In This Guide

UNIVERSITY OF DELAWARE.

General Guidelines

Closing or Canceling a PO releases the obligated funds when a PO has not and will not be fully invoiced or fulfilled.

Closing or Canceling a PO is **NOT** completed via a Change Request.

A request to Close or Cancel **IS** initiated by adding a comment to the PO addressed to Procurement Help.
- Additional steps may be required and are outlined in this guide.

Like all revisions to POs, closures and cancelations **must** be initiated on the PO itself in UD Exchange.

Procurement staff cannot modify any UDX document as a response to an email or a help ticket addressed to procurement@udel.edu

Closing vs. Canceling – What's the Difference?

REQUEST TO CLOSE A PO:	When your PO has a remaining balance, but no more invoices are expected, and you need to release the obligation on your funding source(s).
REQUEST TO CANCEL A PO:	When you no longer need the goods or services ordered.
Closed POs can be reopened, Canceled POs cannot be restored.	

Before you CLOSE a Purchase Order…

Purchase orders will automatically close when they have been **fully invoiced**.
- Once an order has been fully invoiced, it enters **Soft Close** status.
- During the 15-day Soft Close period, the PO can still be reopened to allow any credits from the supplier to be posted.
- When the Soft Close period has ended, the PO is considered fully closed, enters **Closed** status, and updates in PeopleSoft.

If a PO has **not** been fully invoiced and needs to be Closed to release the obligation in PeopleSoft/UDataGlance, you can add a Comment to the PO addressed to Procurement Help.

PO Comments to Close a Purchase Order are most commonly requested for Blanket Purchase Orders (UDB).

Purchase Order CLOSE Processes

	CATALOG ORDERS	NON-CATALOG ORDERS
UDS/QUANTITY-BASED PO	Add a PO Comment addressed to Procurement Help asking the system administrator to close the PO. Attach documentation that the supplier has communicated to you that the remainder of the order will not be fulfilled or that there will be no further invoices (e.g., email from the supplier).	Add a PO Comment addressed to Procurement Help asking the system administrator to close the PO. The Comment must include the reason that there will be no further invoices received.
UDB/AMOUNT-BASED PO	**N/A** - No Catalog orders should ever be set up as a UDB/Amount-based PO (i.e., the multi-invoice box should never be checked when you are creating a Catalog order).	Add a PO Comment addressed to Procurement Help asking the system administrator to close the PO. The Comment must include the reason that there will be no further invoices received.

NOTE: POs cannot be closed until all vouchers are paid.
- **If any voucher is in "In Process" or in "Payable" status, your PO will be Soft Closed instead.**
- **It will automatically move to Closed 15 days after the invoice pays.**

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I want to Close a Purchase Order: **Blanket POs**

PO Close requests are most frequently used for a blanket purchase order.

- For example, a PO was created for a blanket dollar amount because the user did not know precisely how much a repair would cost, or how long the supplier's services would be engaged.

Blanket purchase orders can be Closed with a PO Comment to Procurement Help once the user determines that all invoices have been paid.

Purchase Order • TRI-STATE CARPET INC • UDBT000092 Revision 4

1 of 1 Results

Status | Summary | Revisions 5 | Confirmations | Shipments | Change Requests 4 | Receipts | Vouchers 2 | **Comments 1** | Attachments | History

Add Comment
Add Notes to History
Create Quantity Receipt
Create Cost Receipt
Print Fax Version

Closing a Blanket Order with a comment:

- Click the **ellipsis** on the **PO** and select **Add comment** from the Actions menu.

OR

- Navigate to the **Comments** tab and click **+**

General Information

PO/Reference No. UDBT000092
Revision No. 4
Priority
Supplier Name
Address

Purchase Order
Total
Requisition Number 3328084 view | print
Purchasing Business Unit UOD01 UNIVERSITY OF DELAWARE
eBuilder Process Instance no value
Multi-Invoice/Payment ✓
After-The-Fact Purchase ✗

Contact Information
Owner Name Kristen Pickering

Shipping Information

Ship To
UNIVERSITY OF DELAWARE

Expedite ✗
Ship Via Best Carrier-Best Way
Requested Delivery Date no value

Billing/Payment

Bill To
Accounts Payable

Payment Terms
F.O.B. Destination

Details
Supplier Status

s rejected

INC

USD)

and Tax charges are calculated and charged by
values shown here are for estimation purposes,
and workflow approvals.

