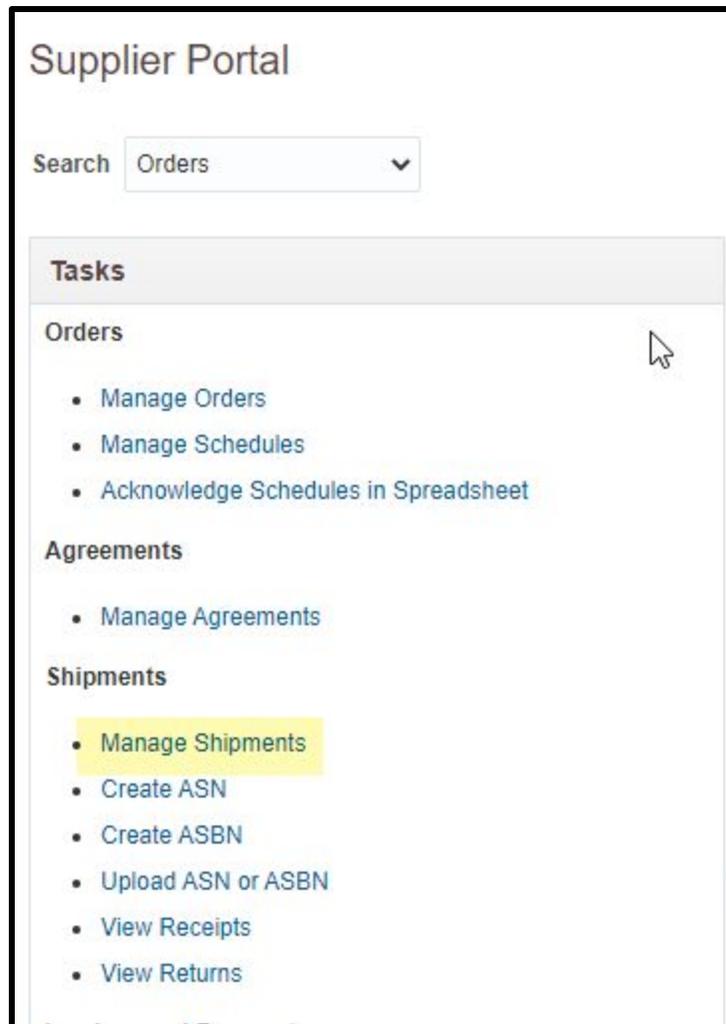


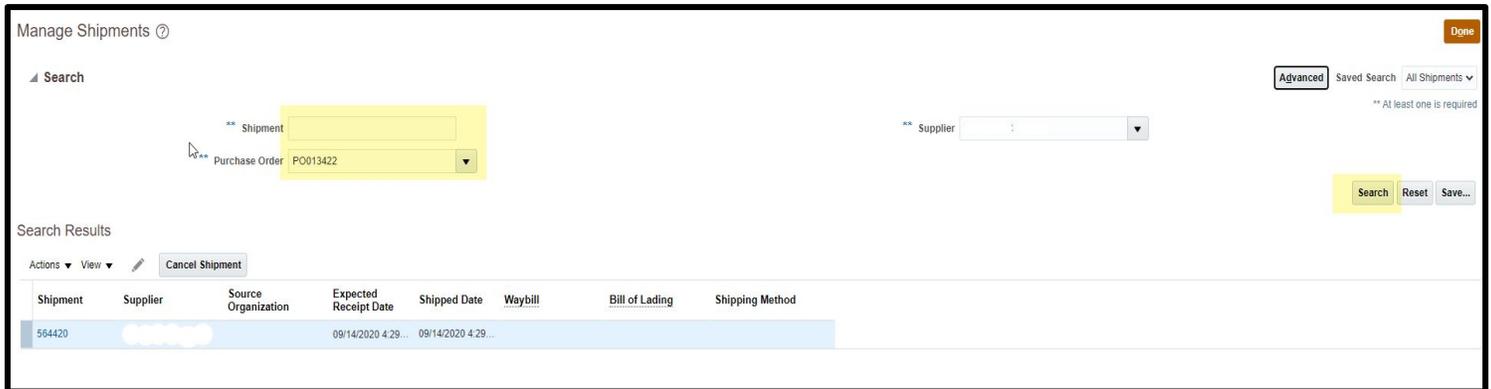
Canceling a Shipment

In the Supplier Portal select **Manage Shipments**



Canceling a Shipment

Once you are in Manage Shipments you can enter the Shipment number you created or the Purchase Order number and then select **Search**.



