

Need to close out an ebuy2 order that you've received? Perhaps you 'accidentally' typed the wrong number and now you can't get rid of it?

Follow these simple steps:

The screenshot shows the 'Procurement' tab selected in the top navigation bar. On the left is a sidebar menu with options like 'Request/Shop', 'Search Catalog', 'Shopping Cart', 'Favorites', 'Manage Requests', 'Search Requests', 'All Requests', 'Open Requests', 'Old Requests', 'Approve', 'Order Request', 'All Approvals', and 'FYI Notifications'. The main area displays the 'Order Requests' table with columns for 'Request #', 'Date', and 'Status'. The table contains several rows, with the second row (Request # 18863466) highlighted. Red arrows and numbers 1, 2, and 3 indicate the steps: 1 points to the 'Status' column, 2 points to the 'Request #' column, and 3 points to the '[Receive]' link in the second row.

Request #	Date	Status
18884043	01/13/2015	In Approval
18863466 [Receive]	01/08/2015	Ordered
18863435	01/08/2015	Declined
18863004 [Receive]	01/08/2015	Ordered
18862036 [Receive]	01/08/2015	Ordered
18856210	01/07/2015	Ordered

Near the bottom, select 'End Receiving':

The screenshot shows a dialog box with a text area containing the text: "Everything has been recieved." (Note the typo 'recieved'). Below the text area are two buttons: "to Shopping Cart" and "End Receiving". A red arrow points to the "End Receiving" button.

Brief explanation for what happened. (never invoiced/received, contacted vendor and they are crediting us, etc)

The screenshot shows the 'End Receiving Reason' dialog box. The title bar says "End Receiving Reason: Please add a note." Below the title bar is a text area containing the text: "Everything has been recieved." (Note the typo 'recieved'). To the right of the text area is an "Add" button. A red arrow points to the "Add" button.