

3.4 CANCELLING AN ORDER AND SENDING AN ORDER CANCELLATION

You can cancel the order of several or of all the copies of an individual serial from the supplier.

You can prepare an order cancellation in the **Order item** class for:

- all the copies of the order item or
- for individual copies of the order item

When preparing an order cancellation, first define the 'cancelled from' date. Then, depending on the selected sending method, the cancellation is either printed out or sent to the supplier by e-mail.

When cancelling an order, the expected issues will be prepared anew.

Precondition

You can cancel order items with the following status: *ordered* or *receipt of issues*.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Cancel and send cancellation** method.

The **Cancel item** window will open, where you enter the date, from which the cancellation is valid. The date will be transferred to the item data, under "Cancelled from".

3. Click the **OK** button.

A window will open, where you select the copies that you wish to cancel. Copies that can be cancelled are included in the "Selected" list, whereas the copies that have already been cancelled are included in the "Unselected" list.

All the copies in the "Selected" list will be cancelled.

4. In the "Selected" list, highlight the copy that you do not wish to be cancelled and move it into the "Unselected" list, using the **Remove** button.
5. Click the **OK** button.

The current date will be transferred to the item data, under "Cancellation submitted".

The **Overview and sending of created report** window will open, from where you can send the cancellation to predefined or changed destinations. In the *COBISS3 Basic Guidelines User Manual* you can find how to send a report (see chapter 4.5).

Under the order item, the number of copies ordered will be decreased by the number of copies cancelled.

Under "No. of cancelled copies", the total number of copies cancelled so far will be displayed. The history of all cancellations can be viewed in the list of events.

Under the copy, the date when the cancellation becomes valid will be recorded as the status date (*cancelled*).

If you have cancelled the order of the entire volume and you have received no issues so far, the field 997 will be deleted. If the field 997 has already been accessioned or received issues or data about the price and invoice have already been entered in it, the field 997 will not be deleted. If the field is no longer required, you can delete it yourself.

If you have cancelled the order of all the copies under one item, the expected issues that you should receive after the cancellation date will be deleted. If you have cancelled the order of some copies, the locations for which you have cancelled the order will be deleted from the list of locations where they expect the issues.

If you have cancelled the order item, for which the advance payment has been performed, the advance, apportioned by funds, which are defined in the advance items, will be added to the amount of existing overpayments to suppliers.

***Status after
cancelling an order
item***

Order

- cancelled partially: *if you have cancelled some order items*
- cancelled: *if you have cancelled all order items*

Order item

- cancelled: *if you have cancelled the order of all the copies*
- ordered or receipt of issues: *if you have cancelled the order of some copies*

Copy

- cancelled: *if you have cancelled the order of the copy*
- ordered or received: *if you have not cancelled the order of the copy*