

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

1000	ward Requests M	lodifica	tions		
orders					
Indicates supplie Indicates a pend	r is editing the docum ing change request	nent			
Headers Lines	s Shipments Di	stributi	ons		
Search					
Match 💿 All	🔿 Any				
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2. Choose **Order** from the **dropdown** list, using the page down/up arrows to scroll. Clicking on the selection adds it to the filters.

	FSC/PSC				
	Item				
	Item Revision				
	Job				
	Line				
	Line Number				
	Line Type				
	MDAPS/MAIS				
	NAICS				
	Negotiation Number				
	Operating Unit				
	Order		-		
nother	Order	~	/	Add	

- 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



- Update Line Update Order 5. In the Select Go Select Line: Export | ••• Line drop Close Sel... Orde Close for Invoice ine △ Item/Job Rev Description △ Cat down box, Close for Receiving LC $oldsymbol{O}$ 341 Microscope Finally Close choose 0 <u>341</u> Microscope LCC Cancel and View Invoices View Payments click Go View Receipts View Requisitions
- 6. A cancel line screen displays with a warning message **1** advising that the action cannot be reversed

Requisitions Suppliers Orders				
Orders				
Orders: Orders >				
A Warning 1				
You cannot undo the Cancel action. If you continue with the cancellation, the line of	cannot be modified	in any way.		6
Cancel Line 2 (Standard Purchase Order 3414976, Rev	r 2)		Bac <u>k</u>	Apply
	Operating Unit	Cambridge University		
* Indicates required field				
	* GL Date	02-Nov-2021 🐞		
		Use Document GL Date to Unreserve		
	2 Reason			
3	Note to Supplier			
Commu	unication Method	Print		
		E Fax		
		E-Mail		
4 Ca	ancel Requisition	Yes		

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



Select	Select Line: Update Line 🗸 Go Export •••												
Sel	Order $ riangle$	Supplier 🛆 L	Line 🛆 Ite	em/Job Re	ev Description 🛆	Category	Qty 🛆	Unit	Price 🛆	Amount 🛆	$\textbf{Currency} \bigtriangleup$	Supplier Item $ riangleq$	Status
۲	<u>3414976</u>	MERCK LTD 1	1		Microscope	LCO	0	EA	200	0.00	GBP	(Canceled
0	<u>3414976</u>	MERCK LTD 2	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.