Subtotal 11,380.00
11,380.00

Related Documents
Requisition: 3328084
Change Requests: 3396195
Change Requests: 3395628
Change Requests: 3395513
Change Requests: 3395355
Voucher: IT000764
Voucher: IT000798

What's next?

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TEST SITE

Purchase Order • TRI-STATE CARPET INC • UDBT000092 Revision 4

1 of 1 Results ▾

Status   Summary   Revisions 5   Confirmations   Shipments   Change Requests 4   Receipts   Vouchers 2   **Comments 1**   Attachments   History

Records found: 1

Show comments for Purchase Order ▾ +

ADD COMMENT

1000 characters remaining   expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) **Add recipient**

☐ Kristen Pickering (Prepared by, Prepared for) <ud-mart@udel.edu>

Attach file (optional)

Attachment Type   ◉ File

Rachel Requester - 11/9/2021 1:30:22 PM

Negotiated cancellation of the service charge.

After navigating to the comments tab and clicking the "**+**", *Type a comment* requesting closure of the purchase order.

- Include a reason for the closure (e.g., services have been completed, all invoices have been paid, and no further invoices are expected).

Click on **Add Recipient.**

Completed

Details

Supplier Status

Sent To Supplier
⚠ one or more lines rejected

Supplier

TRI-STATE CARPET INC

Total (11,380.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   11,380.00

11,380.00

Related Documents

Requisition: 3328084
Change Requests: 3396195
Change Requests: 3395628
Change Requests: 3395513
Change Requests: 3395355
Voucher: IT000764
Voucher: IT000798

What's next?

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Type "**Help**" in the **last name** field.

Click **Search**.

Select **Procurement Help** from the search results.

Purchase Order • **TRI-STATE CARPET INC** • UDBT000092 Revision 4

1 of 1 Results

Status Summary Revisions 5 Confirmations Shipments Change Requests 4 Receipts Vouchers 2 **Comments** 1 Attachments History

Records found: 1

Show comments for Purchase Order

ADD COMMENT

Please close this purchase order, there will be no further invoices against it.

921 characters remaining expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | Add recipient

☐ Kristen Pickering (Prepared by, Prepared for) <ud-mart@udel.edu>

✓ Procurement Help <udexchange@udel.edu>

Attach file (optional)

Attachment Type   ● File
                  ○ Link/URL

Make sure your comment requesting closure of the purchase order is typed once the Procurement Help email address is checked.

Click the **Check Mark** to **Add comment** and send the notification to Procurement Help.

Rachel Requester - 11/9/2021 1:30:22 PM   Purchase Order - UDBT000092   PO Line Cancelled

Negotiated cancellation of the service charge.

Completed

Details

Supplier Status

Sent To Supplier
⚠ one or more lines rejected

Supplier

TRI-STATE CARPET INC

Total (11,380.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   11,380.00

                             11,380.00

...195
...628
Change Requests: 3395513
Change Requests: 3395355
Voucher: IT000764
Voucher: IT000798

What's next?

I want to Close a Purchase Order: **Standard POs**

- Standard purchase orders should be set up by quantity – the order would be precise as to what quantities we are ordering, and once that line's quantity is invoiced, the line is Closed.

- A standard purchase order Closes once all quantities have been invoiced, regardless of price.

- Close requests for standard purchase orders should include a reason why we are not going to fully pay for all items ordered, such as a notification of unavailability from the supplier.

- ***For catalog orders, you MUST attach documentation that you have already communicated with the supplier.***

Purchase Order • W W GRAINGER INC • UDST001048 Revision 0

Status   Summary   Revisions 1   Confirmations   Shipments   Change Requests   Receipts   Vouchers 1   Comments 5   Attachments   History

Add Comment
Create Change Request
Add Notes to History
Create Quantity Receipt
Print Fax Version

General Information

PO/Reference No.	UDST001048
Revision No.	0
Priority	Normal
Supplier Name	W W GRAINGER INC
Address	117 QUIGLEY BLVD NEW CASTLE, Delaware 19720-4103 United States
Purchase Order Date	11/1/2021
Total	784.74
Requisition Number	3384507 view	print
Purchasing Business Unit	UOD01 UNIVERSITY OF DELAWARE
eBuilder Process Instance	no value
Multi-Invoice/Payment	✕
After-The-Fact Purchase	✕

Contact Information

Owner Name	Kristen Pickering
Owner Phone	+1 302-831-2330

Shipping Information

Ship To

University of Delaware

Ship Via	Best Carrier-Best Way
Requested Delivery Date	no value

Billing/Payment

Bill To

Accounts Payable

Expiration Date	3/2023

Billing Options

Accounting Date	no value
Payment Terms	0% 0, Net 0
F.O.B.	Destination

Details

Supplier Status

Total 784.74
784.74

Related Documents

Requisition: 3384507

What's next?

