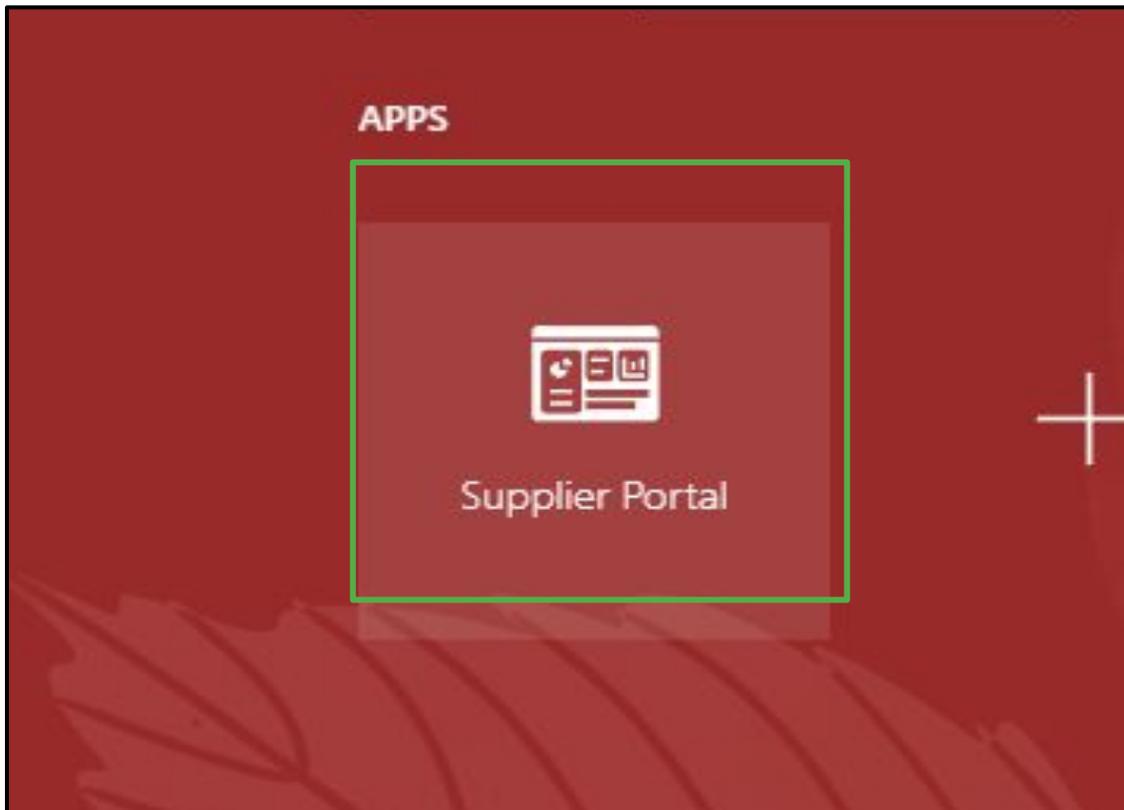


# Cancel Supplier Initiated Change Order

Supplier initiated change can only be cancelled by the vendor.

Select **Supplier Portal** to access Manage Orders.

