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.


4. Complete the Reason and Note to Supplier field.

5. **Non-Catalog Communication Method** is None. Amend to Print. It 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.