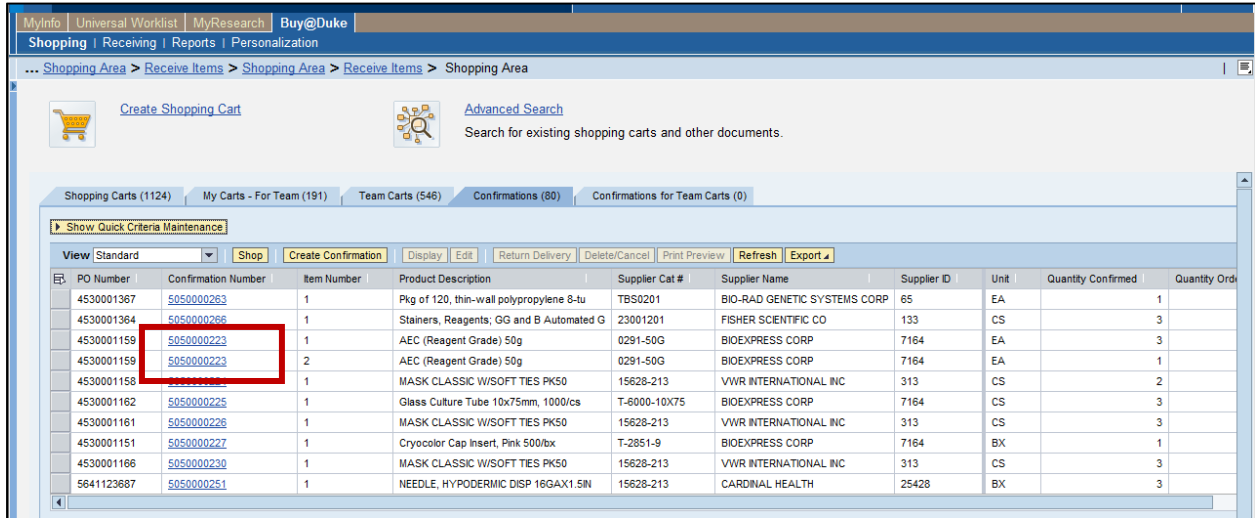


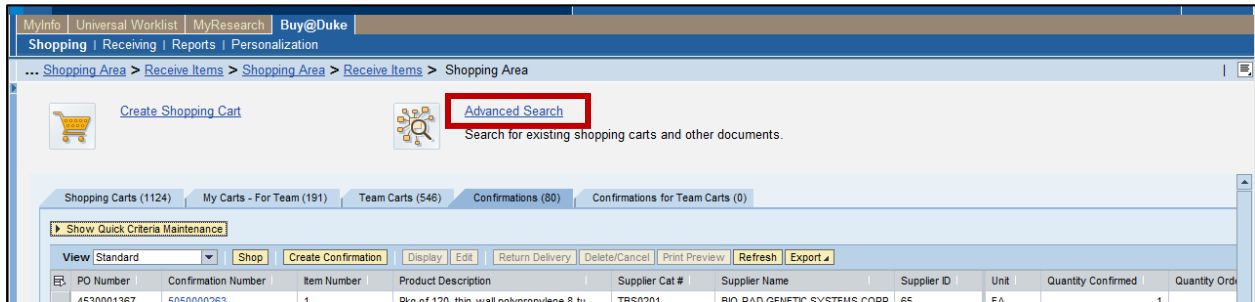
# Shopper: Canceling Goods Receipt Confirmation

## Explanation

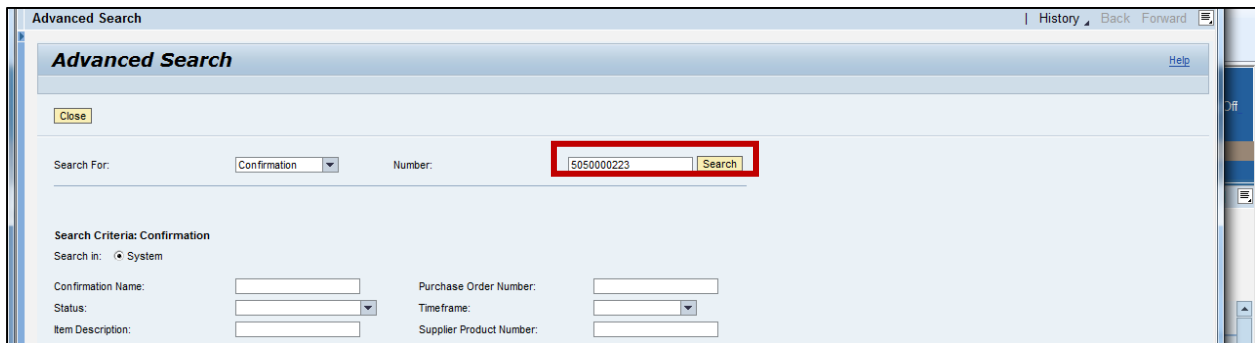
1. Obtain the Confirmation number by displaying either the Shopping Cart or the Purchase Order and viewing the Related Documents tab.



