

Cancel a Line: Current Purchase Order

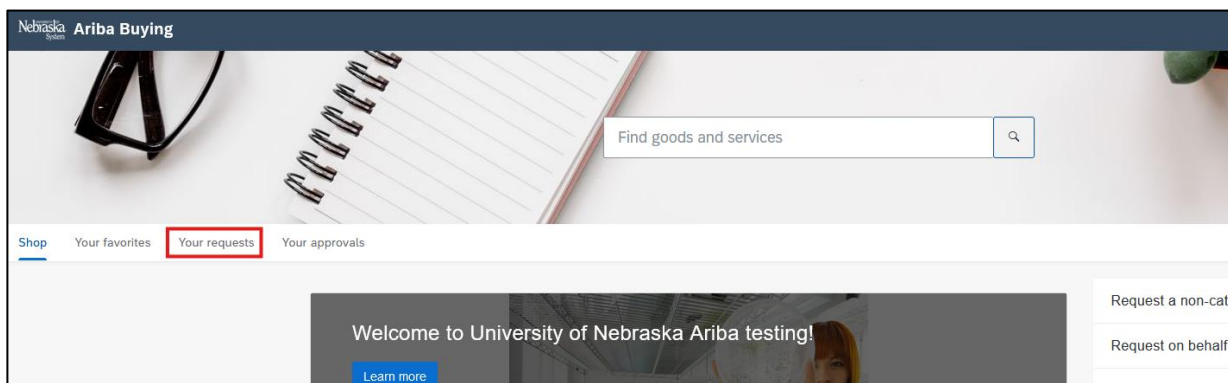
Updated February 20, 2026

Purpose

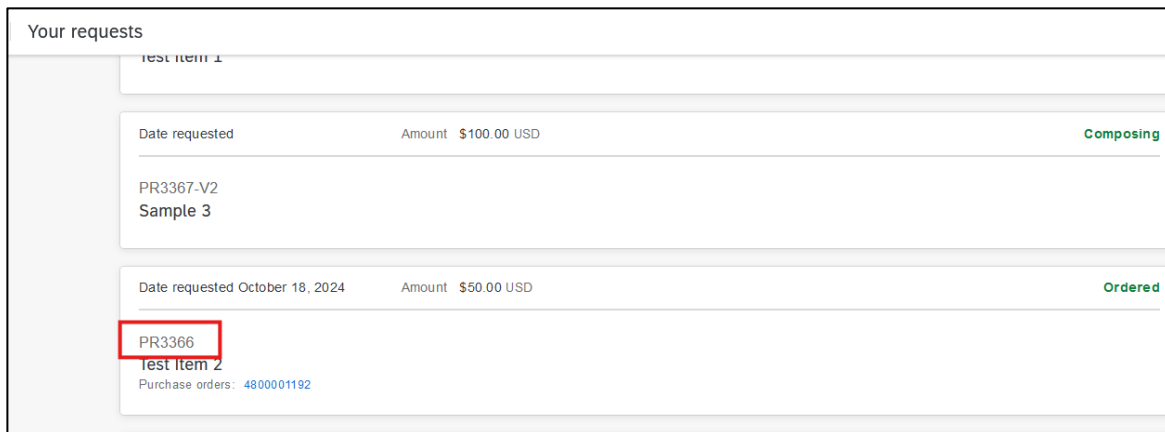
Cancel a line or lines on a current purchase order in SAP Ariba. Before cancelling a line or lines on a purchase, please Reverse the Goods Receipt for the item or items.

Procedure

Click **Your Requests**.



To make a change to a purchase order, click on the **PR Number** on the left-hand side of the order which needs the change.



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Click **Change Request**.

Furniture
Request details / PR3233-V3

Change request Cancel request

Ordered


Ship to	Charge to	Total Cost	\$15,000.00 USD
2504 9TH AVE KEARNEY, NE 68849 United States	GL Account (0000531112 (Furniture Less than \$5,000))	Net Amount	\$15,000.00 USD

A pop-up box will appear. Click **Change Requisition**.

