

Editing or Deleting a Purchase Order or Stock Transfer

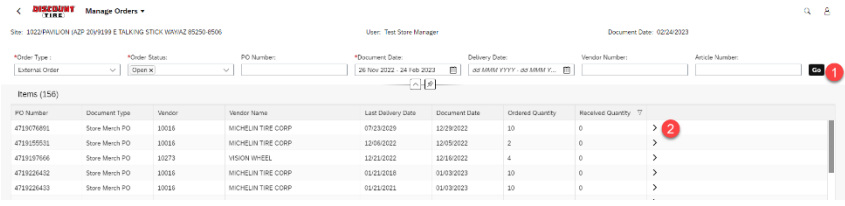

Editing or Deleting an External Purchase Order

After the purchase order number is generated, you can edit or delete the articles and quantities ordered. This process can also be used to clear out and close the PO.

You will need to edit the purchase order in the Desktop MIM if:

- You change your order after the PO number is generated
- Product received does not match what was ordered
- You wish to delete or cancel the order after the PO number is generated

Follow these steps to edit an external PO:

Step	Action
1	After logging into the Desktop MIM, click Manage Orders Tile, then enter desired criteria to search and click Go .
2	<p>Select the PO you would like to modify by clicking the > arrow</p> 
3	<ul style="list-style-type: none"> • To edit the quantity, update the line and click Save • To delete the line, click the trash icon to the right of the desired article • To undelete the article, click the back  arrow to the right of the desired article • To add an article, click the add button on the top right and enter article and quantity

Editing Stock Transfer Orders

After the stock transfer order is created, you can open and edit these fields on the **Header Text** screen:

- **Customer Info** (for customer information)
- **PO Comments**

You can also change quantities, delete a row, or add new articles with new quantities.

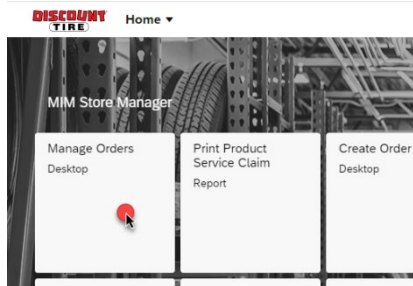
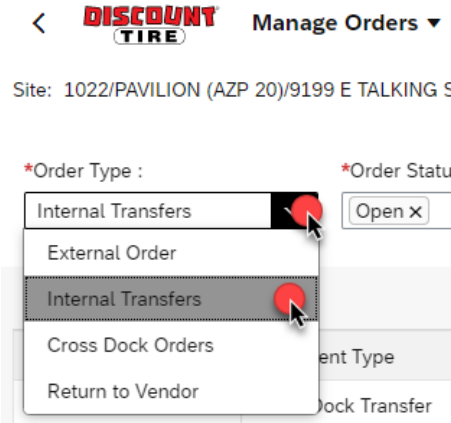

If anything else on the stock transfer order needs to be changed and the shipping site has not yet done the **Post Goods Issue**, cancel the stock transfer order and create a new one.

Note: You cannot edit Managed Inventory Transfers.

Canceling an STO

A stock transfer order reserves product from the shipping site's inventory. If the product is not being shipped, you need to cancel the stock transfer order so it won't impact inventory available to our customers.

Follow these steps to cancel a stock transfer order:

Step	Action
1	<p>After logging into the Desktop MIM, click the Manage Orders Tile.</p> <p>Then enter the desired criteria to search and click Go.</p> 
2	<p>Click the Internal Transfers drop down to display STOs that have not yet been received.</p> 
3	Select the PO you would like to modify by clicking the > arrow.
4	<p>Delete the desired line by clicking the trash icon in the bottom right.</p> 

Contact

If you have additional questions or concerns, please contact your Store Manager or AVP.