

WBSCM Cancel Receipts

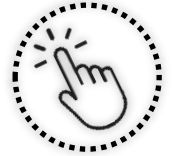
Direct Ship Recipient Agencies (RAs) use this procedure to cancel a shipment receipt where all information has been entered and submitted incorrectly for a line item and needs to be re-entered. Shipment receipts can only be cancelled before an ASN (Automatic Shipment Notification) has been entered.

Step 1

Select Order to Receipt

In WBSCM, log in using RA Ship-To credentials

1. Select the **“Operations”** tab
2. Click **“Shipment Receipts”**
3. In the **Enter Shipment Receipt** screen, enter the Purchase Order number, Sales Order number, **or** Requisition number in the **“Order Number”** field
4. Click the **“Search”** button



Cancel Line Item(s)

Step 2

1. On the **Enter Shipment Receipt Details** screen, click the check box in the **Further Actions** column for the line item to cancel
2. Confirm **ASN Number** and **BOL #** fields are blank for the selected line items. If fields are not blank, the line item cannot be cancelled. ***Scroll right as needed to access BOL# fields**
3. Click the **“Cancel Receipt”** button
4. Click the **“Yes”** button on the **Goods Receipt Cancellation Process** pop-up box to confirm the receipt will be cancelled for the selected line item(s)

After Submission



- Confirmation message **“Goods Receipt cancelled successfully”** is generated upon successful cancellation
- Status for line item(s) updated from **“Recpt Processed”** to **“Missing ASN”**
- Once shipment receipt is cancelled, line item(s) are available to re-enter shipment receipt correctly



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