**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

3. Amend the **Select Order** dropdown list to **Cancel**

Then choose **Submit**
4. The **Cancel Standard Purchase Order** screen displays with a warning message advising that the action cannot be reversed.

![Image of Cancel Standard Purchase Order screen]

- **Reason** field
- **Note to Supplier** field

Complete the **Reason** and **Note to Supplier** fields.

The **Communications Method** 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** field as the default: **Yes**.

Click **Apply**.

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

![Image of order status]

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