Workflow Status	● Completed
Workflow	
Show skipped steps	

Submitted
11/1/2021 8:18 PM
Kristen Pickering

Closing a Standard Order with a comment:

- Navigate to the **Comments** tab and click **+**

OR

- Click the **ellipsis** on the **PO** and select **Add comment** from the Actions menu.

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After selecting *Add Comment* from the PO Actions menu:

Click the blue **Add Recipient link** in the **Add Comment** window.

Type **Help** in the **last name** field of the **User Search** window.

Click **Search**.

Select **Procurement Help** from the search results.

Type a comment requesting closure of the purchase order once the Procurement Help email address is checked.

Attach documentation using **Choose File**.

Click **Add comment**.

Purchase Order CANCEL Processes

	CATALOG ORDERS	NON-CATALOG ORDERS
LINE ITEMS	Because Catalog suppliers are not set up to receive updates from UD Exchange once an order has been dispatched, you must contact the supplier directly to arrange a cancellation. After you have contacted the supplier to cancel the items and have received confirmation of the cancellation, add a PO Comment addressed to Procurement Help asking the system administrator to cancel the specific line items. Attach the documentation that un-invoiced items were canceled with/by the supplier.	Non-Catalog orders can be updated, and the changes can be sent to the supplier. Add a PO Comment addressed to Procurement Help asking the system administrator to cancel the specific line items. The Comment must include the exact verbiage/message you want sent to the supplier to explain the cancellation in quotations. A revision of the order will be sent to the supplier from UD Exchange.
FULL ORDER	Because Catalog suppliers are not set up to receive updates from UD Exchange once an order has been dispatched, you must contact the supplier directly to arrange a cancellation. After you have contacted the supplier to cancel the order and have received confirmation of the cancellation, add a PO Comment addressed to Procurement Help asking the system administrator to cancel the PO. Attach the documentation that the order was Canceled with/by the supplier.	Non-Catalog orders can be updated, and the changes can be sent to the supplier. Add a PO Comment addressed to Procurement Help asking the system administrator to cancel the The Comment must include the exact verbiage/message you want sent to the supplier to explain the cancellation in quotations. A revision of the order will be sent to the supplier from UD Exchange.

I Want to CANCEL a PO

IMPORTANT: We cannot cancel entire Purchase Orders via change request because documents route for approval based on the total dollar amount.

Requisitions and change requests are routed to various approvers based on dollar amount. If the dollar amount is zero, the system would not know where to route a zero dollar request.

In the *attempted* change request below, you can see that for a zero dollar change request, it will not route to an approver.

Proceed to **Slide 17** for the correct process to cancel an entire PO

Purchase Order • **W B MASON CO INC** • UDST001169 Revision 0

1 of 1 Results ▾ ‹ ›

Status   Summary   Revisions 1   Confirmations   Shipments   Change Requests   Receipts   Vouchers   **Comments**   Attachments   History

Records found: 0

Show comments for   Purchase Order   ➕

No comments have been added

Cancelling a Purchase Order with a comment:

- Click the **Comments** tab and click "**+**" to generate a new comment.

Completed

Details ⌄

Supplier Status

Sent To Supplier

Supplier

W B MASON CO INC

Total (13.92 USD) ⌄

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   13.92

                                  13.92

Related Documents ⌄

Requisition: 3726388

What's next? ⌄

Workflow Status   ● Completed

Workflow

◯ Show skipped steps

✓ **Submitted**
   3/15/2023 4:32 PM
   Lauren Romeo

UNIVERSITY OF DELAWARE

17

Click Add Recipient.

Type "**Help**" in the **last name** field of the **User Search** window.

Click **Search**.

Select **Procurement Help** from the search results.

- *Type a comment* requesting cancelation of the purchase order.
- Include a reason for the cancelation (e.g., items out of stock).
- Upload your documentation of communication with the supplier.

