Goods Receipt and Returned Continued…

Canceling Goods Receipt Confirmation

There may be rare instances when you will need to cancel a goods receipt confirmation after you have completed the confirmation. These instances include if the goods receipt confirmation was entered in error OR if the user accidentally confirmed a quantity of zero (0) by clicking the Last Delivery check box.

1. Find the cart’s Confirmation number from the main Shopping page selecting Advanced Search.

2. On the Advanced Search page, pull down the Search For menu and select Purchase Order.
Goods Receipt and Returned Continued…

3. In the **Number** field, enter the Purchase Order number and select **Search**.

4. On the **Display Purchase Order** screen, select the **Tracking** label.

5. On the **Tracking** page, find the Confirmation number and record it.

6. Close the Display Purchase Order screen, returning to the Advanced Search page.
Goods Receipt and Returned Continued…

7. Back on the Advanced Search page, **Search For** the **Confirmation** and enter the confirmation in the **Number** field. **Select** **Search**.

![Advanced Search](Image1)

8. On the **Display Confirmation** screen, highlight the line (or lines) you wish to cancel. **Select** **Cancel**.

**Note:** An overnight job runs in Buy@Duke that creates the goods receipt confirmation record. In most instances, you will not be able to see the confirmation to cancel it until the day after the goods receipt confirmation was performed.

![Display Confirmation](Image2)

9. In the resulting dialog box, select **Yes**.
Goods Receipt and Returned Continued…

10. Notice you are now on an **Edit Cancellation** screen. Select **Confirm** to save the goods receipt cancelation.

11. Notice the **Cancellation** number in the notification window indicating the goods receipt cancelation has successfully processed.

12. Select **Close** to exit.

**Note:** If you need to perform a goods receipt confirmation, you can now follow the steps for **Entering a Goods Receipt Confirmation** to perform the goods receipt confirmation.