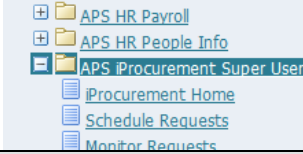


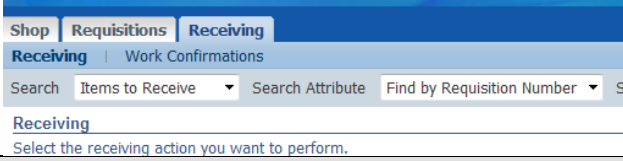
Entering a Partial Receipt Transaction in R12

Step 1



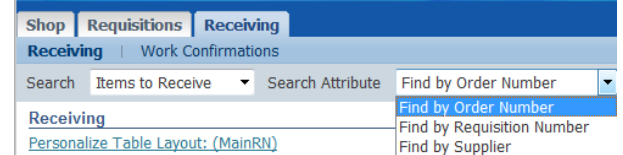
Click the APS iProcurement Super User link.
Click the iProcurement Home link.

Step 2



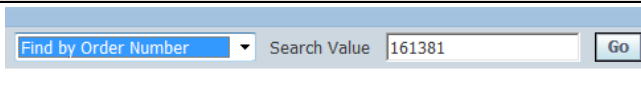
Click the **Receiving** tab.

Step 3



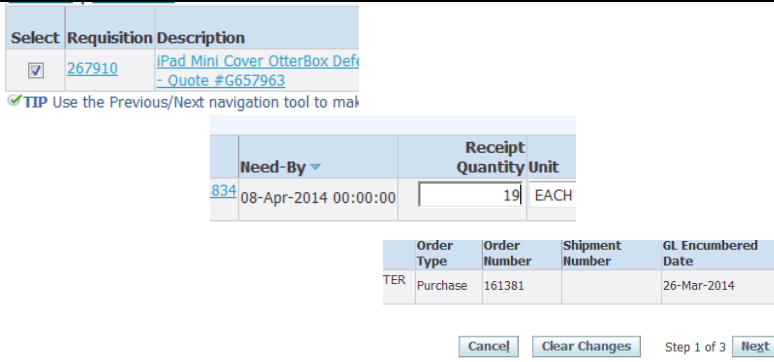
Select Find by Order Number in the Search Attribute list box.

Step 4



Enter PO Number in the Search box.
Click the **Go** button.

Step 5

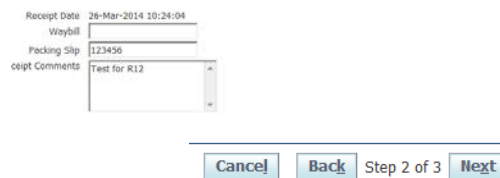


Select the **Checkbox** in the Select column next to the items you want to Receive.

Enter the Partial Quantity in the **Receipt Quantity** field in the middle of the screen.

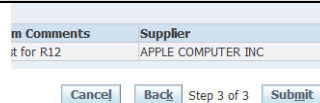
Click the **Next** button on the far right side of the screen.

Step 6



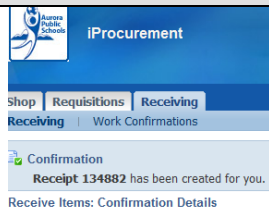
Enter Packing Slip Number and Receipt Comments.
Click the **Next** button.

Step 7



Click the **Submit** button.

Step 8



Get the Receipt Confirmation.