Click the **Check Mark** to **Add comment** and send the notification to Procurement Help.

I Want to Cancel a Catalog PO **Line**

- Canceling a Catalog order **line** is also done via a comment to Procurement Help

- Proceed to slide 21 for instructions.

Purchase Order • W B MASON CO INC • UDST001169 Revision 0

Status   Summary   Revisions 1   Confirmations   Shipments   Change Requests   Receipts   Vouchers   **Comments**   Attachments   History

Records found: 0

Show comments for   Purchase Order

No comments have been added

Cancelling a Catalog PO Line with a comment:

- Click the **Comments** tab and click "**+**" to generate a new comment.

Completed

Details

Supplier Status

Sent To Supplier

Supplier

W B MASON CO INC

Total (13.92 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   13.92

                        13.92

Related Documents

Requisition: 3726388

What's next?

Workflow Status   ● Completed

Workflow

Show skipped steps

✓   **Submitted**
     3/15/2023 4:32 PM
     Lauren Romeo

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Click Add Recipient.

Type "**Help**" in the **last name** field of the **User Search** window.

Click **Search**.

Select **Procurement Help** from the search results.

- *Type a comment* requesting cancelation of the **line**.
- Include a reason for the cancelation (e.g., items out of stock).
- Upload your documentation of communication with the supplier.

Click the **Check Mark** to **Add comment** and send the notification to Procurement Help.

I Want to Cancel Non-Catalog PO **Lines**

- Canceling a ***line*** (*not* an entire order)on a non-catalog PO *should* be done on a **change request**.

- Proceed to slide 25 for instructions.

Purchase Order • **DELWOOD TRAILER SALES INC** • UDST000680 Revision 5

Status   Summary   Revisions 6   Confirmations   Shipments   **Change Requests 4**   Receipts   Vouchers 1   Comments 1   Attachments 2   History

1 of 1 Results

Records found: 4

Status	Number	Owner	Created
Completed	3035629	Kristen Pickering	8/14/2020
Completed	3035664	Kristen Pickering	8/14/2020
Completed	3035495	Kristen Pickering	8/14/2020
Completed	3045455	Kristen Pickering	9/1/2020

Completed

Details

Supplier Status

Sent To Supplier

Supplier

DELWOOD TRAILER SALES INC

Total (17,010.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   17,010.00

                         17,010.00

Related Documents

Requisition: 3035622
Change Requests: 3045455
Change Requests: 3035495
Change Requests: 3035664
Change Requests: 3035629
Voucher: I0000343

What's next?

Workflow Status   ● Completed

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To Create a Change Request in a PO:

Click the **Change Requests** tab.

Click **'+'** sign.

All | Search (Alt+Q) | 3,000.00 USD

Status | Summary | Revisions 6 | Confirmations | Shipments | Change Requests 4 | Receipts | Vouchers 1 | Comments 1 | Attachments 2 | History

1 of 1 Results

Add Comment
Create Change Request
Add Notes to History
Cancel PO
Finalize Revision
Create Quantity Receipt
Print Fax Version
Send Test PO
Soft Close PO
Close PO

General Information

PO/Reference No.   UDST000680
Revision No.   5
Priority   Normal
Supplier Name   DELWOOD TRAILER
Address   10033 CANTERBURY ROAD
FELTON, Delaware 19943-5470 United States
Purchase Order Date   8/14/2020
Total   17,010.00
Requisition Number   3035622 view | print
Purchasing Business Unit   UOD01
UNIVERSITY OF DELAWARE
Payment Term Override   ✕
eBuilder Process Instance   no value
Multi-Invoice/Payment   ✕

Contact Information

Owner Name   Test Shopper
Owner Phone

Shipping Information

Ship To
University of Delaware
United States

ShipTo Address Code   NC32

Delivery Options

Expedite   ✕
Ship Via   Best Carrier-Best Way
Requested Delivery Date   no value

Billing/Payment

Bill To
Accounts Payable

BillTo Address Code   BillTo

Billing Options

Accounting Date   no value
Payment Terms   0% 0, Net 30
F.O.B.   Destination

Details

Supplier Status
Sent To Supplier
Supplier
DELWOOD TRAILER

Total (17,010.

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   17,010.00
    17,010.00

Related Documents

Requisition: 3035622
Change Requests: 3045455
Change Requests: 3035495
Change Requests: 3035664
Change Requests: 3035629
Voucher: I0000343

What's next?

