

Cancel a Line: Current Purchase Order

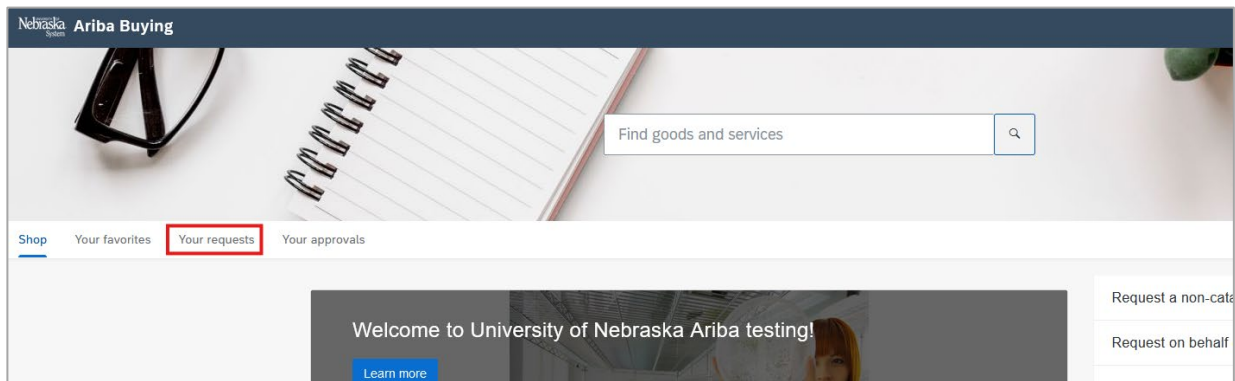
Updated October 9, 2025

PURPOSE

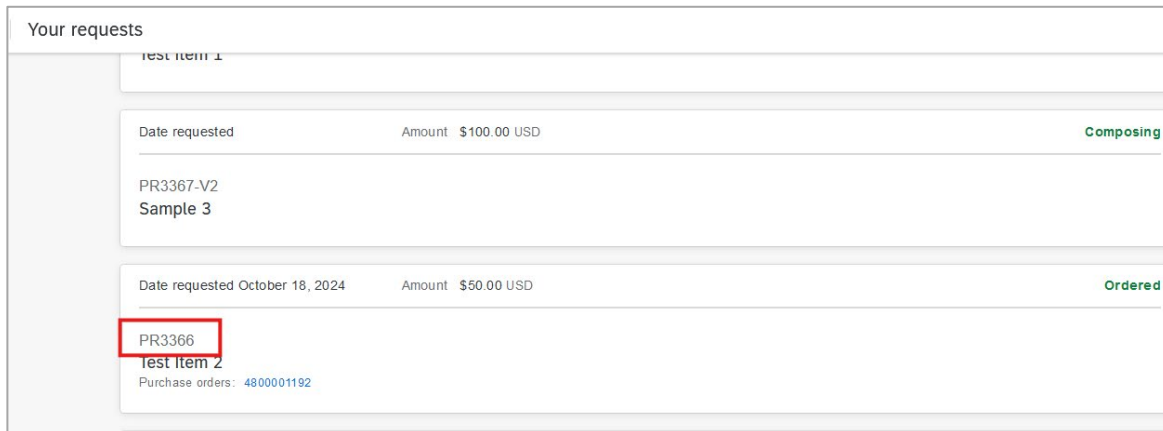
Cancel a line(s) on a current purchase order in SAP Ariba. Before canceling a line or lines on a purchase, please Reverse the Goods Receipt for the line(s).

PROCEDURE

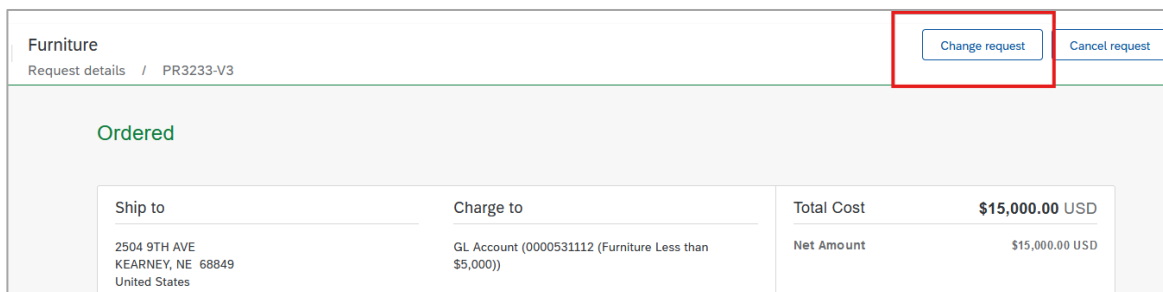
Click *Your Requests*.



To make a change, click on the PR Number of the purchase order.



