

## How to answer for PO Cancellation request?

Introduction

# SUPPLIER COLLABORATION

## Option 1

### Accept PO Cancellation Request

Step	Action
1	<u>Cancel Request</u> = Cancel
2	<u>Cancel RESPONSE</u> field: populate with 'Cancel Accept' value from the drop-down list
3	Share further note or Message in <u>Supplier Comment</u> field
4	Ensure that

