





4. The **Cancel Standard Purchase Order** screen displays with a warning message **1** 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** **5** field as the default: **Yes**

Click **Apply** **6**

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 Amount
	Cambridge University	3414976	3		MERCK LTD	HULL	27-Oct-2021	27-Oct-2021 20:58:01	0.00	GBP	Canceled	SMITH, Mr Max	Closed	0.00

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