

New "Close/Cancel the PO" Checkbox.

Hello University –

A new check box has been added to use when requesting a PO Closure/Cancellation.

It is located in the Internal Notes and Attachments sections. Please mark the "Close/Cancel the PO" check box when making such a change request.

A detailed job aid is available on the [Procurement website in the Bull Marketplace section](#).

This will assist in proper PO closure/cancellation and tracking supplier activity.

As always, questions can be submitted to eProHelp@usf.edu.

Thanks,

George

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