




## Purchase Orders SRM Guide to Hard Stop and Common Errors

Error or Issue	Resolution
 Supplier is not permitted	<p><b>Problem:</b> The CG's Office has blocked the Vendor.</p> <p><b>Solution:</b></p> <ol style="list-style-type: none"><li>1. Contact Ginger Taylor at 734-2555 so that the CG's Office can remove the blocked Vendor status.</li><li>2. After the CG's Office un-blocks the Vendor, the PO can be edited. Select "Check" and resolve any other hard-stops.</li><li>3. After the PO has been edited and placed in an Ordered status, the CG's Office will re-block the Vendor.</li></ol>