

Cancel Domestic Shipment Receipt

Direct Ship RAs ONLY will use this procedure to cancel a recently entered shipment receipt also known as a Goods Receipt (GR). A receipt should be cancelled when it has been entered on an incorrect line item. This allows the shipment receipt to be reentered for that line item.

Canceling Domestic Shipment Receipt

1	Click on “Operations”
2	Click on “Shipment Receipts”
3	In “Order Number” field enter one of the following: <ul style="list-style-type: none"> • Purchase Order # or • Sales Order # or • Requisition #
4	Click “Search”
5	On the “Enter Shipment Receipt Screen” , confirm the ASN Number and BOL # fields are blank. <ul style="list-style-type: none"> • If the fields are not blank, the receipt cannot be cancelled.
6	Click the checkbox on the “Further Actions” column next to the line item to be cancelled
7	Click “Cancel Receipt” to cancel the line item
8	Click “Yes” on the “Good Receipt Cancellation Process” pop-up screen to cancel the line item
9	To confirm cancellation: <ul style="list-style-type: none"> • “Goods Receipt cancelled successfully” message is auto-generated • Status for the line item is updated from “Recpt Processed” to “Missing ASN”

5

Further Actions	Receipt Status	Sales Doc.	Purch.Doc. ▲	Material Description	ASN Number	Signed by	BOL #
<input type="checkbox"/>	Recpt Processed	5000320442	4100007682	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997		R1
<input type="checkbox"/>	Recpt Processed	5000320444		CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998		R1
<input checked="" type="checkbox"/>	Recpt Processed	5000320446		CHEESE NATURAL AMER FBD BARREL-500 LB		SD1	
<input type="checkbox"/>	Missing ASN	5000320447		CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	Missing ASN	5000320451		CHEESE NATURAL AMER FBD BARREL-500 LB			

Submit Receipt | Modify Receipt | Cancel Receipt

Need more screenshots or information?
Use RA104 WBSCM Receipting Part III: Canceling PPT
or
RA104 Part III Handout PDF



TEXAS DEPARTMENT OF AGRICULTURE
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This product was funded by USDA.
 This institution is an equal opportunity provider.



Updated 11/9/2022
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