BWC: Cancelling a purchase order line

This process can be carried out as long as the item has <u>not been</u> receipted or matched to an invoice. Contact the supplier, unless they contacted you, to advise that the product is not required and upon confirmation, cancel the line in UFS.

1. Click the **Lines** tab and in the **Add Another** list select **Order** and click **Add.**

2. Enter the **PO number** in the **Order** field and click **Go.** The lines of the PO will display.

3. Click the **Select** button for the line you wish to cancel.

4. In the **Select Line** drop down box select **Cancel** and click **Go.**

5. A cancel line screen displays with a warning message advising that the action cannot be reversed.

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

7. Marketplace Orders: the communication method will default in as **XML**, but amendments to Marketplace orders will not transmit directly to the supplier. The cancelled order must be reprinted and either scanned and emailed, or faxed to the supplier as confirmation.

   Non-catalog orders: the communication method will default in as **None**. Amend to **Print** if need-be.

   Email function is not yet active so please do not use.

8. The **Cancel Requisition** field defaults in as **Yes,** which should remain as this.

9. Click **Apply**.

10. The **Line** screen will display, the amount will be zero with a status of cancelled. Make note of the purchase order number and click on **Clear.**

11. Click on the **Headers** tab and enter the order number into the **Order** field and click **Go.**

12. The status of the order will be **Requires Reapproval**.

13. In the **Select Order** field ensure it states **Update** and click **Submit.** This will display the order on the screen.

14. Click on the **Submit** button regardless of your limit and this should submit your cancellation and update the status to **Approved.**

15. Re-print the order and send a copy to the supplier to confirm the cancellation. (Refer to separate detailed document)

If you re-queried the PO by clicking on the number, and then the Lines tab, you will see that the line quantity is zero as well as the amount. If you want to know why it was cancelled you can click on the details icon and if a note to the supplier was entered at the cancelled stage it would display in the Notes section on the screen.