BWC: Cancelling a purchase order

Cancel an order can take place up to the time the item/service has been receipted in CUFS. If receipting has taken place then the item/service will need to be returned to enable this process to be followed. Contact the supplier, unless they contacted you, to advise that the product is not required and upon confirmation proceed to cancel the line in CUFS.

1. From the **Orders** tab, find and **Select** the order you wish to cancel.

2. Amend the **Select Order** drop down list to **Cancel** and click **Submit.**

    A warning message advises that the action cannot be reversed.

3. The **Cancel Standard Purchase Order** screen displays.

4. Complete the **Reason** and **Note to Supplier** field.

5. **Non-Catalog Communication Method** is **None. A**mend to **Print. I**t will print from the set-up of the person cancelling the document as long as it was completed in Personal Profiles. Otherwise refer to separate guidance on *'Re-printing a Purchase Order'.*

    Communication for Marketplace is **XML.** However, it will not transmit directly and you will need to print and send it to supplier.

6. Ensure the **Cancel Requisition** remains as **Yes.** Click **Apply.** The status will be **Cancelled** and the closure status will be **Closed***.*

7. The order will now require reprinting and faxing or emailing to the supplier as confirmation.