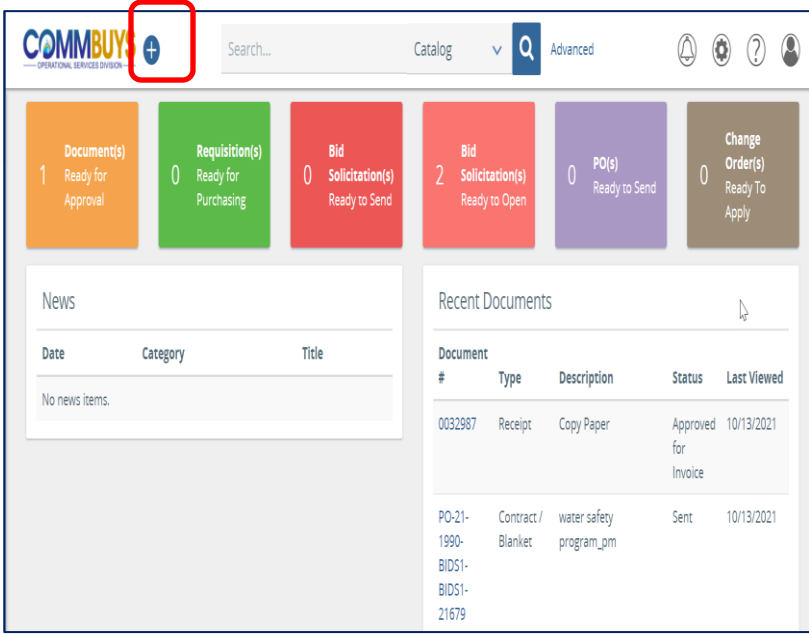## Job Aid:
How to Cancel Items in COMMBUYS

This Job Aid shows how to:

- Cancel items in COMMBUYS

Of Special Note:

Before a receipt can be processed, there must be a purchase order (PO) in Sent status. The receiving of goods and services may be either a complete or a partial receipt. Items that are being returned must be received and then returned. The receipt of items can also be cancelled without first receiving them. This Job Aid shows how to cancel items on a PO and the completed receipt with a Receipt Number assigned in an updated status of Approved for Invoice.

Individuals within an agency or department who receive and or create requests for payments will find this document useful. These users **MUST** process receiving within the Basic Purchaser role or within the Department Access role with permission to receive.

Screenshot	Directions
	Step 1: Clicking the Add Documents Icon Click on the **Add Documents** (plus sign) icon.

Screenshot	Directions
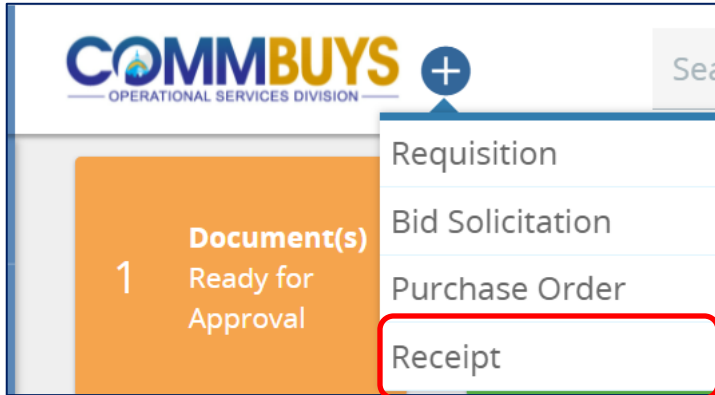
Step 2: Selecting Receipt

1. Select **Receipt** from the dropdown menu.

Step 3: Locating a Purchase Order

The **PO Receipts – Search PO** page displays.

