

Submitting a PO Action Request to Close a Freight Line

In certain instances, vendors may only invoice for a portion of the freight included on a PO line. This leaves the PO line open with the remaining amount. To close the line a PO Action Request must be submitted. To submit a PO Action Request to close a freight line, please do the following:

1. Access the Employee Portal and choose PO Action 2.0
2. Select New Action Request at the top of the page and choose Close Lines
3. Complete all information on the form and Submit for Processing
4. The PO Action Request will be routed to the Budget Manager, then to the A/P Vendor Specialist, and finally to the buyer to close the line

Only submit a PO Action Request to close a freight line when all other lines have been invoiced and completed.

