

Reverse Goods Receipt and Cancel Order

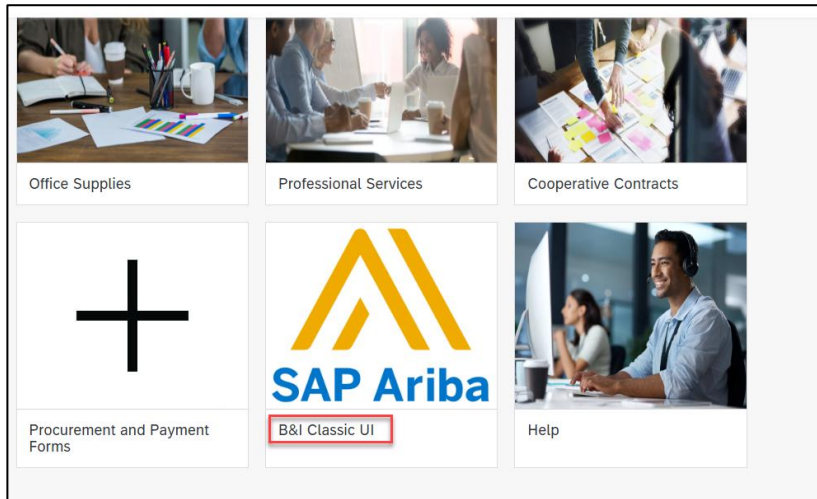
Updated February 27, 2026

Purpose

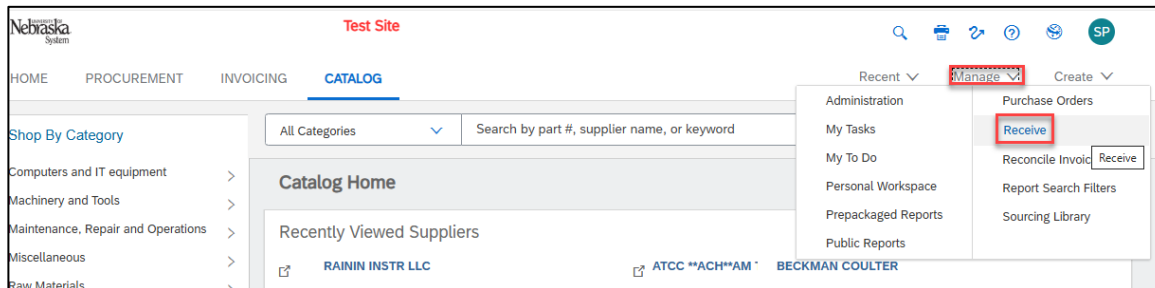
If a purchase order needs to be cancelled and it has been auto received but not invoiced, follow the instructions below.

Procedure

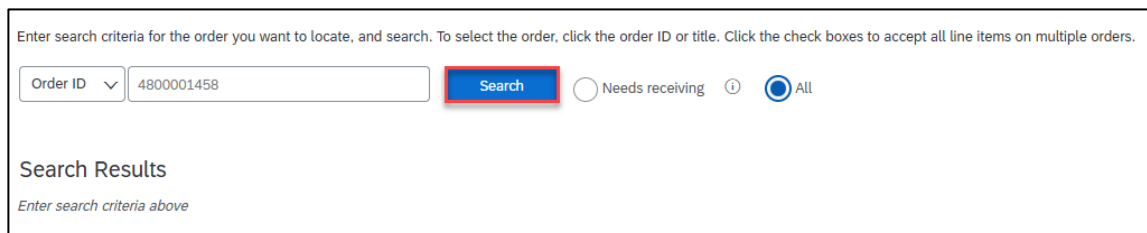
Click on B&I Classic UI.



Click *Manage*, then *Receive*.



Enter the purchase order number, select All, then click Search.



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Click *Reopen Order* (button will briefly turn blue in color).

ERP Order 4800001458: **Desk**

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.

Click the *Reopen Order* button again and click *Receive Manually*.

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

Note: The items on this partially received order are of auto-receive type.

[Receive Manually](#) Change the auto-received lines to manual and edit the received values.

