

Cancel Back Orders - BWH3250

2025/12/15 17:07 i Cancel Back Orders - BWH3250

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Business

Canteri Backf Orders - BWH3250

 \mathbb{R} Click to veiw each item by campus.

The Back Orders window is displayed. A row for each campus is displayed.

Warrehouse in Maintenance ba Cancel Back Orders

Item Number

This page is used to cancel back orders of items purchased. Back orders occur when more items atems are in stock at the warehouse. The page allows you to cancel one or more of those items from a single requisition identified by the requisition number.

Campus

Calhatel back orders:

R	ke €ne∀e nsh	Search for a record.			
	Original Order • Units Filled	_	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.		
		Click Retrieve . If the requisition number is not known, click Directory.			
	Back Ordered				

_	Rack Old	gered -	Information:
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Units toType the number of items to ship to a particular campus. If you type a number in this field, the **Date**, **Equal**, and **Percent** buttons are disabled.



Back Cover