

Canceling an Order

Warning: This cannot be Undone

*For additional information please see
http://tofinosoftware.com/main/Canceling_Items_On_Order.pdf*

Preferred Customer

Order Details

Update complete

Order Details

You may select CANCEL from Actions

Actions...

ID # 681

Code

Customer Preferred Customer

Entered By admin

Requisitioner Name

Scan Type Per each

The page at login.tofino1.com says:
Are you sure you want to delete the entire order? All transactions will be permanently DELETED.

Cancel OK

Note the Warning. ALL of the transactional data will be DELETED

Supplier Specific Details

Name	Special Instructions	Purchase Order #	Due Date	Adjustments	Freight	Rcvd by Supp	Preview
Supplier 2	Use P-Card ending 1234	681-4		0	0	9/18/2013 9:36:51 AM	

Update PO Numbers

Group Items(uncheck to edit) Show Usage ?

Supplier: - All -

Order Total: 219.96

Page: 1/1

Page Length: 20

Select	Line	Location	Barcode	Item #	Description	NonStk	Tax	Quantity	Rcvd	Price	Total	Delivery	Tracking	Supplier
<input checked="" type="checkbox"/>	1	719 Akron	OSG- 1205001	OSG- 1205001	#0-80 2FL SP/PT PLUG H2 S/O TAP			12	0	18.33	219.96			Supplier 2

1 items

Add Copy Move

Exempt Total	219.96
Taxable Total	0.00
Tax(8.5%)	0.00
Subtotal	219.96
Adjustments	0.00
Freight	0.00
Order Total:	219.96

Comments

Confirmation of the Cancellation of the Order is sent to the Supplier/s

From: fastrib@tofinosoftware.com
 Subject: CANCELLED Preferred Customer Order # 681-4 Supplier 2 ID#681
 Date: September 23, 2013 11:04:21 AM PDT
 To: jeffp@tofinosoftware.com

2 Attachments, 30 KB

Confirm Receipt

PURCHASE ORDER	#681-4
Entered By	admin
Sent	9/18/2013 8:32:38 AM
Due Date	
Code	
Req By	

Ship To
 Preferred Customer
 12345 New Street
 Springfield NY 11788
 Telephone: 631-555-1212
 Fax:

Bill To
 Preferred Customer
 12345 New Street
 Springfield NY 11788
 Telephone: 631-555-1212
 Fax:
 Contact Email

To
 Supplier 2
 506 Michigan Ave
 Philadelphia PA 17339
 Telephone: 800-555-1212
 Fax:
 Contact Email jeffp@tofinosoftware.com;

Line	Location	Quantity	Item #	Supplier item #	Description	Tax	Price	Total	Due Date
1	719 Akron	12	OSG-1205001		#0-80 2FL SP/PT PLUG H2 S/O TAP		18.33	219.96	9/18/2013

1 items

Exempt Total 219.96
 Taxable Total 0.00
 Tax(8.5%) 0.00
Subtotal 219.96
 Adjustments 0.00
 Freight 0.00
Order Total: 219.96

Special Instructions
 Use P-Card ending 1234

Preferred Customer

This is not Required

Tofino Resource Management Suite

Home Procurement Inventory Assets Documents Reports Administration Help

Orders Select

Supplier: - All - Jan 13 2009 To Dec 31 2013 Exclude External ?

Location: - All - PO or Order # Show Usage ?

Entered By: - All - Search Phrase Show Unconfirmed ?

Status: Cancelled Sort By: Order Date

Page: 1/3 Note: Status Filter Page Length: 20

View	ID #	Ref	Status	Suppliers	Entered By	Customer PO#	Sent	Total	Ordered	Rcvd
	681		Cancelled		admin		9/18/2013 8:32:38 AM			
	607		Cancelled		mfitting		8/8/2013 3:47:33 PM			
	615		Cancelled		admin		8/7/2013 11:45:43 AM			
	602		Cancelled		jlittman		8/6/2013 10:48:55 AM			
	519		Cancelled	Fastenal, Supplier 6	admin	9996666555, 519-11	5/2/2013 7:39:18 PM	0.00	0	0
	522		Cancelled		crib.2		5/2/2013 6:47:42 PM			
	509		Cancelled		fastdemo		4/23/2013 5:26:26 PM			
	503		Cancelled	Fastenal, Mom & Pop, Supplier 3	admin	9996666555, 503-5, 503-3	4/19/2013 12:35:43 PM	0.00	0	0
	505		Cancelled		fastdemo		4/18/2013 11:13:34 AM			
	487		Cancelled	Fastenal, Internal, Mom & Pop, Supplier 3	admin	487-6, 487-7, 487-5, 487-3	4/9/2013 3:11:17 PM	0.00	0	0
	490		Cancelled		crib2		4/2/2013 10:37:30 PM			
	479		Cancelled		admin		3/19/2013 2:33:54 PM			
	476		Cancelled		admin		2/26/2013 11:48:42 AM			
	423		Cancelled	Fastenal, Supplier 3	jamoore	423-6, 423-3	12/19/2012 5:22:15 PM	0.00	0	0
	421		Cancelled		admin		12/18/2012 3:10:05 PM			
	414		Cancelled		fob		12/9/2012 6:11:49 PM			
	402		Cancelled		admin		12/7/2012 2:46:02 PM			
	386		Cancelled		fastdemo		11/19/2012 8:31:18 PM			
	381		Cancelled		fastdemo		11/18/2012 4:31:34 PM			
	378		Cancelled		fastdemo		11/5/2012 5:03:02 PM			

57 items

Preferred Customer

Tofino Resource Management Suite

- Home
- Procurement
- Inventory
- Assets
- Documents
- Reports
- Administration
- Help

Order Details

Order Details

Select

Actions...

- Return to Order List
- Receiving Report
- Order Audit Report
- Order Detail Report
- Email
- Print
- Download

ID # 681
Code
Customer Preferred Customer
Entered By admin
Requisitioner Name
Scan Type Per each
Created 9/18/2013 8:27:19 AM CST
Sent 9/18/2013 8:32:38 AM
Approved By admin
Status Cancelled

Supplier Specific Details

Name	Special Instructions	Purchase Order #	Due Date	Adjustments	Freight	Rcvd by Supp	Preview
	Update PO Numbers						

Show Usage ?

Supplier: - All -

Order Total: 0.00

Page: 0/0

Page Length: 20

0 items

Add Comment

Preferred Customer

Tofino Resource Management Suite

Home Procurement Inventory Assets Documents Reports Administration Help

Order Audit Report

Print Download

Supplier: From:

User: To:

Order #:

Sort By:

Page Length

Date	User	Order #	Status	Supplier	Comments
9/23/2013 1:04:22 PM	admin	681	Cancelled	Supplier 2	Deleted Item OSG-1205001 #0-80 2FL SP/PT PLUG H2 S/O TAP (0 12)
9/23/2013 1:04:22 PM	admin	681	Cancelled	- All -	Order Cancelled - Cancellation sent to suppliers
9/23/2013 1:01:17 PM	admin	681	Sent	Supplier 2	Item changed - Price 0 to 18.33

3 items

Limited detail of the Original Order is retained