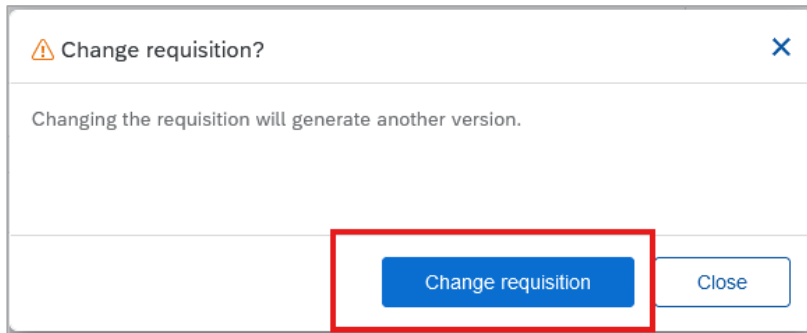
Click *Change Request*.



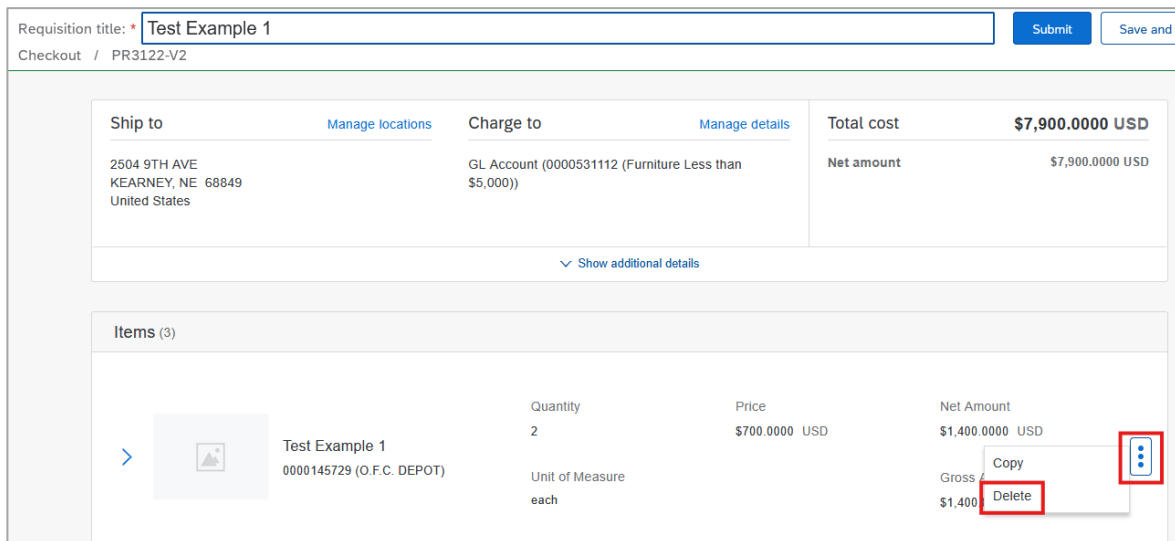
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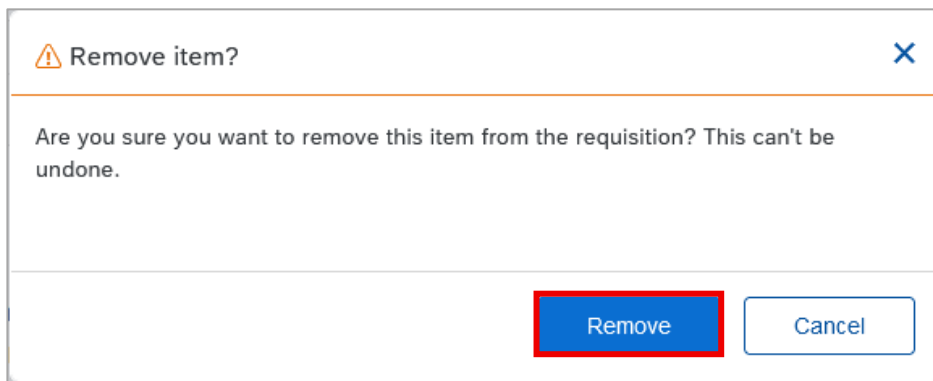
A pop-up box appears. Click *Change Requisition*.



Click  next to the line item to cancel and select *Delete*.



A pop-up message appears. Click *Remove*.



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The line will be canceled. To cancel other lines, repeat the previous steps. Once completed, click *Submit*. A Cancellation Change Order will be sent to the supplier.

on title: *

Test Example 1

Submit

Save and exit

PR3122-V2

Ship to

Manage locations

Charge to

Manage details

Total cost

\$7,900.0000 USD

2504 9TH AVE
KEARNEY, NE 68849
United States

GL Account (0000531112 (Furniture Less than \$5,000))

Net amount
\$7,900.0000 USD

▼ Show additional details

Items (3)

>

Test Example 1
0000145729 (O.F.C. DEPOT)

Quantity

2

Price

\$700.0000 USD

Net Amount

\$1,400.0000 USD

Unit of Measure

each

Gross Amount ⓘ

\$1,400.0000 USD

⋮

>

Test Example 2
0000145729 (O.F.C. DEPOT)

Quantity

10

Price

\$500.0000 USD

Net Amount

\$5,000.0000 USD

Unit of Measure

each

Gross Amount ⓘ

\$5,000.0000 USD

⋮

For questions regarding this process, please contact P2P@nebraska.edu.