Receipts - No Approval Needed

Receipts

Receipt ID ↑	Order ID	Title	Date
RC2133	4800001458	Desk	Tue, 20 Jan, 2026
RC2177	4800001458	Desk	

Click the *Receipt ID* number in composing status.

Receipts - No Approval Needed

Receipts

Receipt ID ↑	Order ID	Title	Date	Status
RC2133	4800001458	Desk	Tue, 20 Jan, 2026	Approved
RC2177	4800001458	Desk	Wed, 18 Feb, 2026	Composing

Order ID: [4800001458](#)
Version: 2

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Enter minus (-) next to the amount that needs to be reversed (e.g., -1). Click *Update Totals*.

Receipt RC2177: 4800001458 - Desk Prev Next

Enter the number of items to accept or reject.

Summary **Approval Flow**

Order ID: 4800001458 Date: Wed, 18 Feb, 2026
Order Title: Desk Processing Status: Receiving
ERPReceiptNumber:
My Labels: [Apply Label...](#)

Note: Clicking Submit, or saving the changes, converts all edited auto-receipts to manual receipts.

Line Items - Auto-Received by Quantity When Ordered

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	1	30 x 60	each	NA	1	0	<input type="text" value="-1"/>	<input type="text" value="0"/>	1	Wed, 18 Feb, 2026
2	1	Adjustable Arms	each	NA	1	0	<input type="text" value="-1"/>	<input type="text" value="0"/>	1	Wed, 18 Feb, 2026

Click the *Submit* button twice.

Receipt RC2177: 4800001458 - Desk Prev Submit Exit

Review the receipt, make changes as necessary, and then submit it for approval.

Summary **Approval Flow**

Order ID: 4800001458 Date: Wed, 18 Feb, 2026
Order Title: Desk Processing Status: Receiving
ERPReceiptNumber:
My Labels: [Apply Label...](#)

Note: Clicking Submit, or saving the changes, converts all edited auto-receipts to manual receipts.

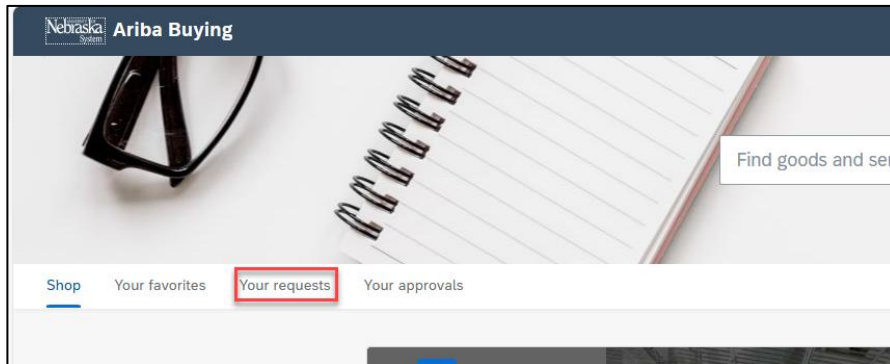
Line Items - Auto-Received by Quantity When Ordered

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	1	30 x 60	each	NA	1	0	<input type="text" value="-1"/>	<input type="text" value="0"/>	0	Wed, 18 Feb, 2026
2	1	Adjustable Arms	each	NA	1	0	<input type="text" value="-1"/>	<input type="text" value="0"/>	0	Wed, 18 Feb, 2026

