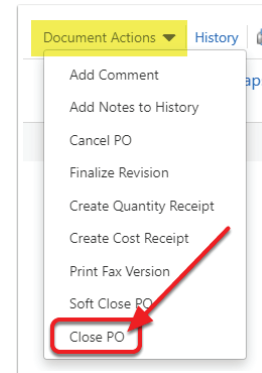


Before you close a PO in UShop, be sure that **all applicable invoices and credit memos have been applied** to it. Accounts Payable cannot make payments on or apply credits to a closed PO.

### 1. Document Actions

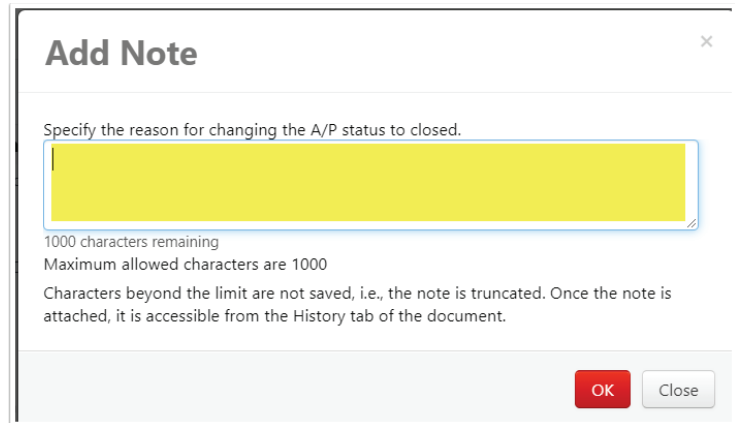
On the PO in question, open the *Document Actions* menu and select *Close PO*.



### 2. Add Note

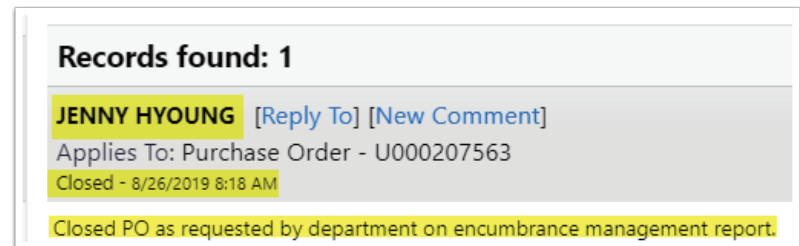
Explain why the PO is being closed.

This documentation is a crucial step in the process.



### 3. Documentation in Comments

The explanation is included in the PO's *Comments* and will document the reason for the close, the date and the name of the person who took that action.



### 4. Re-open PO

A PO should only be closed if you are confident that it is no longer needed. To open a closed PO you must contact the Purchasing Department. They will discuss with you whether this action is appropriate for the PO in question.