

Business Process

1. To inquire on the receipt (Any Ship-To).

Navigation

1. Main Menu > **eProcurement** > **Receive Items**

Use the following navigation to inquire on a receipt (Any Ship-To).

1. From the Main Menu page, select **eProcurement** > **Receive Items**.

2. The **Received Date From** and **To** will default to a one month range backwards from current system date. Change these dates if desired.
3. In the **Show Status** box, select from the drop down list the appropriate status you desire to use.
4. Enter a **Business Unit** – 62500 (should default from your user preferences).
5. Enter any additional search criteria such as **Receipt ID**, **Ship To**, **PO Unit** or **PO ID** in order to limit your search results. After entering all the appropriate search criteria, click **Search**.
6. The receipts meeting the entered criteria will display at in the lower portion of the page.

Receipts						Personalize Find View All	First	1 of 1	Last
Business Unit	Receipt ID	Date	PO ID	Vendor	Status				
62500	0000000060	04/22/2013	0000000200	SISTERROSA-001	Received				

7. Click the Details button  to display additional details of the receipt.

8. Review the details and use any of the additional tabs on this page to review additional information.