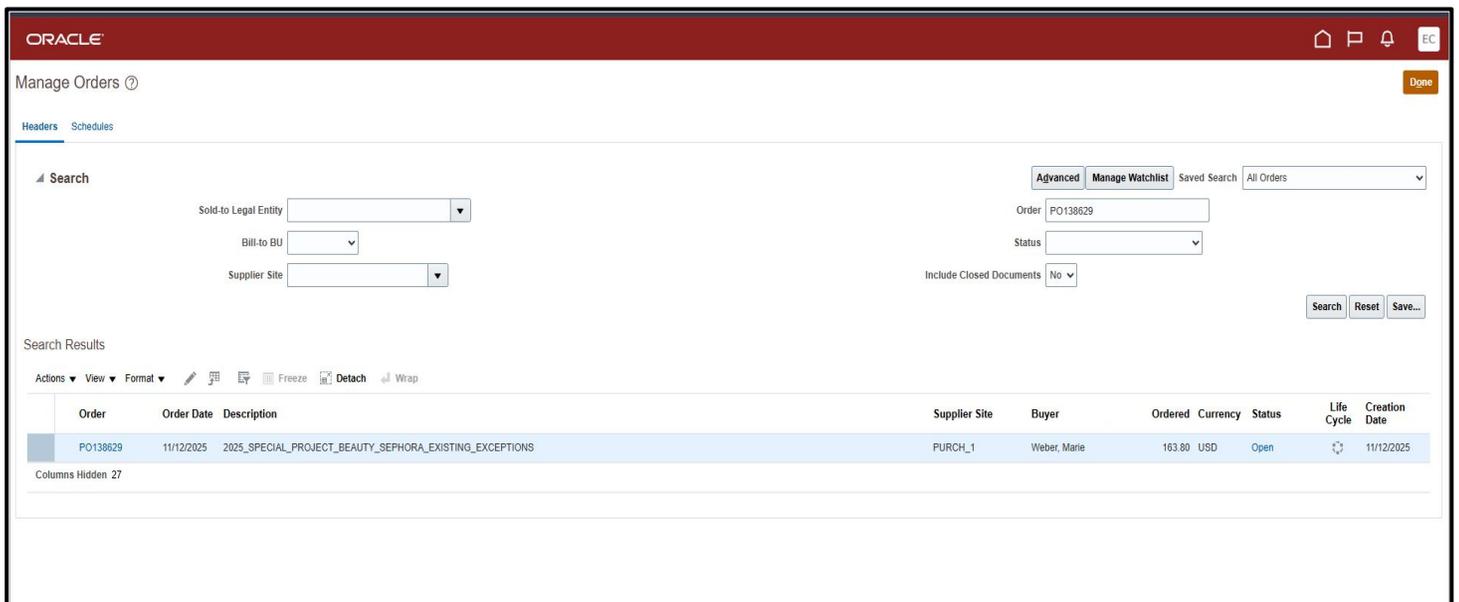


# Cancel Supplier Initiated Change Order

Select Manage Orders in the menu.

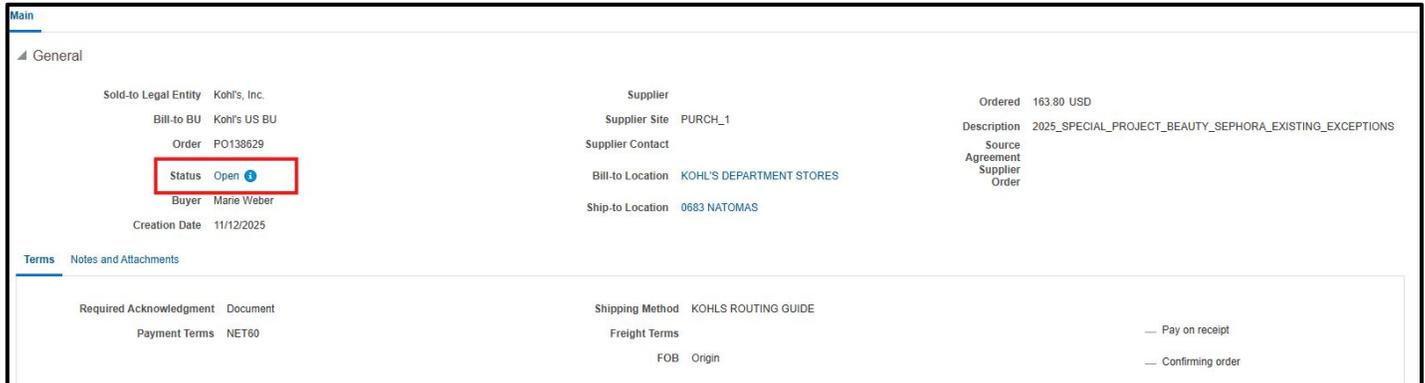


Either leave the ORDER field blank or enter the specific PO number that requires cancellation of the supplier initiated change order and select SEARCH. Now select the PO by clicking on the BLUE PO number.



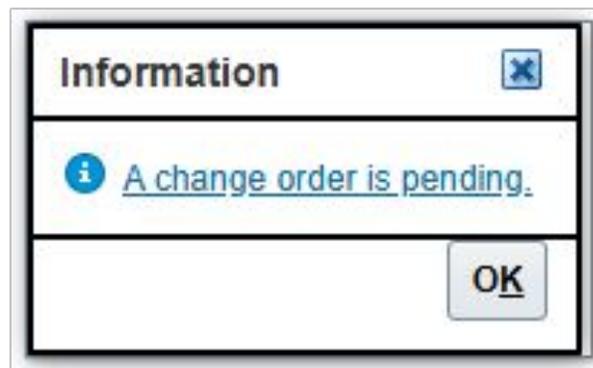
# Cancel Supplier Initiated Change Order

In the upper lefthand corner of the screen you will see the PO status as OPEN with a BLUE DOT next to it. Click on the BLUE DOT.

