

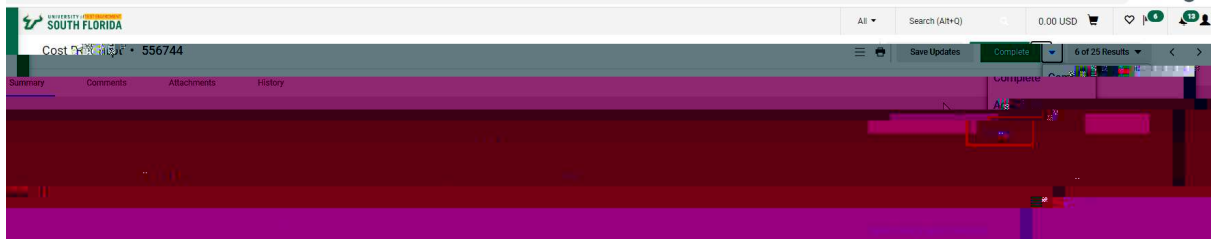


You have the option to a , and related to delivery of goods or services for your records



If you receive against an invoiced PO item, attempt to delete the receipt first. To delete a receipt transaction in Bill Marketplace utilize the following steps

to the in Bill Marketplace



If the PO has been partially invoiced, you will be unable to edit/delete the receipt. Instead create a return receipt utilizing the instructions above. When you create the new receipt, you will need to change the line status from 'received' to 'return' and enter the number of items needing to be returned on the corresponding PO line. You can then add a comment stating the reason for return and reference the previous receipt #XXXXXXXXXX

Only use this functionality if items will never be received in the future. This will remove the item from the ability to be received in the future and may not be able to be reentered without a change order or new Purchase Order.

