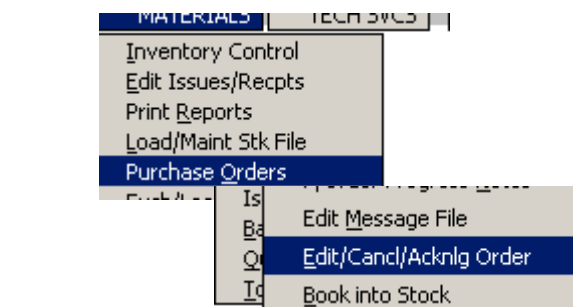


CANCELLING A PURCHASE ORDER

1. Menu to select



2. Enter/Search Order No

Order Book -

Date	Order	Type	Orderno	Status	Code	Supplier	Partno	Iss	Descr	Ordrd	Recvd
10/09/2009		PURC	10181	P	JD	LIGHT	GE4503		LAMP	12	10/10
10/09/2009		PURC	10182	O	JD	HUNTER	ABC-123		BEARING	1	1/10
10/09/2009		PURC	10183	P	JD	DIAMOND	SJ8591		TAPE	3	/
25/09/2009		EXCH	10184	O	JD	HUNTER	AP1234		A/PILOT COMP	1	/

3. Select



4. Follow prompt(s) and select

O/No EXCH10184
Supp HUNTER AVIATION SERVICES INC
USA

Currency USD
Rate 1.4070

PART NUMBER DESCRIPTION QTY SERIAL No. COST (USD)
AP1234 A/PILOT COMP 1 EANEW ORDER 1350.00

Cancel above item..... YES NO

5. Then Select [NO]

AP1234 A/PILOT COMP 1 EANEW ORDER

Also DELETE from PO File YES NO

6. And Choose as required .e.g.

AP1234 A/PILOT COMP 1 EANEW ORDER

WRITE AS 'SCRAP' IN ROTABLE FILE ? YES NO

This completes the Cancellation