Receipts for Canceled Orders

In order to do a receipt in Paw for a canceled PO, you must contact the supplier directly first and make sure the transaction has been canceled on their side.

Follow the below steps:

1. Locate the PO in Paw by using the search bar.

30	NBC SUL		JT00001200	٩	0.00 USD	۶ 😴
	Shop • Shopping		Quick Search (Alt+Q)			0
			Requisitions		2	
	Organization Message	Showcases	3402170			
			Purchase Orders			
	Welcome to the Test Site for the Paw Procurement System!		JT00001200			
		Forms	Receipts	_		
			472027			
		Non-Catalog Purchase	Payment Request Special Ship To Add	iress Request	Su	ub-Award Pa

2. Click the dropdown menu next to PO number. Select **Create Quantity Receipt.**

Purchase Order • JT00001	200 Revision 0	r -					= • •	Logout
Status Summary Revisions	1 Conf ations	Add Comment	es Comments Attachments	History				
1		Create Change Request						
General Information		Add Notes to History	Document Status		~	C	ompleted	
PO/Reference No.	JT00001200	Cancel PO	A/P status	Open		Details		~
Desidelan Ma		Finalize Revision	Washflau	(Convoluted		Supplier Status		
Revision No.	U	Create Quantity Receipt	WORKIOW	(11/19/2021 11:30 AM)		Sent To Supplier		
Supplier Name	wate RUDOLPH	Create Credit Memo	The system distributed the purcha	se order using the method(s) indicated below the last time it was distributed: view		Supplier		
Purchase Order Date	519/2 -1	Create Cost Receipt	VIII (Floringia Internation)			RUDOLPH SUPPLY		
Total	212	Create Invoice	CAME (Electronic Integration)	no value		R - 1 (04 40 UPP)		
Construction of the second sec	Defend for income	Print Fax Version	Manual			Total (36.12 USD)		~
Owner Name	Karael Espinoza		Distribution Date/Time	11/19/2021 11:30 AM		Subtotal		36.12
Owner Phone	+1 410-455-2273		Supplier	Sent To Supplier				36.12
Owner Email	espinoza@umbc.e	edu	Constitue Montheau	000001070				
Requisition Number	3402170 view pri	nt	Supplier Number	000001078		Related Documents		~
						Requisitions: 3402170		

3. Scroll down to the bottom of the page and locate the "Line Status" field. Click the dropdown menu.

6)uanti	ty Receipt • 471926										E Cogout	Save Updates Complete 💌
	Summ	ary Comments Attachm	ents History										
	Packi	ng Slip No.				Flexible Text Field 2							Deaft
	Suppl	ier Name	RUDOLPH SUPPLY			Elevible Drop Down						Details	
	Recei	ved by	Rafael Espinoza			Plexible brop bown				•		Creation Date	11/19/2021 11:32:33 AM
	Recei	pt Address		•		Attachments		Add				Source	Manual
			Contact: S. Mocko			Notes						Supplier	RUDOLPH SUPPLY
			Contact Line 2 AD 1001 Univ of MD Baltimore Cnt	y								Received by	Rafael Espinoza
			1000 Hilltop Circle Baltimore, MD 21250					1000 characters rem	lining		10	T-t-1 (26 10 UPD)	
			United States									Subtotal	36.12
	Line D	etails											36.12
	PU	5100001200							\bigcirc			Related Documents	~
	Line	Item			Catalog No.		Quantity		Status	-		Purchase Order: JT00001200	0
	1	TOPS Letr-trim Perforated I	Legal Pads - 50 Sheet		TOP7533	2 DZ		2	Received	\odot	0 🕯 🗆		
		TEM DETAILS											
		Contract No.		no value									
		Flex Field 2											
											-		

4. Click Cancelled.

Line	letals :								36.12
PO	• JT00001200						0	Related Documents	~
Line	Item	(Catalog No.		Quantity	Status		Purchase Order: JT00001200	•
1	TOPS Letr-trim Perforated Legal Pads - 50 Sheet	1	f0P7533	2 DZ	2	Received	0 🕯 🗆		
	TTEM DETAILS					Returned			
	Contract No.	no value				Cancelled			
	Flex Field 2								
	Attachments	Add							
	Notes								

5. Click Complete.

						All	Search (Alt+Q) Q (0.00 USD 🗮 🗢 🝋 .
antity Receipt • 471	926						E Logout	Save Updates Complete
ummary Comments	Attachments History						_	
Packing Slip No.			Flexible Text Field 2					aft
Supplier Name	RUDOLPH SUPPLY		Flexible Drop Down		•		Details	
eceived by	Rafael Espinoza						Creation Date	11/19/2021 11:32:33
eceipt Address		•	Attachments	Add			Source	Mar
	Contact: S. Mocko Contact Line 2 AD 1001		Notes				Supplier	RUDOLPH SUP
	Univ of MD Baltimore Cnty 1000 Hilltop Circle Baltimore. MD 21250			1000 characters	remaining	li.	Received by	Rafael Espin
	United States						Total (36.12 USD)	
							Subtotal	36
ne Details								36
•O • JT00001200						0	Related Documents	
ine Item		Catalog No.		Quantity	Status	_	Purchase Order: JT00001200	
TODO Late trim De	forated Legal Pads - 50 Sheet	T0P7533	2 DZ	2	Cancelled			

Receipt Created								
Summary		Next Steps						
Receipt No	472027 🖶	Create Qty Receipt						
Created for the PO No(s)	JT00001200 🖶	Create Cost Receipt						