Workflow Status   ● Completed

You may also click the **ellipsis** on the PO and select **Create Change Request** from the menu.

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TEST SITE

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In the Create Change Request Window:

Select any **Recipients** from **boxes** or…

Use the link to **Add Recipients**

Type the **Change Request Reason.**

Attach a document if necessary.

Click **Create Change Request.**

UNIVERSITY OF DELAWARE EXCHANGE   TEST SITE

Change Requests • 3787993   ☰ 👁 🖨 ⓘ ⋯   Assign Draft   **Submit Request**

Summary | PO Preview | **External Communication** | Comments 1 | Attachments 2 | History

ⓘ Changes will not be sent to the Supplier.

Change Request Reason   ✏ ⌄

Reason   Remove the service charge

General   ✏ ⋯   **Shipping**   ✏ ⋯   **Billing**   ✏ ⋯ ⌄

Cart Name   test change order - CR(4)   **Bill To**

Note the default setting in UDX is to NOT send PO changes to the supplier.

The supplier should receive the revised PO, so click the **External Communication** tab.

Prepared for   Sam Shopper   170 THE GREEN   **Billing Options**
                                      MEMORIAL HALL
Department   CASHIER'S OFFICE (04602)   Newark, DE 19716   Purchasing Business   UOD01
                                      United States   Unit   UNIVERSITY OF DELAWARE
Ad-Hoc Approver Select

Multi-   ✗   Payment Term   ✗
Invoice/Payment   Override

                                                                 Tax Flag   ✗

Internal Fields   ✏ ⋯ ⌄

UD Internal Fields

eBuilder Process Instance   no value

After-The-Fact Purchase   ✗

Draft

⚠ Be aware of these issues.   ›
You may review and proceed.

Total (16,990.00 USD)   ⌄

Shipping, Handling, and Tax charges are calculated and charged by
each supplier. The values shown here are for estimation purposes,
budget checking, and workflow approvals.

Subtotal   16,990.00
                                  —————————
                                  16,990.00

                                     ⌄

Purchase Order: UDST000680   🖨
Requisition: 3035622   🖨

What's next for my order?   ⌄

Next Step   COA Approver

Approver   Drag, Amy

Workflow   ⧉ 🖨

( ) Show skipped steps

📍 **Draft**
   Active
   Margot Martin
   On behalf of: Sam Shopper

Assign Draft   Submit Request

Summary   PO Preview   **External Communication**   Comments 1   Attachments 2   History

Resend to...

✓ Suppliers on Change Request

✓ ERP System Connections on Change Request

✓ POExport

Draft

⚠ **Be aware of these issues.**
You may review and proceed.

Total (16,990.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal   16,990.00

                        16,990.00

Related Documents

Purchase Order: UDST000680

Requisition: 3035622

What's next for my order?

Next Step   COA Approver

Approver   Drag, Amy

Workflow

Show skipped steps

📍 **Draft**
Active
Margot Martin
On behalf of: Sam Shopper

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Check the **Suppliers on Change Request** box to send the revision to the supplier.

Do not uncheck the other two boxes.

UNIVERSITY OF DELAWARE

Change Requests • 3395628

Assign Draft   Submit Request

Summary   PO Preview   External Communication   Comments   Attachments   History

ⓘ Changes will be sent to the Supplier.

Change Request Reason

Reason   Remove the service charge

General   **Shipping**   **Billing**

Returning to the Summary tab, you see that the change request will be sent to the supplier with the reason you entered.

Prepared by   Richard Requester

Prepared for   Kristen Pickering

Purchasing   UOD01
Business Unit   UNIVERSITY OF DELAWARE

eBuilder   no value
Process
Instance

Multi

162 THE GREEN
HULLIHEN HALL
NEWARK, DE 19716
United States

Delivery Options

Expedite   ✕

Ship Via   Best Carrier-Best Way

Newark, DE 19716
United States

Billing Options

Accounting Date   no value

Draft

Total (7,580.00 USD)

Subtotal   7,580.00

                                   7,580.00

Related Documents

Purchase Order: UDBT000092
Requisitions: 3328084

What's next for my order?