1. Locate the PO using any of these search fields:
   - PO#
   - Release Number
   - Buyer

2. Press **Enter** on your keyboard or scroll to the bottom of the screen and click on the **Find It** button.

Screenshot	Directions

Screenshot

Select	Purchase Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Vendor Name	Total	Status
○	PO-19-1080-OSD03-SRC01-15789:157	04/07/2021	test	BIDS1/BIDS1	Bill O'Malley1	Bridgestone Americas Tire Operations, LLC	$99.96	3PCR - Complete Receipt
○	PO-19-1080-OSD03-SRC01-15789:159	05/05/2021	rpa release	BIDS1/BIDS1	Bill O'Malley1	Bridgestone Americas Tire Operations, LLC	$180.00	3PCR - Complete Receipt
●	PO-19-1080-OSD03-SRC01-15789:170	09/08/2021	test	BIDS1/BIDS1	Bill O'Malley1	Bridgestone Americas Tire Operations, LLC	$888.88	3PCR - Complete Receipt
○	PO-18-1080-OSD03-SRC03-11320:495	04/07/2021	test	BIDS1/BIDS1	Bill O'Malley1	Lowe's Home Centers, LLC	$22.22	3PCR - Complete Receipt
○	PO-18-1080-OSD03-SRC02-11320:499	05/05/2021	rpa release	BIDS1/BIDS1	Bill O'Malley1	Lowe's Home Centers, LLC	$55.00	3PCR - Complete Receipt
○	PO-18-1080-OSD03-SRC02-11320:512	09/08/2021	test	BIDS1/BIDS1	Bill O'Malley1	Lowe's Home Centers, LLC	$222.00	3PCR - Complete Receipt

Select   Exit

Directions

Step 4: Selecting a Purchase Order

The search results display at the bottom of your screen in the **Blanket Results** section.

1. In the **Select** column, click on the radio button next to the PO you want to receive.

2. Click on the **Select** button at the bottom of the screen.

Screenshot	Directions

Step 5: Locating the Items to Cancel

The **Receipt** page displays. The **Receipt Type** column in the Item Information section defaults to **Receive** for each item.

1. In the **Selected** column, click on the checkbox next to each item to be cancelled, or click the checkbox at the top of the column to select all items.
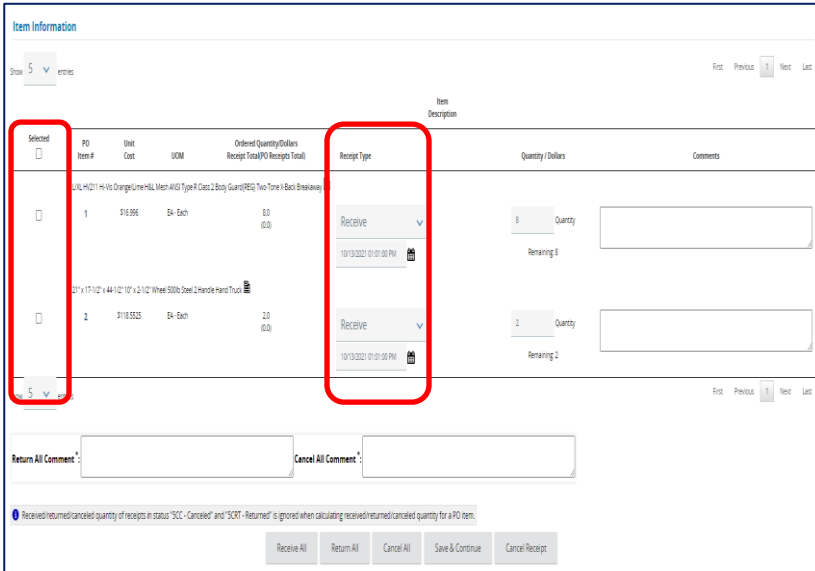

2. Using the dropdown arrows in the **Receipt Type** column, select **Cancel** for each item to be cancelled.
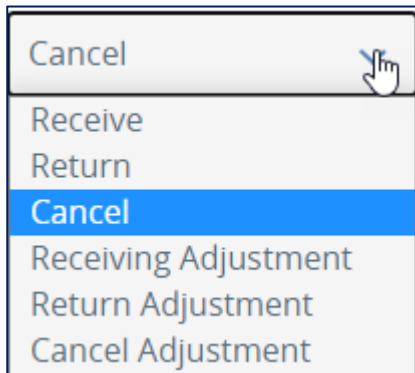
3. Enter the quantity to be cancelled in the **Quantity/Dollars** column.

4. Enter a comment or reason for the cancellation in the boxes in the **Comments** column or enter a comment in the Cancel All Comment box at the bottom.

5. Scroll to the bottom of the page and click on the **Save & Continue** button.

NOTE: Items do not have to be received before they can be canceled.

