NYU   # iBuy Tip Sheet

Closing a Purchase Order

Closing a purchase order is an essential part of the procurement process, as it indicates that all items have been received, and any associated invoices have been processed. Properly closing purchase orders helps maintain accurate financial records and ensures compliance with organizational policies.

Before you close a purchase order, it is important to verify the following;

- Verify that all items have been received.
- Ensure all invoices related to the purchase order have been processed.

LET'S GET STARTED

1. To initiate a change order request, click the **Change Order form** found in the Order Forms section of the i-Buy NYU Homepage.

ORDER FORMS - These forms will dispatch a PO to the supplier. A formal supplier invoice with the P... ⌄

Bid Waiver Order	Change Order	Catering	Standing Order	Subaward	School of Medicine Subaward

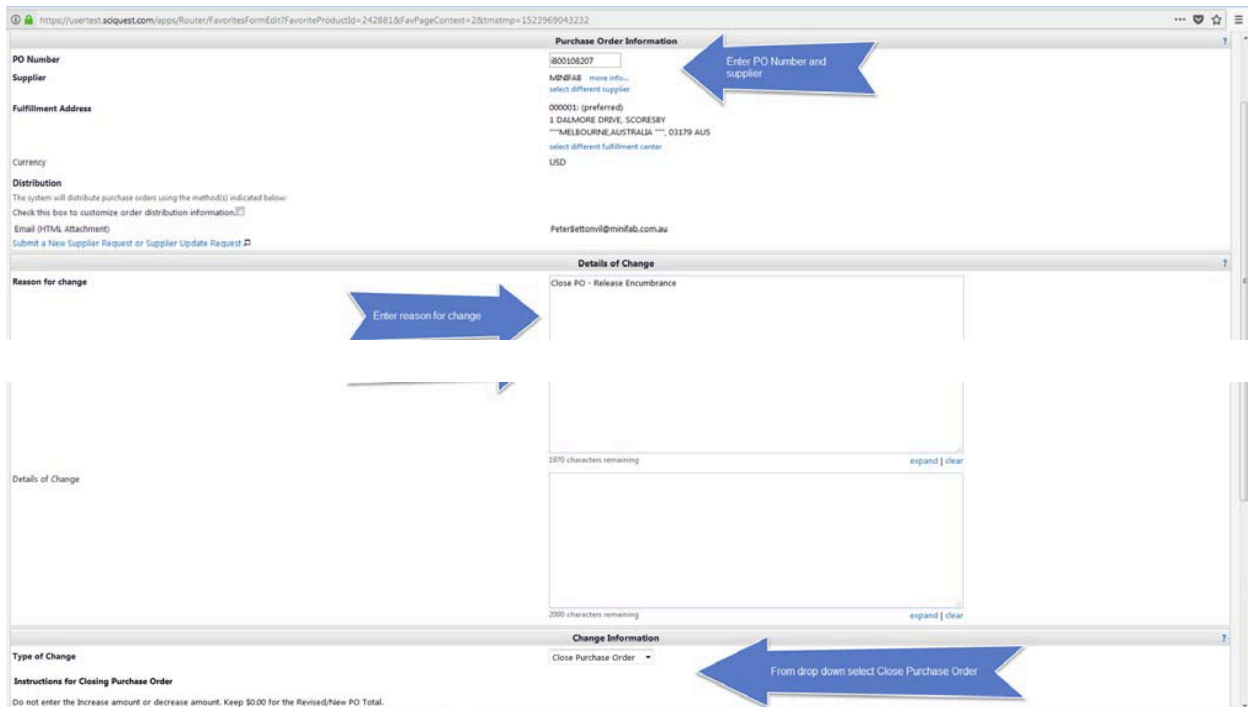| Venue/Events	New Request for Temporary Staffing

2. A separate window will open with the change order form. In the **Type of Change** field, select Close Purchase Order and then enter the reason for Change as 'Close PO'.
   a. Keep 0.00 in the Revised PO Total field and complete the Commodity code field as required.

3. Once you fill out all the information requested in the form click Add and GO To Shopping Cart.
4. IMPORTANT NOTE: If other miscellaneous items are already in your cart (e.g. Punchout items, Non-Catalog Request, Catalog Order) the following warning message will appear:

> ❌ One or more errors were detected. See below for details.
> ❌ Cannot add this do-not-mix form to the active cart because the cart already contains items that do not match this form's type.

To resolve, you must clear your cart contents OR create a new cart by navigating to Shop > My Carts and Orders > View Draft Shopping Carts > Create Shopping Cart.

5. Submit or assign the order. The order will come directly to procurement so the PO can be closed.