



## ***BWC: Cancelling a purchase order line***

This process can be carried out as long as the item has **not** been receipted or matched to an invoice. Contact the supplier, unless they contacted you, to advise that the product is not required and upon confirmation, the line must be cancelled in CUFS.

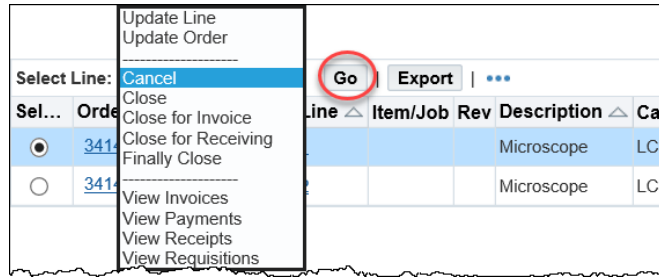
Navigate to **Buyers Work Centre > Orders**

1. Click the **Lines** tab and select **Add** from the **Search Filters**

2. Choose **Order** from the **dropdown** list, using the page down/up arrows to scroll. Clicking on the selection adds it to the filters.

3. Enter the **PO number** in the **Order** field and choose **Go**. The lines of the PO will display
4. Select the radio button for the line you wish to cancel, ensuring it is the correct line

- In the **Select Line** drop down box, choose **Cancel** and click **Go**



- A cancel line screen displays with a warning message **1** advising that the action cannot be reversed

The screenshot shows the 'Cancel Line 2 (Standard Purchase Order 3414976, Rev 2)' screen. A yellow warning banner at the top contains a warning icon and the text 'Warning 1: You cannot undo the Cancel action. If you continue with the cancellation, the line cannot be modified in any way.' Below the banner, the screen title is 'Cancel Line 2 (Standard Purchase Order 3414976, Rev 2)' with 'Back' and 'Apply' buttons. The 'Operating Unit' is 'Cambridge University'. A legend indicates that an asterisk (\*) denotes a required field. The 'GL Date' is '02-Nov-2021'. There are checkboxes for 'Use Document GL Date to Unreserve', 'Print', 'Fax', and 'E-Mail'. The 'Reason' field is marked with a red '2', the 'Note to Supplier' field with a red '3', and the 'Cancel Requisition' field with a red '4'. The 'Cancel Requisition' dropdown is set to 'Yes'. A red '5' is placed near the 'Apply' button.

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

**Note to Supplier**

Unlike usual Marketplace orders, amended Marketplace orders do **NOT** transmit automatically to the supplier. Therefore, for **BOTH** marketplace and non catalog orders, the amended order, with the cancelled line, must be reprinted and emailed to the supplier as confirmation, using standard reprinting method. The **Communications Method** in the BWC is **NOT** active, please do **not** use.

- Leave the **Cancel Requisition 4** field as the default: **Yes**
- Click **Apply 5**
- The **Lines** screen displays, the amount will be **zero** with a status of **Canceled** for the relevant line

| Sel...                           | Order   | Supplier  | Line | Item/Job | Rev | Description | Category | Qty | Unit | Price | Amount | Currency | Supplier Item | Status   |
|----------------------------------|---------|-----------|------|----------|-----|-------------|----------|-----|------|-------|--------|----------|---------------|----------|
| <input checked="" type="radio"/> | 3414976 | MERCK LTD | 1    |          |     | Microscope  | LCO      | 0   | EA   | 200   | 0.00   | GBP      |               | Canceled |
| <input type="radio"/>            | 3414976 | MERCK LTD | 2    |          |     | Microscope  | LCO      | 1   | EA   | 200   | 200.00 | GBP      |               | Open     |

**NB:** To view reason for cancellation or note to supplier, select the **order number**. The **Lines** screen displays. Choose **Details**. If a reason or note to the supplier was entered at the cancelled stage, it displays in the **Notes** section

11. Select the **Headers** tab, choose **New Search**, and enter the order number into the **Order** field > **Go**
12. The status of the order will be **Requires Reapproval**
13. In the **Select Order** field ensure it states **Update** and choose **Submit**. This displays the order on the screen
14. Select 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 email the PDF to the supplier to confirm the cancellation. Refer to separate re-printing detailed document.