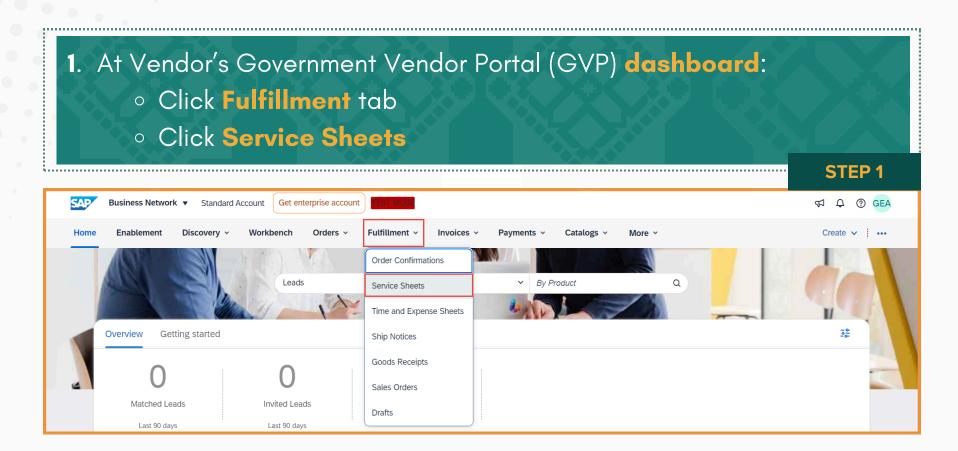
## **Quick Guide for Vendors**

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## HOW TO CANCEL SERVICE ENTRY SHEET

## Vendors have the option to cancel the Service Entry Sheet they have submitted to Departments.

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## 2. Click the **Service Sheet #** that Vendor wishes to cancel.

							STEP 2
Serv	ice Sheets (9)						Π
	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
	1000001101	Treasury Accounting and Financial Information System - TEST	4500007664	4 Jul 2024	400.00 BND	Acknowledged	Approved
	SES-4500007673	Treasury Accounting and Financial Information System - TEST	4500007673	4 Jul 2024	600.00 BND	Acknowledged	Sent
	SES-4500007672	Treasury Accounting and Financial Information System - TEST	4500007672	4 Jul 2024	600.00 BND	Acknowledged	Sent

<ul> <li>3. In the Service Sheet page:</li> <li>Click the three dots button</li> <li>Click Cancel</li> </ul>		
		STEP 3
Business Network - Standard Account		⑦ GA
Service Sheet: SES-4500007673		Done
Create Invoice Copy SES		⊥ 🗟 Cancel
Detail History		
Service Sheet           (Sent)           SE5-4500007673           Date: 4 Jul 2024           Final Service Sheet: No           Purchase Order: 4500007673	Subtotal: 600.00 BND	

**CONTACT US:** 

+673 2383444

tafis.ppp@mofe.gov.bn