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:

Locate the PO in Paw

VBC STIL	-	1	JT00001200 Q	0.00 USD	۶ ۳
Shop • Shopping		Quick Search (Alt+Q)	_		۵
		Requisitions		2	
Organization Message	Showcases	3402170			
		Purchase Orders			
Welcome to the Test Site for the Paw Procurement System!		JT00001200			
	Forms	Receipts			
		472027	1		
	Non-Catalog Purchase	Payment Request S	Special Ship To Address Request	Su	b-Award Pa

Click the dropdown menu use the three horizontal dots under the Shopping cart total. Select **Create Receipt.**

UMBC				All Orders 👻	Search (Alt+Q)	Q 0.00 U	ISD 🗑 🗢 🔽
Purchase Order • DEL	LL MARKETING L P • J00045482 Revisio	0 no				🖶 🖸 🤆	· 2 of 3 5 fourte • < >
Status Summary	Revisions 1 Confirmations St	nipments Receipts Invoices	Comments Attachments History				Add Comment Add Notes to History
General Information		Document Status		~	Summary		Create Receipt
General Information PO/Reference No.	J00045482	Document Status	Open	~	Summary Details	Complet	Create Receipt Create Credit Memo Create Invoice
General Information PO/Reference No. Revision No.	J00045482 0	Document Status A/P status Workflow	Open Completed	×	Summary Details Supplier Status	Complet	Create Receipt Create Credit Memo Create Invoice Print Fax Version

Select the correct receipt (Quantity is for items you can count, Cost is for items you cannot count such as a service)

J00)045482: Cre	ate Receipt							×
	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	\checkmark
1	-	-	Dell Adapter - USB-C to HDMI	470-ABMZ	EA	19.99	1 EA	19.99	\checkmark
						Create Quantity F	Receipt Creat	e Cost Receipt	Cancel

Scroll down to the bottom of the page and locate the **Status** field. Click the dropdown menu.

926						E Logout	Save Updates Complete
Attachments History							
		Flexible Text Field 2				Dr	aft
RUDOLPH SUPPLY		Elevible Drop Down			-	Details	~
Rafael Espinoza		Trexible prop power				Creation Date	11/19/2021 11:32:33 AM
	•	Attachments	Add			Source	Manual
Contact: S. Mocko		Notes				Supplier	RUDOLPH SUPPLY
Contact Line 2 AD 1001 Univ of MD Baltimore Cnty						Received by	Rafael Espinoza
1000 Hilltop Circle Baltimore, MD 21250			1000 charact	era remaining	4		
United States						Total (36.12 USD)	26.12
							36.12
				\bigcirc	•	Related Documents	~
	Catalog No.		Quantity	Status	-	Purchase Order: JT00001200	8
orated Legal Pads - 50 Sheet	T0P7533	2 DZ	2	Received			
no value							
	125 Tashmes History RUCUPH SUPPLY Rafael Espinoza Contact: S: Mockio Contact: S: Mockio Contact: S: Alockio Contact: S: Singel Intel Legal Pads - 50 Sheet Pro value	126 tachmetis History RUDCLPH SUPPLY Rafael Espinoca Contact: In: 8 AD 000 Contact: In: 8 AD 1001 Univ of MD Battmore Cirty 1000 Hillipp Circle Battmore XD 1220 United States rated Legal Pads - 50 Sheet TOP7533 ro value	123 Taximents Hatory Taximents Hatory Taximents Hatory Taximents Hatory Taximents Taxi	126 mainments Matter Eleginoza Rubol Proc Draw Rather Eleginoza Attachments Ocntact IS, Mocio Notes Contact S, Mocio Notes Ontact S, Mocio Notes Ontact S, Mocio Notes Donate Une 2AD 1001 Notes Battmore, Ndry States Totes States Portable Legal Pads - 50 Sheet TotP7533 2 DZ 20 value	123 Textments History TextBol Legal Pads - 50 Sheet T0P7533 2 DZ 2 Received To 2 Re	125 taxements iters terminents iters terminents Add terminents Add Contact. IS. Mockes Contact. IS. Mockes Contact Live 2AD 1001 Unit of MD Battmore, MD 21200 United States TOP7533 2.0Z Received Contact Top753	22 Contract Status Contract St

Click Cancelled and Change the amount

Line	Detaila								36.12
PO	• JT00001200		Catalon No.		Quantity	Status	0	Related Documents	ě
1	TOPS Letr-trim Perforated Legal Pads - 50 She	ret	TOP7533	2 DZ	2	Received			<u> </u>
	Contract No.	no value			2	Returned			
	Flex Field 2				1				
	Attachments	Add							
	Notes								

Click Complete.

					All	 Search (Alt+Q) Q 	0.00 USD 📜 🗢 🍋 🛛
• 471926						E Cogout	Save Updates Complete
nts Attachments History						_	
		Flexible Text Field 2					Draft
RUDOLPH SUPPLY		Flexible Drop Down		-		Details	
Rafael Espinoza						Creation Date	11/19/2021 11:32:33
	•	Attachments	Add			Source	Mar
Contact: S. Mocko		Notes				Supplier	RUDOLPH SUP
Univ of MD Baltimore City 1000 Hillton Circle						Received by	Rafael Espin
Baltimore, MD 21250 United States			1000 character	remaining		Total (36.12 USD)	
						Subtotal	36
							36
200					θD		
	Catalog No.		Quantity	Status		Purchase Order: JT00001200	
-trim Perforated Legal Pads - 50 Sheet	T0P7533	2 DZ	2	Cancelled	• 0 mm		
	Affactments History RUDOLPH SUPPLY Rafaet Espinoza Contact. S. Mocio Contact. S. Mocio Contact. Une 20 1010 Contact. S. Mocio Contact. S.	Af1926 Aflactiments History RUDOLFH SUPPLY Rafael Espinoza Contact. S. Mocio Cont	Af1926 Matchinetts History RuboLPH SUPPLY Rafael Espinoza Contact. S Mocko Contact. Mick 20101 Contact. Mick 20101 Contact. Mick 20101 United States Contact S Mocko Contact S M				Af1926 Afdechnerits Hassy Addechnerits Hassy Addechnerits Hassy Retche Text Field 2 Retche Text Field 2

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