**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. From the **Headers** tab, select **New Search** from the dropdown list
   
   **NB:** Option to Show/Hide Filters should be set to **Show Filters**.
   
   ![Image of Headers tab showing New Search and Show Filters]

   When active, the option changes to **Hide Filters**.

2. Enter the number of the Order to be cancelled, then **Go**

   ![Image of Filters for New Search and Order]

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

   ![Image of Select Order dropdown list with Cancel option highlighted]
4. The **Cancel Standard Purchase Order** screen displays with a warning message advising that the action cannot be reversed.

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 the standard reprinting method.

Leave the **Cancel Requisition** field as the default: **Yes**

Click **Apply** field.

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

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