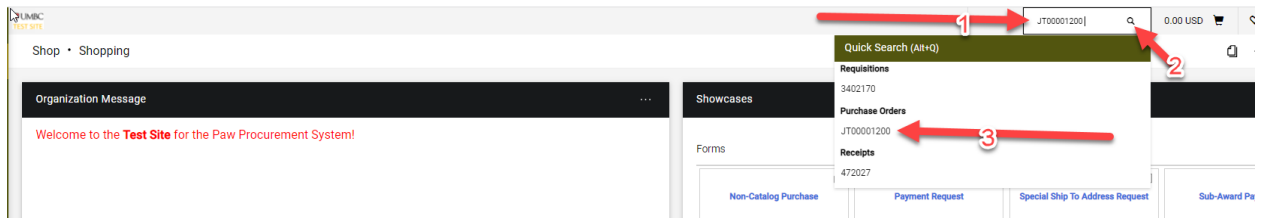


Receipts for Canceled Orders

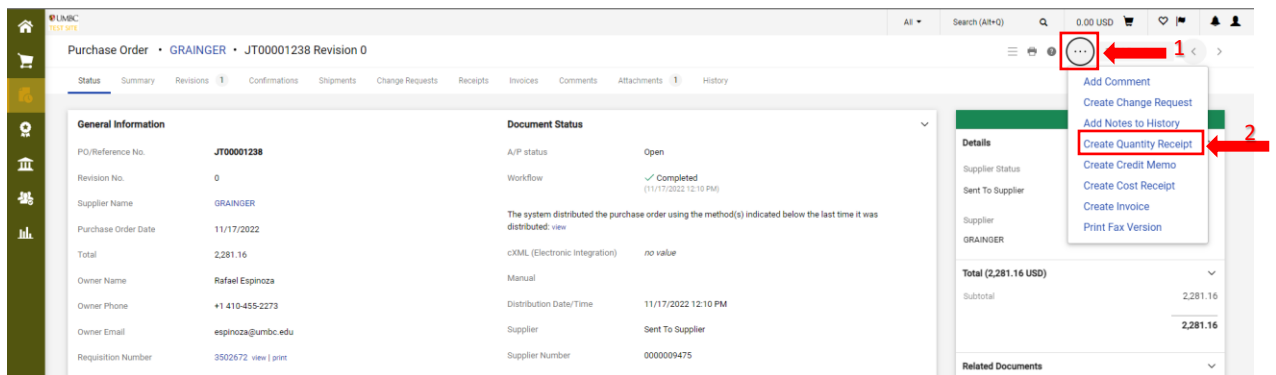
In order to do a receipt in Paw for a canceled PO, you must contact the supplier directly first and make sure the transaction has been canceled on their side.

Follow the below steps:

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



2. Click the dropdown menu use the three horizontal dots under the Shopping cart total. 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 interface for a 'Quantity Receipt' with ID 471926. The main form area contains fields for 'Supplier Name' (RUDOLPH SUPPLY), 'Received by' (Rafael Espinoza), and 'Receipt Address'. Below these is a 'Line Details' section for PO JT00001200, listing one line item: 'TOPS Letr-trim Perforated Legal Pads - 50 Sheet...' with a quantity of 2. The 'Status' column for this line is currently set to 'Received'. A red circle highlights the 'Status' header, and a red arrow points to the dropdown arrow on the 'Received' status. To the right, a 'Draft' sidebar shows details like 'Creation Date' (11/19/2021 11:32:33 AM) and a 'Total (36.12 USD)' of 36.12.

4. Click **Cancelled**.

This screenshot shows the same 'Line Details' section as the previous image. The 'Status' dropdown menu is open, showing three options: 'Received', 'Returned', and 'Cancelled'. A red circle highlights the 'Cancelled' option, and a red arrow points to it. The 'Returned' option is also circled in red. The rest of the interface, including the PO number and the 'Related Documents' sidebar, remains the same.

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 OZ	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