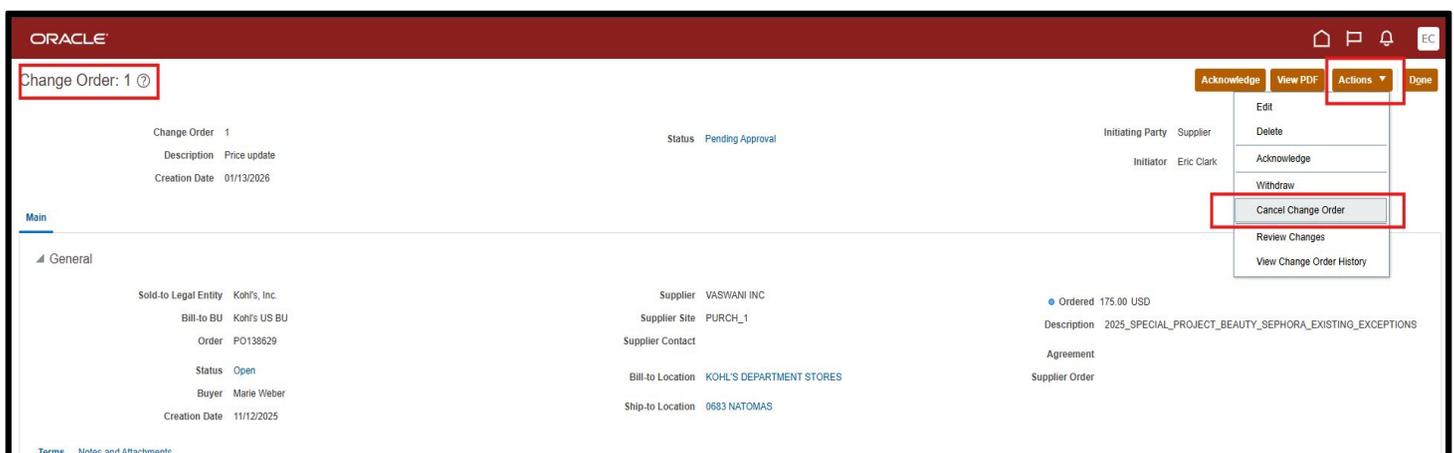


The screenshot shows the Oracle PO status screen. The 'Status' is 'Open' with a blue information icon next to it. The 'Supplier' is 'Kohl's, Inc.' and the 'Supplier Site' is 'PURCH\_1'. The 'Ordered' amount is '163.80 USD'. The 'Description' is '2025\_SPECIAL\_PROJECT\_BEAUTY\_SEPHORA\_EXISTING\_EXCEPTIONS'. The 'Buyer' is 'Marie Weber' and the 'Creation Date' is '11/12/2025'. The 'Bill-to Location' is 'KOHL'S DEPARTMENT STORES' and the 'Ship-to Location' is '0683 NATOMAS'. The 'Shipping Method' is 'KOHL'S ROUTING GUIDE' and the 'Freight Terms' are 'FOB Origin'. The 'Payment Terms' are 'NET60' and the 'Required Acknowledgment' is 'Document'. The 'Supplier Order' is '--- Confirming order'.

A small popup will appear, Click on the blue verbiage - **A change order is pending.**



A screen will open to the Supplier Initiated Change Order that requires cancellation. In the upper right hand corner of the screen select ACTIONS, then Cancel Change Order from the dropdown menu.



The screenshot shows the Oracle Change Order screen. The 'Change Order' is '1' with a blue information icon next to it. The 'Status' is 'Pending Approval'. The 'Supplier' is 'VASWANI INC' and the 'Supplier Site' is 'PURCH\_1'. The 'Ordered' amount is '175.00 USD'. The 'Description' is '2025\_SPECIAL\_PROJECT\_BEAUTY\_SEPHORA\_EXISTING\_EXCEPTIONS'. The 'Buyer' is 'Marie Weber' and the 'Creation Date' is '01/13/2025'. The 'Bill-to Location' is 'KOHL'S DEPARTMENT STORES' and the 'Ship-to Location' is '0683 NATOMAS'. The 'Supplier Order' is '--- Confirming order'. The 'Actions' dropdown menu is open, showing options: 'Edit', 'Delete', 'Acknowledge', 'Withdraw', 'Cancel Change Order', 'Review Changes', and 'View Change Order History'. The 'Cancel Change Order' option is highlighted with a red box.

# Cancel Supplier Initiated Change Order

A small popup will appear that requires a REASON to be entered. Enter "Change Order no longer required". Then click OK.



A screenshot of a dialog box titled "Cancel Change Order" with a close button (X) in the top right corner. The dialog contains a label "Reason" followed by a text input field containing the text "Price update not required". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Another small popup will appear for Confirmation that the changes (cancellation) has been saved.



A screenshot of a confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog features a green checkmark icon on the left. The main text reads "Your changes were saved." At the bottom right, there is an "OK" button and a small grid of dots in the bottom right corner.

The Supplier Initiated Change Order cancellation is complete.