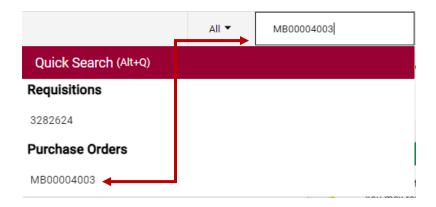
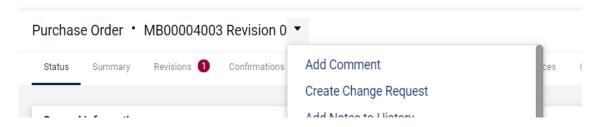
CANCEL AN ORDER

To cancel a MacBuy purchase order that has not been delivered, first **contact the Supplier** to cancel the item in their system. Next, notify MACBUY Help Desk using a PO Comment:

1. Open the Purchase Order: in the **Quick Search** field, enter the PO number, click on the search icon, then click the PO link.



2. Click on the Purchase Order link, and from the drop-down select **Add Comment**.



Add the MACBUY Help Desk email address to the comment by clicking **Add Recipient**.

Add in the comment section reason, as well as add the email or note that you have contacted and cancelled the PO with the supplier. Click >Add Comment and the comment will be added to the PO, and a notification will be sent to MacBuy Help to process your request.

