Do you need to reverse a goods receipt? Here’s how.

1. **GO SHOPPING**
   - In SRM, click the “Go Shopping” tab.
   - Click “Order Status”.
   - Click the “Confirmations” tab.

2. **EDIT LINE ITEM**
   - Highlight the line item by selecting the first column.
   - Click “Edit”.

3. **DELETE**
   - Click the “Delete” button.
   - You have successfully reversed the goods receipt.