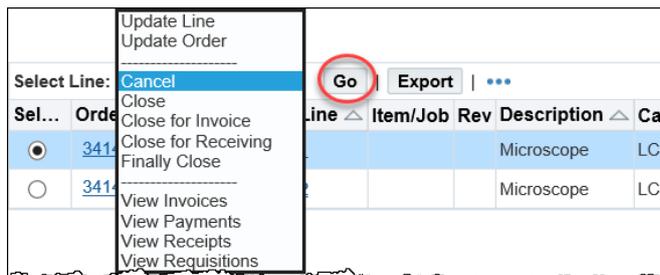




5. In the **Select Line** drop down box, choose **Cancel** and click **Go**



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

7. 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.

8. Leave the **Cancel Requisition** (4) field as the default: **Yes**

9. Click **Apply** (5)

10. 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.

Approval flow

When amending orders you may see a warning message displayed as a reminder to check the approval flow. If the approval flow was amended from the default this may have been reset when making the changes. Double check the approval path before submitting.

