

## BWC: Cancelling a purchase order

Cancelling 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 order in CUFS.

## Navigate to Buyers Work Centre > Orders

1. Select Search from the right hand side of the screen



2. Enter the order number in the order field and select **Go** to run the search

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3.



The Cancel Standard Purchase Order screen displays with a warning message advising that the action cannot be reversed



Complete the **Reason 2** and **Note to Supplier 3** fields

The **Communications Method** 4 in the BWC is **NOT** active, please do **not** use.

Unlike usual Marketplace orders, amended Marketplace orders do **NOT** transmit automatically to the supplier. Therefore, for **BOTH** marketplace and non catalog orders, the cancelled order must be reprinted and emailed to the supplier as confirmation, using standard reprinting method

Leave the **Cancel Requisition** <sup>6</sup> field as the default: **Yes** 



5. The Status will be Canceled and the Closure Status will be Closed

Sel	OU 🛆	Order 🛆	Rev Description 🛆	Supplier 🛆 🤅	Site 🛆	Creation Date 🛆	Order Date 🛆	Total	Currency ∠	Status	Buyer	Closure	Status	Matched Amoun
۲	Cambridge University	3414976	3	MERCK LTD	HULL	27-Oct-2021	27-Oct-2021 20:58:01	0.00	GBP 🚽	Canceleo	SMITH, Mr Max	Closed	•	0.00

NB: Do not forget to reprint the order and email to the supplier as confirmation