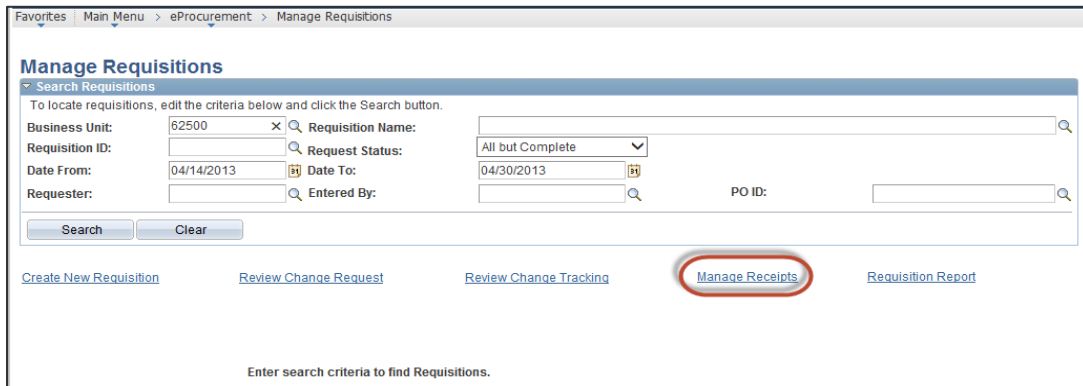


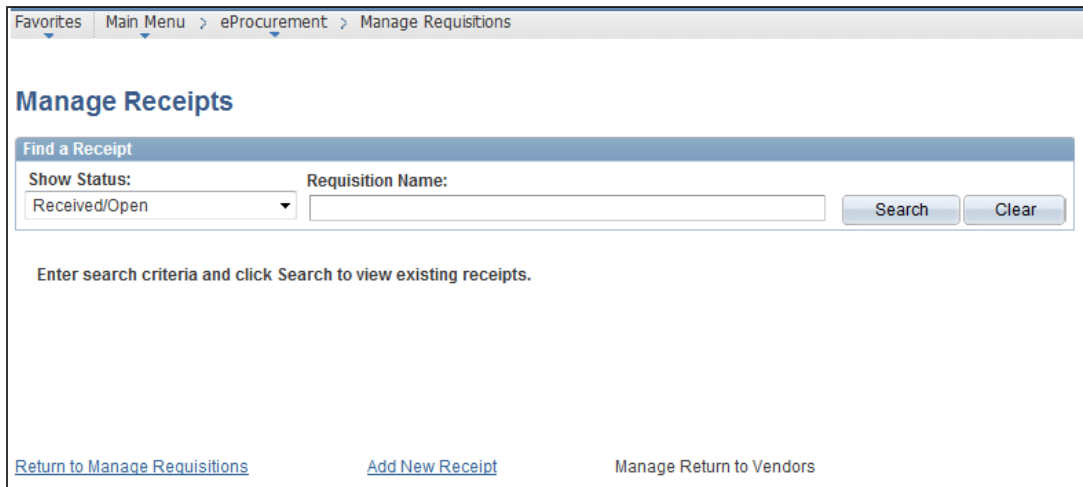
Business Process	Navigation
1. To inquire on the receipt (Ship-To).	1. Main Menu > eProcurement > Manage Requisitions

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

- From the Main Menu page, select **eProcurement > Manage Requisitions**.



- Click on the **Manage Receipts** link at the bottom of the page.



- In the **Show Status** box, select from the drop down list the appropriate status you desire to use.
- Enter the **Requisition Name** if you want to search for a specific requisition's receipt.
- Click **Search**.
- The receipts meeting the entered criteria will display at in the lower portion of the page.

Receipts						Personalize Find View All First 1-5 of 5 Last		
Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status			
PO 09.6 037754	0000000090	04/22/2013	0000000199	65.0000	Received			

- Click the Details button  to display the receipt.

Favorites Main Menu > eProcurement > Manage Requisitions

Receive Items

Receipt No: 0000000090
 *Business Unit: 62500
 Receipt Status: Fully Received
 *Received Date: 04/22/2013

[Add Header Comments](#) [Reject Shipment](#)

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	Asset Status	PO
1		TREES	75.0000	BDL	65.0000					Pending

[Save Receipt](#)

[Add New Receipt](#) [Manage Return to Vendors](#) [Inquire Receipts](#)

8. The **Received Quantity** and **Accept Quantity** display.
9. Click the Details icon to view the receipt details and purchase order information.

Favorites Main Menu > eProcurement > Manage Requisitions

Line Details

Receipt No	Line	Status
0000000090	1	Received

☐ Hold Item

Item Detail
 Item: TREES
 Merchandise Amt: 32500.00
 Model:
 Manufacturer:
 UPN ID:

Receipt Detail		Purchase Order Detail	
Receipt UOM:	BDL	Unit:	62500
Receipt Qty:	75.0000	PO No.:	0000000199
Accept Quantity:	65.0000	Line:	2
Reject Quantity:	10.0000	Sched Num:	1
Vendor's Returned Material Authorization Info:		Ship To:	200112
RMA Number:	123	Unit Price:	500.00000
Line Nbr:	456	PO Amount:	37500.00
		Attention To:	Tester 22

[Return to Previous Page](#)

10. Click **Return to Previous Page**
11. Click the Comments icon to view any Receipt or PO comments or attachments.
12. Click the **Pending** link to view the asset information. The link only appears if the receipt references an asset category.