



Cancels Summary Page Overview

The Cancels Summary Page can be filtered by Vendors and Acknowledged Status in which the Cancel was registered in RevCascades Portal.

To navigate to the Cancels Page select the Cancels button at the top of the screen, next to the Credits button

Cancels

Orders ▾ Shipments 8 Invoices 1 Returns 113 Credits 1 **Cancels** Pickups

Brand ▾ Acknowledged ▾ Export ▾

1. Getting to Know your Cancels Screen

a. ID

The ID column is a RevCascade internal Reference Number

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019

b. Brand

The Brand column will contain the vendor's Name to identify whom the order(s) belongs to

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019

c. Cancelled On

The Cancelled On column contains the Date the Vendor cancelled the order and/or item(s)

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019

d. PO

The Purchase Order column contains the PO # pertaining to the order. This number should be referenced on all inquiries with the RevCascade Support Team for order assistance

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019



e. Reason

The Reason column contains the Reason Code selected by the Vendor as to why the Order and/or item(s) were cancelled

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019

f. Items

The Items column contains a value of the Product Name (if an individual item was cancelled) or if multiple items were cancelled, you will see a value of "Multiple Line Items" displayed under the column

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019

g. Acknowledged On

The Acknowledged On column contains the Date your system acknowledged the cancellation

ID	Brand	Cancelled On	PO #	Reason	Items	Acknowledged On
12484	Vendor A	Apr 10, 2019	141109	Retailer Requested Cancellation	Multiple Line Items	Apr 10, 2019
12483	Vendor B	Apr 10, 2019	094211	Not Enough Inventory	1 x Brabantia 35L Laundry Bin w/Cork Lid - White	Apr 10, 2019

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1. Filtering Options for Order Cancels

a. Filter Cancels by Brand

To filter your order cancels by vendor, click the **Brand** filter widget in the top left-hand corner of the page to begin filtering. Once you have selected the vendor(s) you wish to view, the cancels(s) pertaining to those specific vendors will be displayed



b. Filter Cancels by the date of being Acknowledged

To filter your order cancels by date of acknowledgement, click the **Acknowledged** filter widget in the top left-hand corner of the page to begin filtering

