How do I delete a duplicate receipt entered in 49er Mart?

**Tell Me**

Reference the Reopening a Receipt in the Receiving module within the 49er Mart Training in Canvas, which includes the option to delete or change the receipt after it is reopened.

If a receipt should be deleted or the quantity needs to be changed, it can be reopened as long as an invoice has not been processed against the purchase order.

1. Open the Receipt document you need to delete or change.
2. Press Reopen Receipt.
3. Press OK when the “Are you sure you want to reopen this receipt?” message appears.
4. Enter a reason as to why the receipt is being reopened and send email notifications if desired.
5. Press Reopen Receipt.
6. You can now delete or change the receipt.

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**Related FAQs**

- How do I return items in 49er Mart?
- How do I retrieve a Purchase Order that has “disappeared” from “My Orders” in 49er Mart?
- How do I order from a supplier who is not in 49er Mart?
- How do I access the Amazon Punch-out Catalog training materials?
- How do I access the eCR (electronic check request) in 49er Mart?