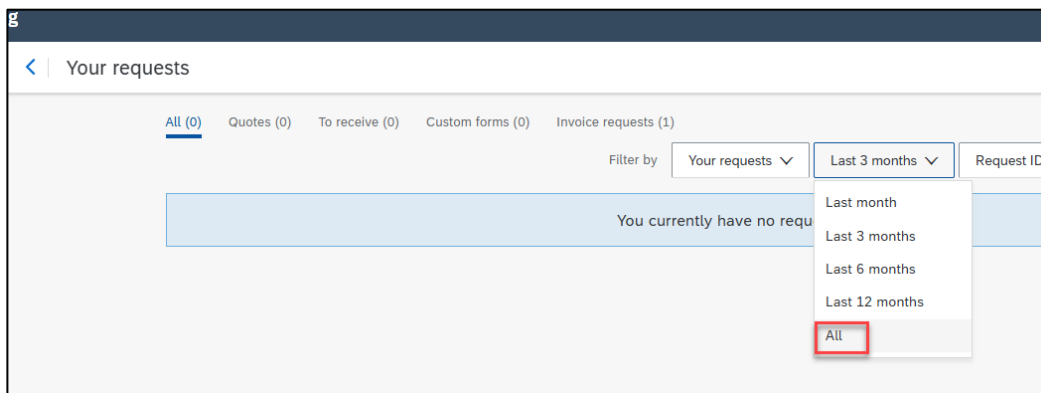
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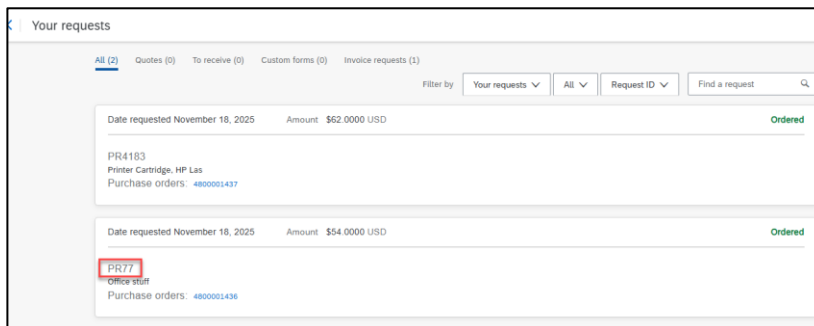
Click the *SAP Ariba Buying* browser tab to return to *Guided Buying* and click *Your Requests*.



Search for the PR associated with the PO being cancelled. Click the drop-down arrow *Last 3 months* and select *All*. If needed, enter the PR number and click *Search*.



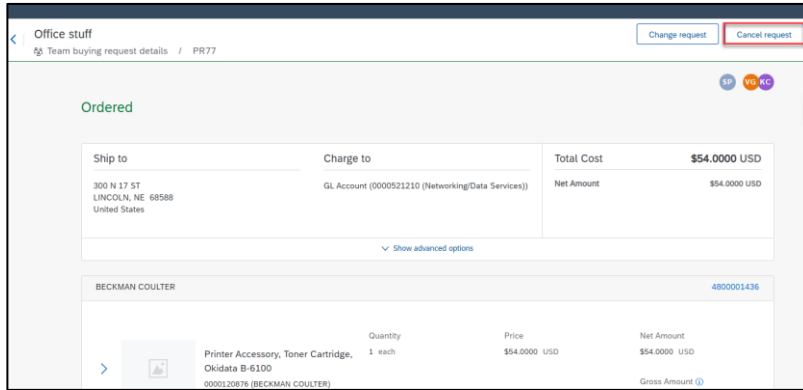
Click the *PR Number*.



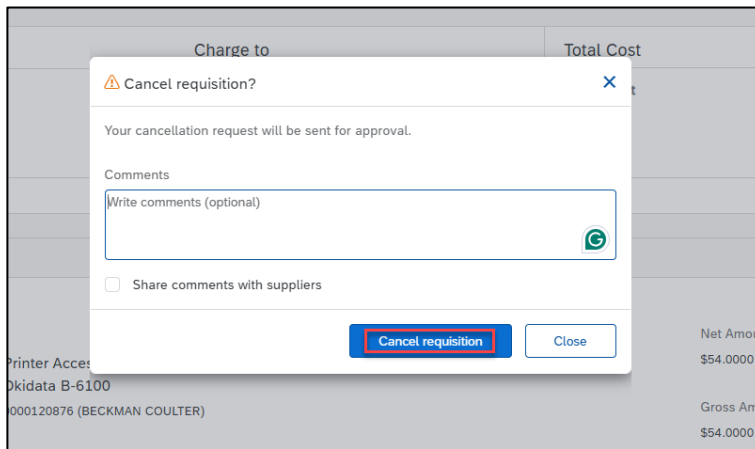
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Click *Cancel Request*.



Comments are optional. Click *Cancel Requisition*.



The order will be cancelled.