Change requisition? X

Changing the requisition will generate another version.

Change requisition Close


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

Requisition title: * Test Example 1 Submit Save and e
Checkout / 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)

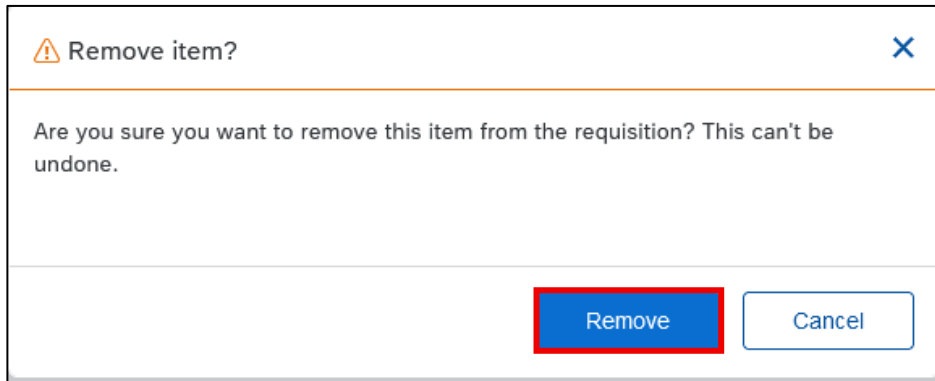
	Quantity	Price	Net Amount
>  Test Example 1 0000145729 (O.F.C. DEPOT)	2	\$700.0000 USD	\$1,400.0000 USD
	Unit of Measure each		Gross \$1,400.0000 USD

Copy Delete

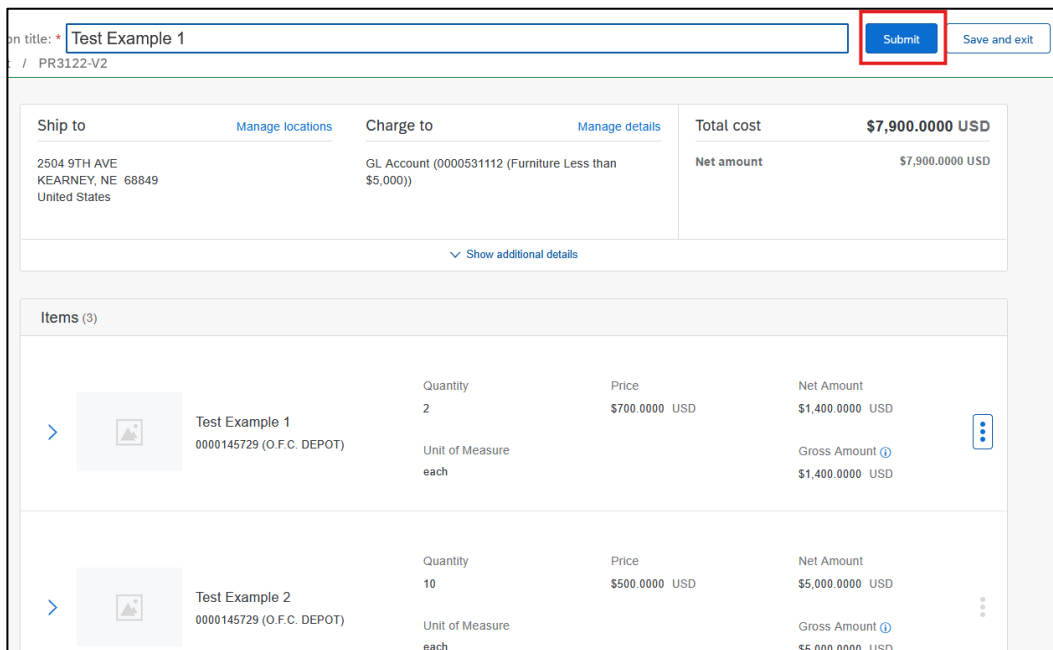
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A pop-up message appears. Click **Remove**.



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



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