



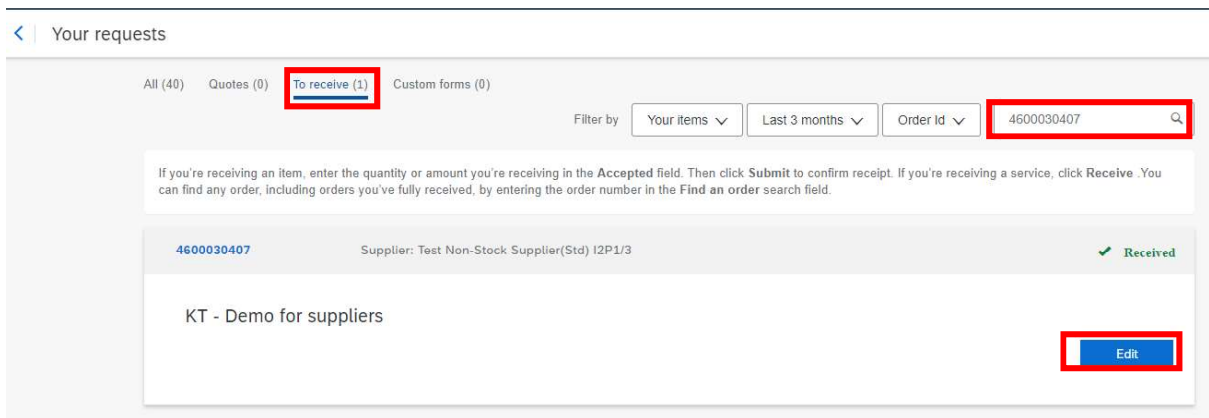
Connect
Suppliers Ariba

Cancelling or Changing a P O that has been fully receipted

Cancelling or changing a PO that has been fully receipted

Select the **Your Requests** tab followed by **To Receive**. Enter the PO number in the search box and click search. The order is displayed and shows a status of **Received**

Select the **Edit** button.



< | Your requests

All (40) Quotes (0) **To receive (1)** Custom forms (0)

Filter by Your items Last 3 months Order Id 4600030407

If you're receiving an item, enter the quantity or amount you're receiving in the Accepted field. Then click Submit to confirm receipt. If you're receiving a service, click Receive. You can find any order, including orders you've fully received, by entering the order number in the Find an order search field.

4600030407 Supplier: Test Non-Stock Supplier(Std) I2P1/3 ✓ Received

KT - Demo for suppliers Edit

You are taken to another screen, where you need to select the **Reopen Order** button. This will turn blue.



Receiving Steps ERP Order 4600030407: KT - Demo for suppliers Prev Next Exit

Select a receipt to work on or view. To select an item in the list, click its ID.

1 Select Request **Reopen Order**

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

Receipts - No Approval Needed

Receipts

Receipt ID	Order ID	Title	Date	Is Subcontractor	Status
RC10988	4600030407	KT - Demo for suppliers	Tue, 21 Mar, 2023		Approved

Click the **Exit** button.

Receiving Steps ERP Order 4600030407: KT - Demo for suppliers

Prev Next **Exit**

Select a receipt to work on or view. To select an item in the list, click its ID.
Note: This order is currently closed for receiving.

Reopen Order Reopen the purchase order to do further receiving.

Receipts - No Approval Needed

Receipts

Receipt ID	Order ID	Title	Date	Is Subcontractor	Status
RL110889	4600030407	K1 - Demo for suppliers	Tue, 21 Mar, 2023		Approved
RC11025	4600030407	KT - Demo for suppliers			Submitted

You are returned back to the **To Receive** tab, where you can now **Edit** the goods receipt, and reverse it by entering the total quantity previously receipted as a minus figure i.e. quantity of 10 was receipted so -10 is entered.

< | Your requests

All (40) Quotes (0) **To receive (1)** Custom forms (0)

Filter by Your items Last 3 months Order Id 4600030407

If you're receiving an item, enter the quantity or amount you're receiving in the **Accepted** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

4600030407 Supplier: Test Non-Stock Supplier(Std) I2P1/3 Material

	No.	Quantity	Prev. Accepted	Accepted
 Outlast balancing beam	1	10	10	Accepted -10.000
 Jantex Small Black Bin Liners 40Ltr (Pack of 500)	2	20	20	Accepted -20.000

Submit

Click the **Submit** button to reverse the goods receipt. Click Ok to the pop-up box, then navigate back to the **All** tab.

< | Your requests

All (40) Quotes (0) To receive (11) Custom forms (0)

Filter by Your requests Last 3 months Request ID Find a request

Date requested 20 March 2023 Amount £1,111.60 GBP **Ordered**

PR12638
KT - Demo for suppliers
Purchase orders: 4600030407

You will see the order is now showing as **Ordered** Select the PR number.

Here you will now have the option to select the **Change request** or **Cancel request** button, depending on your required action.

KT - Demo for suppliers
Change request
Cancel request

Request details / PR12638

Ordered

Ship to Dept for Infrastructure Bellozanne, St Helier JE2 3JX Jersey	Charge to Cost Center (0000100112 (HCS-Medical Supplies Department))	Total Cost £1,111.60 GBP
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Show advanced options

Test Non-Stock Supplier(Std) 12P1/3
4600030407

Note: If the **Cancel request** button is not active, this is likely due to the PO having been invoiced by the supplier. If this is the case, then you will need to contact AP.

If you require to change the order (perhaps the price is incorrect), then you may not be required to reverse the goods receipt. This is only required if you need to cancel the order or if you receipted the wrong order or for an incorrect quantity.