Next Step   Wait for Validation Response

Approvers   There are no approvers

Workflow

Draft
Active
Richard Requester
On behalf of: Kristen Pickering

Start - Parallel Steps

UNIVERSITY OF DELAWARE

Change Requests • 3395628

Assign Draft | Submit Request

Summary | PO Preview | External Communication | Comments | Attachments | History

Changes will be sent to the Supplier.

Change Request Reason

Reaso

Scroll down to the **Line Items** section

Select the **Checkbox** next to the line(s) to cancel

Select the **Selected Line Item Actions** menu and click **Cancel Selected Items.**

Acco

Work									
Number									
N/A	PURC110000	PURC110000	OPBAS	04750	ADALL	no value	no value	no value	no value
N/A	R/E PROCUREMENT SERVICES	R/E PROCUREMENT SERVICES	OPERATING BASIC	PROCUREMENT SERVICES	ADMINISTRATIVE ALLOWABLE				

3 Items

1

Cancel Selected Items

TRI-STATE CARPET INC · 3 Items · 7,580.00 USD

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		
1	labor to replace flooring	labor	EA	5,980.00	1 EA	5,980.00	...	☐
2	include upgraded padding		EA	1,500.00	1 EA	1,500.00	...	☐
3	service charge for extra visit		EA	100.00	1 EA	100.00	...	✓

Draft

Total (7,580.00 USD)

7,580.00

7,580.00

Documents

Order: UDBT000092

Requisitions: 3328084

What's next for my order?

Next Step | Wait for Validation Response

...re no approvers

Workflow

Draft
Active
Richard Requester
On behalf of: Kristen Pickering

Start - Parallel Steps

PR Validation
Future

Change Requests · 3395628

Assign Draft   Submit Request

Summary   PO Preview   External Communication   Comments   Attachments

ℹ Changes will be sent to the Supplier.

Cancel Selected Items ✕

Specify a reason for canceling the line.

Negotiated cancellation of the service charge.

954 characters remaining   expand | clear

OK   Cancel

Change Request Reason

Reason   Remove the service charge

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	PURC110000	PURC110000							
N/A	R/E PROCUREMENT SERVICES	R/E PROCUREMENT SERVICES							

Enter the reason for the cancellation and click **OK.**

3 Items   1

TRI-STATE CARPET INC · 3 Items · 7,580.00 USD

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	labor to replace flooring	labor	EA	5,980.00	1 EA	ℹ 5,980.00	☐
2	include upgraded padding		EA	1,500.00	1 EA	ℹ 1,500.00	☐
3	service charge for extra visit		EA	100.00	1 EA	ℹ 100.00	✓

Draft

Total (7,580.00 USD)

Subtotal   7,580.00
                                      7,580.00

Related Documents

Purchase Order: UDBT000092
Requisitions: 3328084

What's next for my order?

Next Step   Wait for Validation Response
Approvers   There are no approvers

Workflow

Draft
Active
Richard Requester
On behalf of: Kristen Pickering

Start - Parallel Steps

PR Validation
Future

Change Requests · 3395628

Summary | PO Preview | External Communication | Comments 1 | Attachments | History

Logout | Assign To Myself

| 2 | include upgraded padding | | EA | 1,500.00 | 1 EA | ⓘ 1,500.00 | ... |

ITEM DETAILS

Contract: *no value*
Commodity Code 30000000 / Structures, Building, Construction, Manufacturing Components & Supplies

Internal Note/Business Justification *no value*
Internal Attachments Add

Approvers will see the cancellation icon on the relevant line.

PO Type Override ✕

| 3 | 🚫 service charge for extra visit | | EA | 100.00 | 1EA | ⓘ 100.00 | ... |

ITEM DETAILS

Contract: *no value*
Commodity Code 72000000 / Building, Facility Construction & Maintenance Services
Account Code 164023
CARPET/RESILIENT FLOORING

Internal Note/Business Justification *no value*
Internal Attachments
External Note *no value*
Attachments for supplier
PO Type Override ✕

Pending

Total (7,480.00 USD) ⌄

Subtotal 7,480.00
_____
7,480.00

Related Documents ⌄
Purchase Order: UDBT000092
Requisitions: 3328084

What's next? ⌄

Workflow

Show skipped steps

✓ **Submitted**
11/9/2021 12:52 PM
Richard Requester
On behalf of: Kristen Pickering

◇ Start - Parallel Steps

✓ **PR Validation**
Completed ...

✓ **Wait for Validation Response** ...

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Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website