

## **UPDATE A SUPPLY ORDER**

*Modify order quantity or UOM on a supply order.*

1. Navigate to POU (SMS) Transactions and Queries and select **Supply Orders**.
2. Search for the supply order you wish to modify, enter search criteria like **Destination Location**, **Item**, or **Supply Order** number in the appropriate fields.
3. Select **Search**.
4. Select the **arrow** icon next to the supply order to open the record.
5. Update **Order Quantity** or **UOM** fields as needed.
6. Select **Submit** to confirm updates.

## **CANCEL A SUPPLY ORDER**

*Manually cancel an order before it is in extracted status.*

1. Navigate to POU Transactions and Queries and select **Supply Orders**.
2. Search for the supply order you wish to cancel.
3. Select the arrow icon next to the supply order to open the record.
4. Change the Approval to **No**.
5. Select **Cancel**.