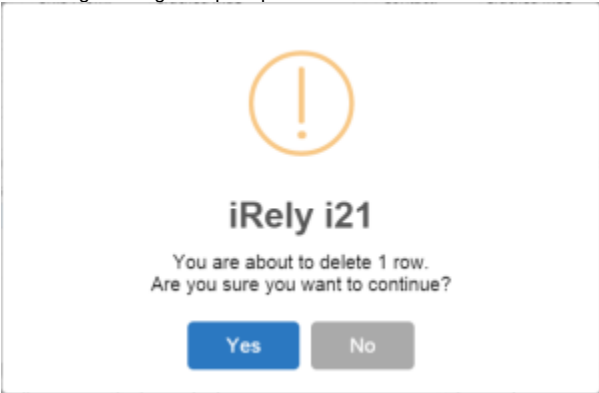# How To Delete Line Item Details on Purchase Order

Here are the steps on how to delete line items on the grid:

1. Select the line item you want to delete by checking its corresponding check box.
2. Click **Remove** action button.

3. A warning message will prompt. Click **Yes** to continue.

4. The selected item will be removed from the grid.

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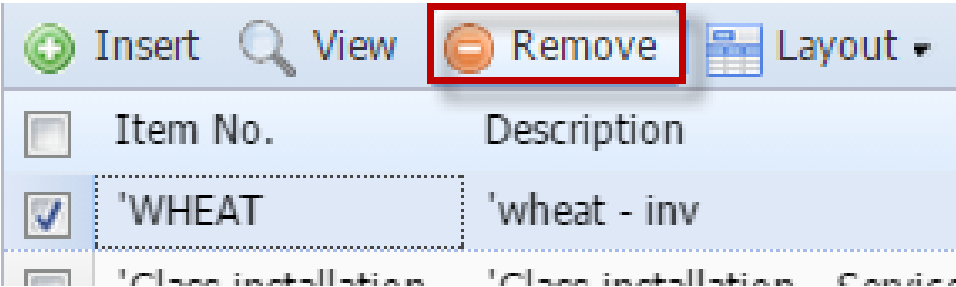| Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Tota
'Glass installation	'Glass installation - Services		Each	0	0	0	0%	12.50	None	0.
'Car Rentals	'Car Rentals - Other Charge		Each	0	0	0	0%	25.00	None	0.
'Office Supplies	'Office Supplies - non inv		Each	0	0	0	0%	9.99	None	0.
'i21 Software	'i21 Software		Each	0	0	0	0%	35.00	None	0.

Here are the steps on how to delete line items on the grid:
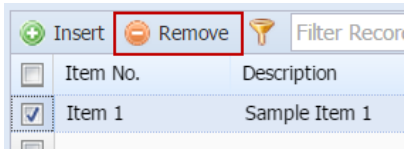
1. Select the line item you want to delete by checking its corresponding check box.

| Item No.	Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Total	Additional Info
Item 1	Sample Item 1	Bags	10	0	0	0	15.00	None	150.00	

2. Click **Remove** action button.

3. A warning message will prompt. Click **Yes** to continue.
blocked URL
4. The selected item will be deleted.

Here are the steps on how to delete line items on the grid:

1. Select the line item you want to delete by checking its corresponding check box.

Item No.	Description	Ordered	Received	Discoun...	Tax	Cost	Total	Comments
Sample Item 1	Sample Item 1	5	0	0	0	15.00	75.00	

2. Click **Delete** action button.
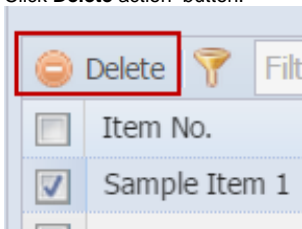
3. A warning message will prompt. Click **Yes** to continue.
blocked URL
4. The account will be deleted.