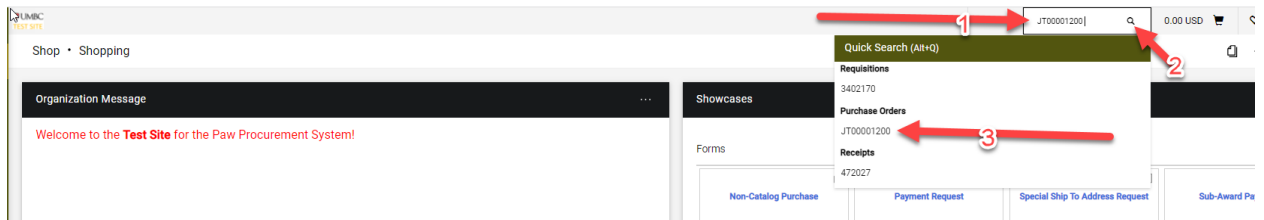


Receipts for Canceled Orders

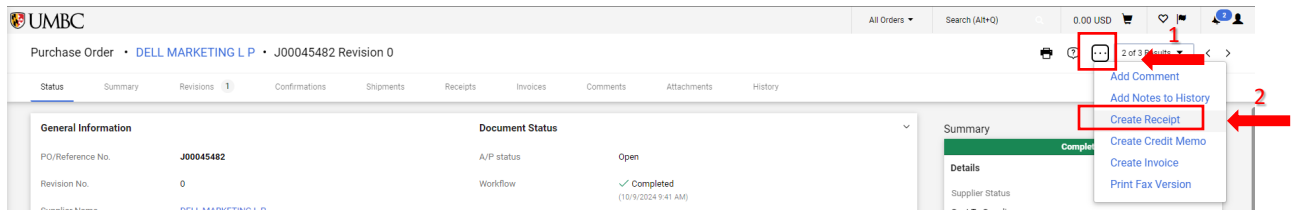
In order to do a receipt in Paw for a canceled PO, you must contact the supplier directly first and make sure the transaction has been canceled on their side.

Follow the below steps:

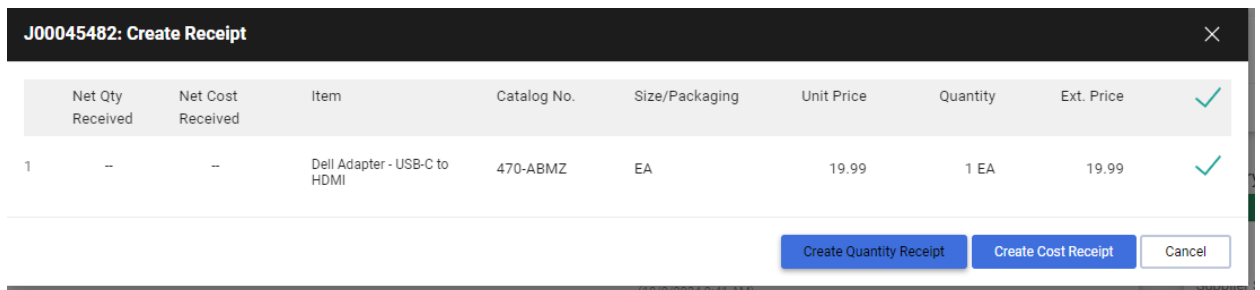
Locate the PO in Paw



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



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



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

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. Mocko
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 DZ	Received

ITEM DETAILS

Contract No. no value

Flex Field 2

Related Documents
Purchase Order: JT00001200

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

Click **Cancelled** and **Change the amount**

Line Details

PO • JT00001200

Line	Item	Catalog No.	Quantity	Status
1	TOPS Letr-trim Perforated Legal Pads - 50 Sheet...	TOP7533	2	Cancelled

ITEM DETAILS

Contract No. no value

Flex Field 2

Attachments Add

Notes

Related Documents
Purchase Order: JT00001200

36.12

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. Mocko
Contact Line 2 AD 1001
Univ of MD Baltimore City
1000 Hilltop Circle
Baltimore, MD 21250
United States

Notes 1000 characters remaining

Law 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