Manage Shipments ②

Search

** Shipment

** Purchase Order PO013422

** Supplier

Advanced Saved Search All Shipments

** At least one is required

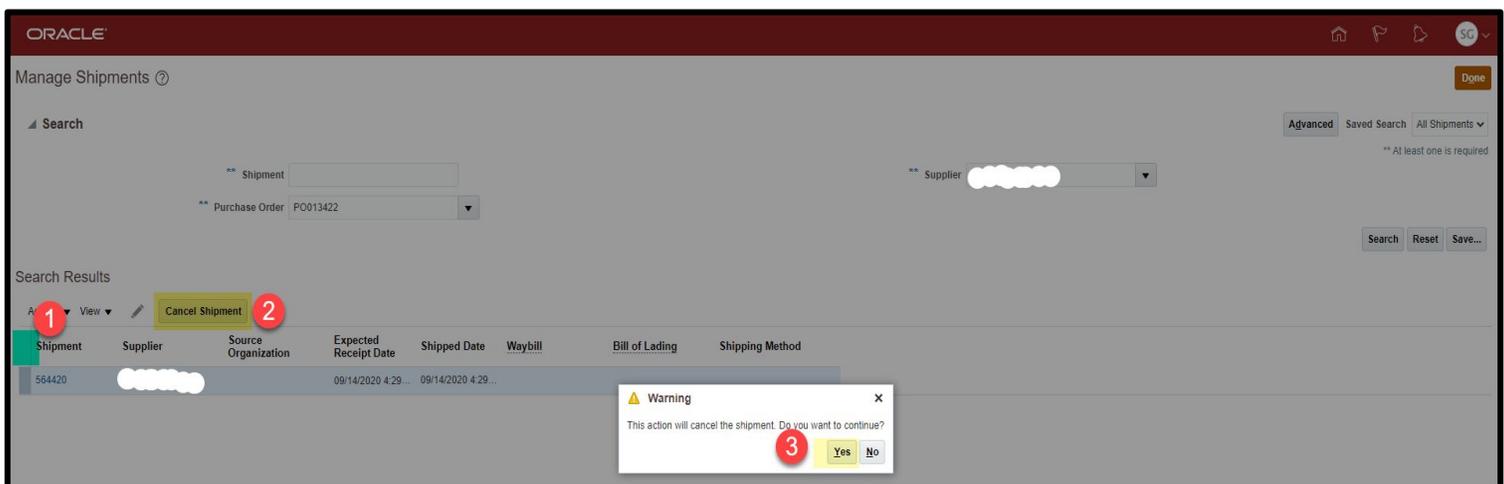
Search Reset Save...

Search Results

Actions View Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
564420			09/14/2020 4:29...	09/14/2020 4:29...			

Once the shipment lines come into view, you will select the empty box in the top left corner just above the lines as shown below (marked by the number (1)) which will highlight all the lines in the Shipment (**BLUE**). You can also select only specific lines to be cancelled if required. You then select the Cancel Shipment button marked by number (2). The pop up marked by number (3) is confirming you want to continue. Select OK.



ORACLE

Manage Shipments ②

Search

** Shipment

** Purchase Order PO013422

** Supplier

Advanced Saved Search All Shipments

** At least one is required

Search Reset Save...

Search Results

Actions View Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
564420			09/14/2020 4:29...	09/14/2020 4:29...			

Warning

This action will cancel the shipment. Do you want to continue?

Yes No

Canceling a Shipment

After selecting OK, you will be taken back to the Manage Shipments page. You can verify the cancellation by leaving the Shipment number or Purchase Order number as is and select Search. You will receive No Results Found if the entire shipment was cancelled or the remaining lines if you only cancelled specific lines from the shipment.

The screenshot shows the 'Manage Shipments' interface. At the top right, there is a 'Done' button. Below it, there are search filters: 'Advanced', 'Saved Search', and 'All Shipments'. A note states '** At least one is required'. The search filters include: '** Shipment' (empty), '** Purchase Order' (PO013422), and '** Supplier' (VIRA INSIGHT LLC). There are 'Search', 'Reset', and 'Save...' buttons. Below the filters, the 'Search Results' section shows a table with columns: Shipment, Supplier, Source Organization, Expected Receipt Date, Shipped Date, Waybill, Bill of Lading, and Shipping Method. The first row of the table contains the text 'No results found'.

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
No results found.							