# Cancel a T1 Purchase Order

There are several circumstances in which a purchase order may no longer be required and should either be finalised (closed off from payment of any further invoices) or cancelled.

Once cancelled, POs cannot be reopened under any circumstances.

**Please note** – cancelling a purchase order in T1 **does not** send a cancellation notice to the supplier.

**You must contact the supplier separately to agree with them to cancel the order.** It is good practice to retain a copy of this cancellation email or make a note of who you spoke to if telephoning, should any dispute arise.
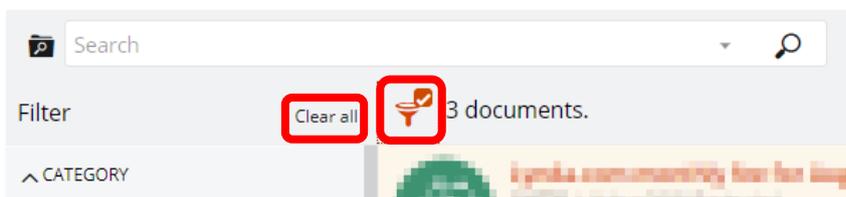
Cancelling a purchase order has two steps:

- First cancel any receipts
- Then cancel the purchase order

# Cancel Any Receipts

1. Log into T1: https://exe.t1cloud.com/
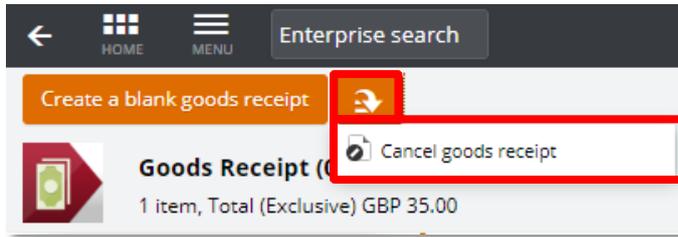2. Open the 'My Goods Receipts' function, on the 'My' page:
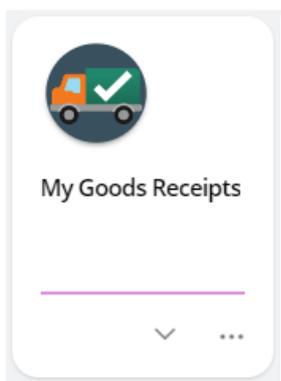


3. Locate and 'View' the relevant receipt. If you cannot find the receipt, try clearing the filter:
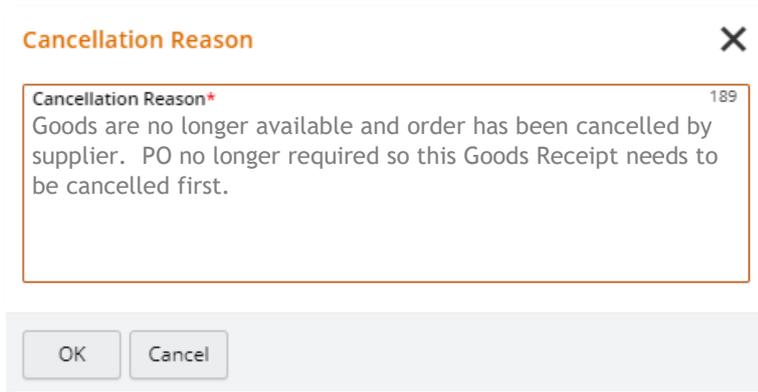


- Click the filter icon
- Select 'Clear all'
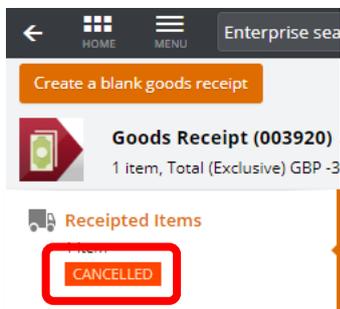- Click to filter icon again to close it.

4. Once within the receipt, select the 'Cancel goods receipt' option from the drop-down menu, top left:



5. Enter a reason for the cancellation then click 'OK':



6. The status of the receipt should now update to confirm it is cancelled:



7. If there are several receipts for this purchase order, repeat these steps until all the receipts have been cancelled.

# Cancel the Purchase Order

1. Once any receipts are cancelled, go to the 'My Purchase Orders' function - find and 'View' the relevant PO.

2. Once open, select 'Cancel order' from the orange drop-down menu, top left:
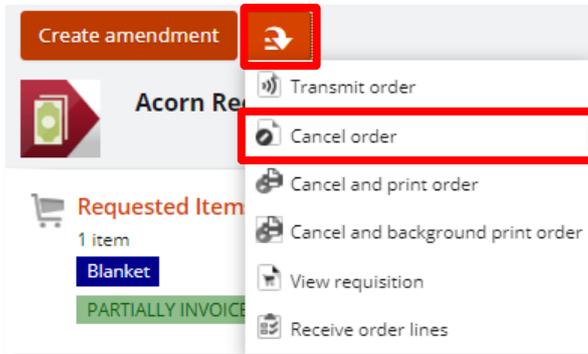


3. Enter a cancellation reason and click 'OK':
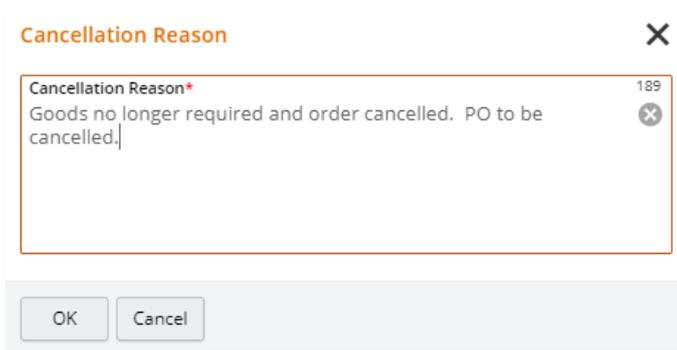


4. The status of the PO now updates to 'Cancelled':