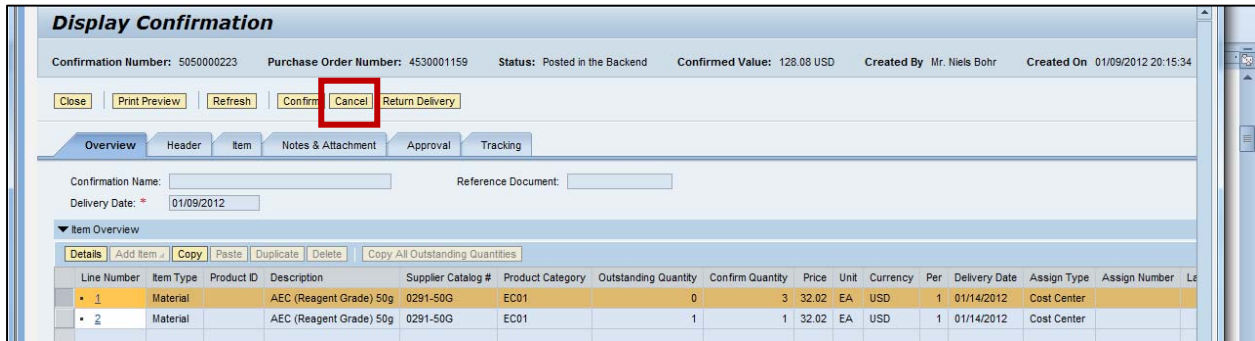
2. On the Shopping page, click on the Advanced Search link.



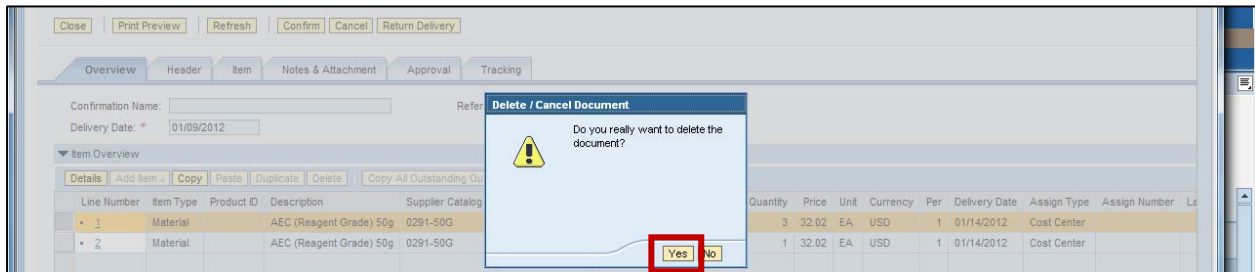
3. Search for the Confirmation document by entering the Confirmation number and clicking the Search button.



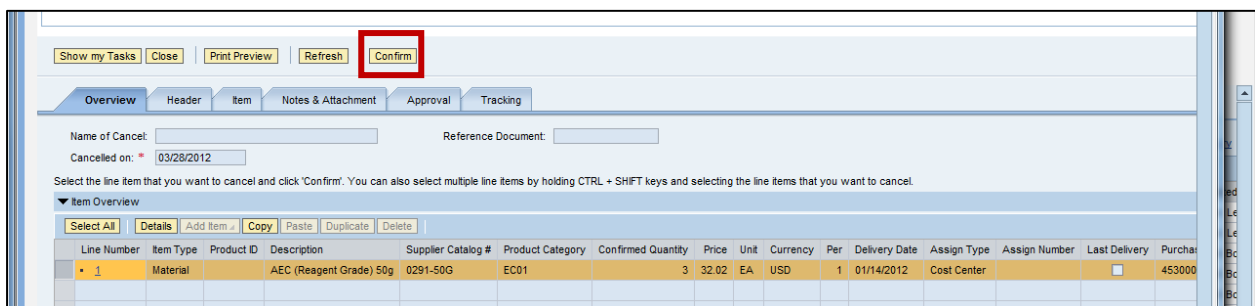
- Select the Line Item of the item you wish to cancel by highlighting it. Then click the Cancel button.



- Confirm the Cancellation by clicking Yes.



- Repeat steps 4 and 5 for any other Line Items you wish to cancel. You can select multiple Line Items by holding the CTRL and SHIFT keys while clicking on the lines.
- When you have canceled all the Line Items you wish, click the Confirm button.



- You will receive a notification.

