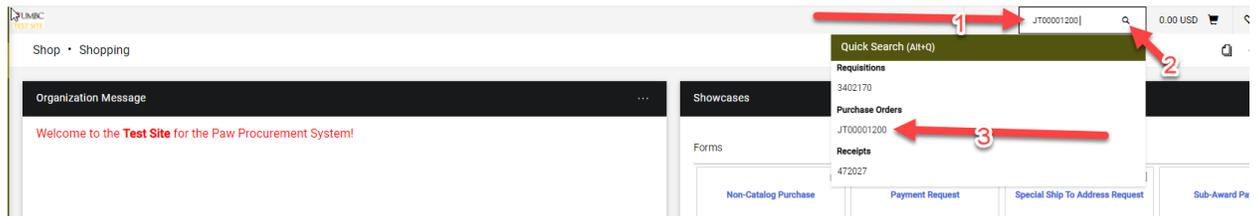


Receipts for Canceled Orders

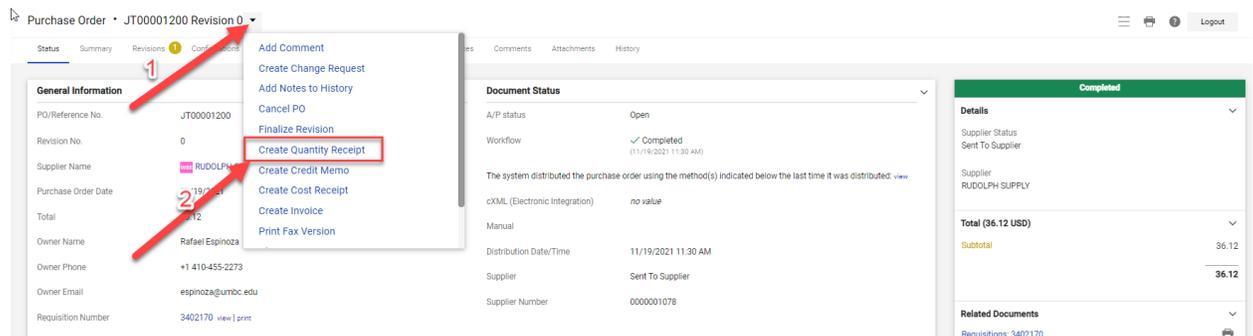
In order to do a receipt in Paw for a canceled PO, you must contact the supplier directly first and make sure the transaction has been canceled on their side.

Follow the below steps:

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



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



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

The screenshot shows a web application interface for a Quantity Receipt. The main form is titled "Quantity Receipt • 471926". It has tabs for Summary, Comments, Attachments, and History. The form contains fields for Packing Slip No., Supplier Name (RUDOLPH SUPPLY), Received by (Rafael Espinoza), Receipt Address, Flexible Text Field 2, Flexible Drop Down, Attachments, and Notes. A red circle highlights the "Status" field, which currently shows "Received". A red arrow points to the dropdown arrow of the status field. To the right, there is a sidebar with a "Draft" status, "Details" section (Creation Date: 11/19/2021 11:32:33 AM, Source: Manual, Supplier: RUDOLPH SUPPLY, Received by: Rafael Espinoza), "Total (36.12 USD)" section (Subtotal: 36.12), and "Related Documents" section (Purchase Order: JT00001200).

4. Click **Cancelled**.

This screenshot shows the same web application interface as the previous one, but with the "Status" dropdown menu open. The dropdown menu lists three options: "Received", "Returned", and "Cancelled". A red circle highlights the "Cancelled" option, and a red arrow points to it. The "Status" field in the table now shows "Cancelled". The rest of the form and sidebar are the same as in the previous screenshot.

5. Click Complete.

Quantity Receipt • 471926

Summary Comments Attachments History

Packing Slip No. Flexible Text Field 2

Supplier Name RUDOLPH SUPPLY Flexible Drop Down

Received by Rafael Espinoza Attachments Add

Receipt Address Contact: S. Mocio
Contact Line 2 AD 1001
Univ of MD Baltimore City
1000 Hilltop Circle
Baltimore, MD 21250
United States Notes 1000 characters remaining

Line Details

PO • JT00001200

Line	Item	Catalog No.	Quantity	Status
1	TOPS Letr-trim Perforated Legal Pads - 50 Sheet...	TOP7533	2.0Z	Cancelled

Details

Creation Date 11/19/2021 11:32:33 AM

Source Manual

Supplier RUDOLPH SUPPLY

Received by Rafael Espinoza

Total (36.12 USD)

Subtotal 36.12

36.12

Related Documents

Purchase Order: JT00001200

Complete

✓ Receipt Created

Summary

Receipt No 472027

Created for the PO No(s) JT00001200

Next Steps

Create Qty Receipt

Create Cost Receipt