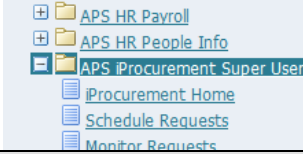


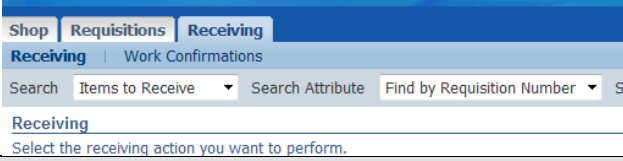
Entering Receipt Correction Transaction R12

Step 1



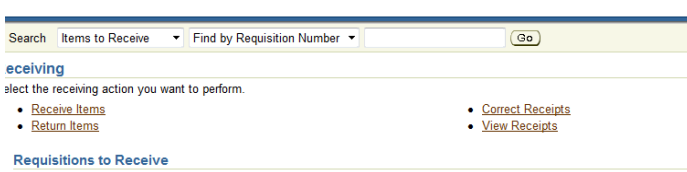
Click the APS iProcurement Super User link.
Click the iProcurement Home link.

Step 2



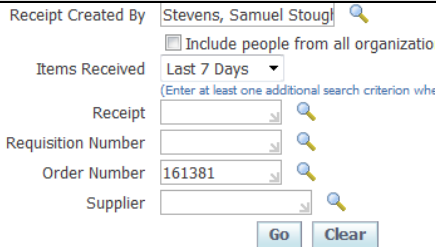
Click the Receiving tab.

Step 3



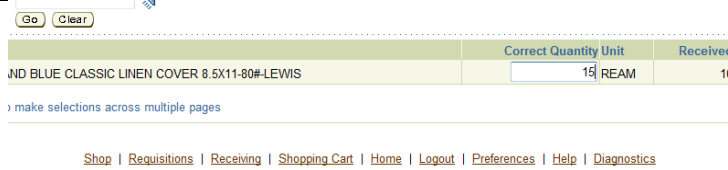
Click the Correct Receipts link.

Step 4



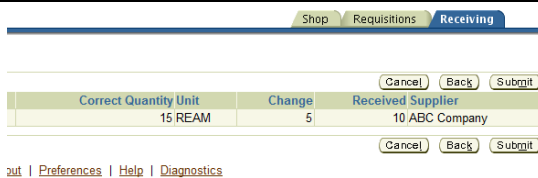
Enter PO Number in the Order Number field in the Search criteria.
Click Go button.

Step 5



Enter the Correct Quantity in the Correct Quantity field.
Click the Continue button.

Step 6



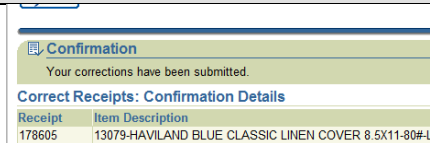
Verify the Change Quantity in the Change field.
Click Submit button.

Step 7



Click the Submit button.

Step 8



Get Correction Confirmation.