



## Data Sheet

# Document Cancellation Workflow Solutions

Document Cancellation allowing users to control document output

## Solution overview

**The Document Cancellation workflow allows the sender of documents to cancel them once they have been issued so they don't reach the recipient. This workflow uses a hold function to hold documents for a defined time period, during which time the cancellation process can be utilized.**

The solution offers a way to suppress documents that your system may produce and do not necessarily want to distribute or where other processes need to run prior to the document's distribution which means you're in full control of what is, or isn't, sent to your trading partners.

## Key Features

### Hold and cancel

When B2BE receives outbound electronic documents a hold function can be applied so the document isn't distributed for a specified time frame. For example, 24, 48 or 72 hours.

This is used for any number of reasons, however, during the hold period the workflow allows the user to cancel a document if they no longer wish it to be sent offering checks and balances within a document management solution.



### **Easily suppress a document**

When the document is in a hold status the workflow allows you to simply search for the document you wish to cancel via an easy to use search interface.

Once you have found the document you wish to cancel it's simply a case of setting the status to canceled and the document will no longer be distributed to your trading partner.

### **Resend and release**

After canceling a document there may have been a mistake or simply the document now needs to be sent. This isn't a problem in this scenario as the document can easily be re-sent through the workflow after it was canceled.

### **Audit and control**

Any actions taken against a document to cancel the distribution process is fully audited so at any time you can see the audit trail, who took the action, the reason and when.

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#### **About B2BE**

B2BE delivers electronic supply chain solutions globally, helping organizations to better manage their supply chain processes, providing greater levels of visibility, auditability and control. We're driven by a passion for what we do, inspired by innovation, and underpinned by a wealth of knowledge. With over 20+ years of experience, the B2BE teams operate worldwide.

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