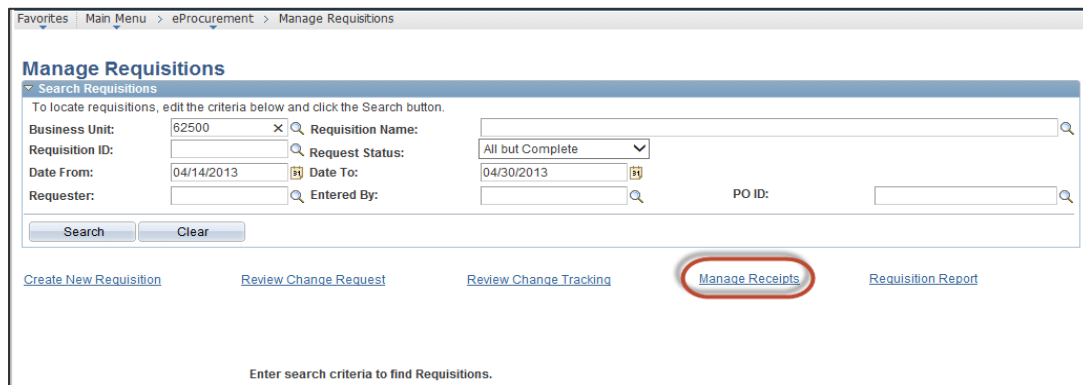


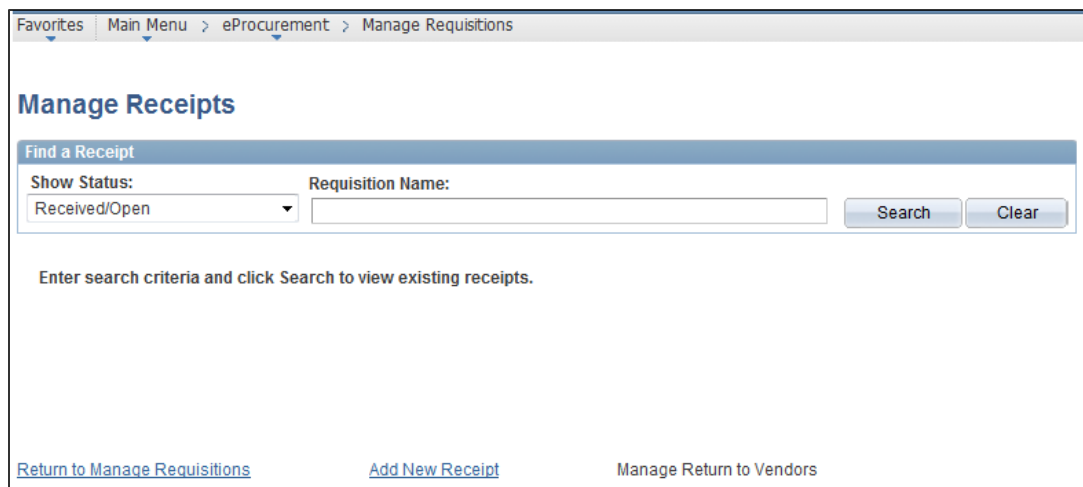
Business Process	Navigation
1. Cancel a receipt (Ship-To).	1. Main Menu > eProcurement > Manage Requisitions

Use the following navigation to cancel a receipt (Ship-To).

- From the Main Menu page, select **eProcurement > Manage Requisitions**.



- Click on the **Manage Receipts** link at the bottom of the page.

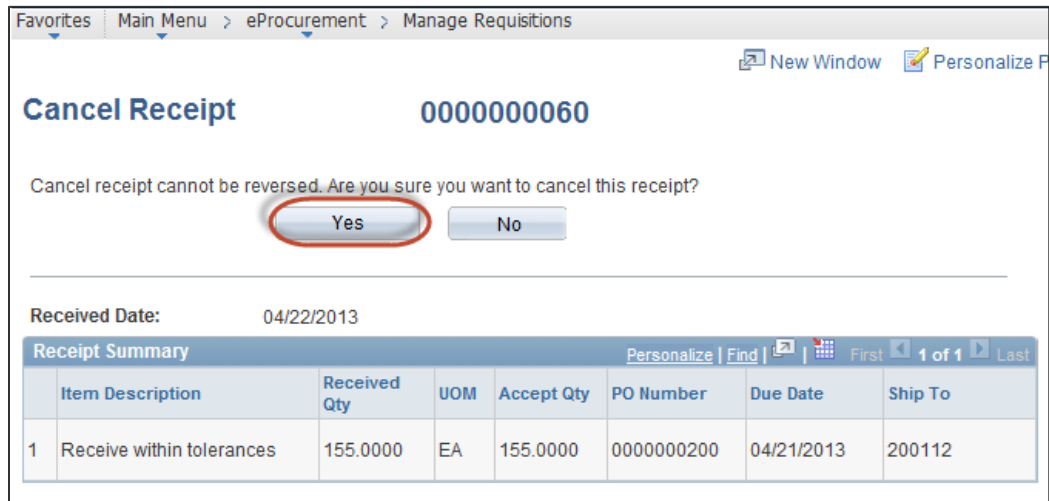


- Enter the **Requisition Name (optional)** if you want to search for a specific requisition's receipt.
- Click **Search**.
- The receipts meeting the entered criteria will display at in the lower portion of the page.

Receipts						Personalize Find View All First 1-5 of 5 Last		
Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status			
PO 09.6 037754	0000000090	04/22/2013	0000000199	65.0000	Received			

- Click the Cancel icon  to cancel the receipt. **NOTE: You will be unable to cancel a receipt if there is an invoice against it or if it has been paid, contact the Accounts Payable office to help you if you need to cancel the receipt.**

7. The Cancel Receipt page displays.



Cancel Receipt 0000000060

Cancel receipt cannot be reversed. Are you sure you want to cancel this receipt?

Yes No

Received Date: 04/22/2013

Receipt Summary							
	Item Description	Received Qty	UOM	Accept Qty	PO Number	Due Date	Ship To
1	Receive within tolerances	155.0000	EA	155.0000	0000000200	04/21/2013	200112

8. Click **Yes**.
9. The receipt is canceled.