

Quick Guide for Vendors

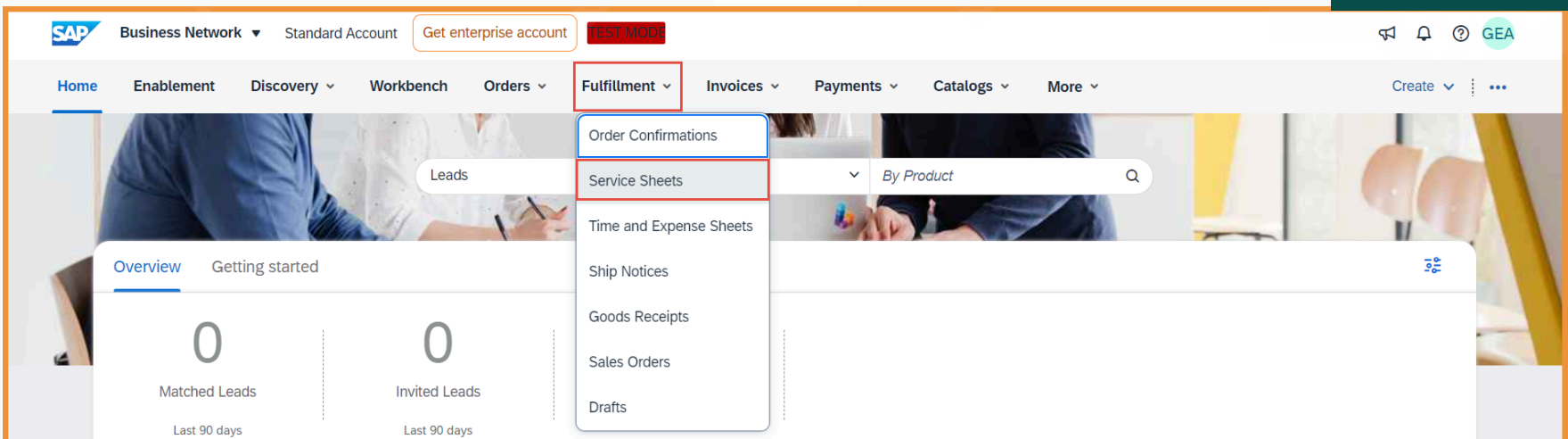
HOW TO CANCEL SERVICE ENTRY SHEET

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

1. At Vendor's Government Vendor Portal (GVP) **dashboard**:

- Click **Fulfillment** tab
- Click **Service Sheets**

STEP 1



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

STEP 2

Service Sheets (9)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	1000001101	Treasury Accounting and Financial Information System - TEST	4500007664	4 Jul 2024	400.00 BND	Acknowledged	Approved
<input type="checkbox"/>	SES-4500007673	Treasury Accounting and Financial Information System - TEST	4500007673	4 Jul 2024	600.00 BND	Acknowledged	Sent
<input type="checkbox"/>	SES-4500007672	Treasury Accounting and Financial Information System - TEST	4500007672	4 Jul 2024	600.00 BND	Acknowledged	Sent

3. In the **Service Sheet** page:

- Click the **three dots** button
- Click **Cancel**

STEP 3