Screenshot	Directions
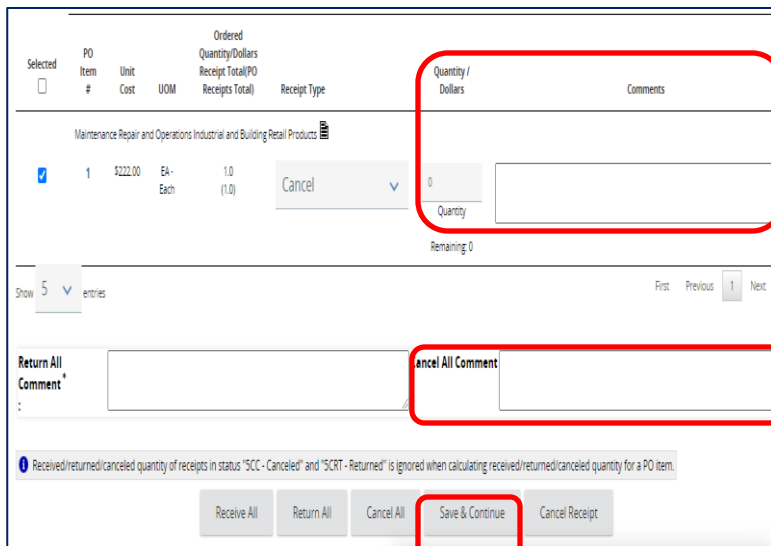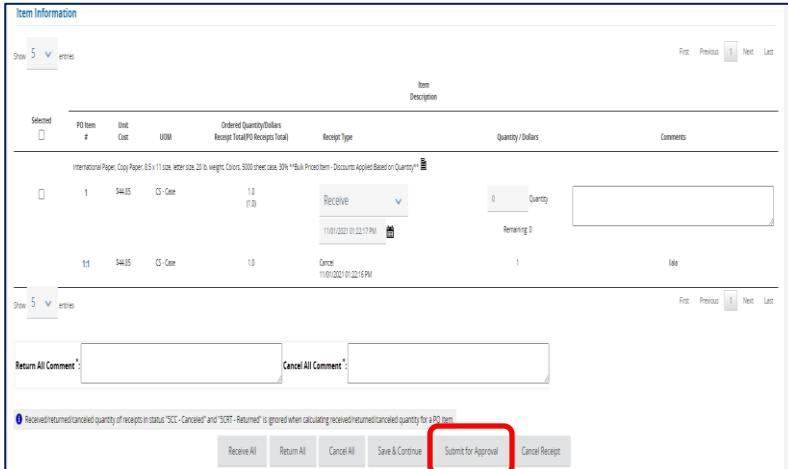
Step 6: Submitting for Approval

When the screen redisplays, click on the **Submit for Approval** button at the bottom of the page.

When the screen redisplays, click on the **Save and Continue** button.

NOTE: The requisition will now proceed through the approval path. The Purchaser will be informed by COMMBUYS email when the approval is complete, at which point you can log back into COMMBUYS to view or continue with the next step.
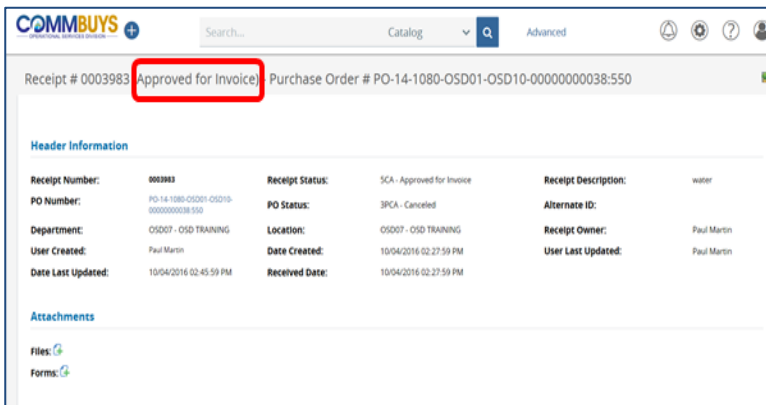
Step 7: Verifying Approval

Once your receipt is approved, it will be placed in the **Approved for Invoice** status.