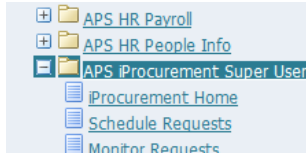


Viewing Receipt Transaction R12

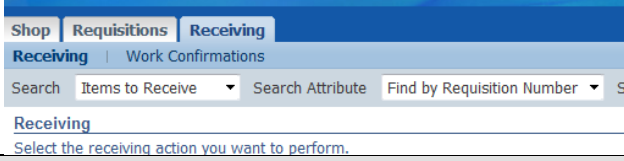
Step 1



Click the APS iProcurement Super User link.

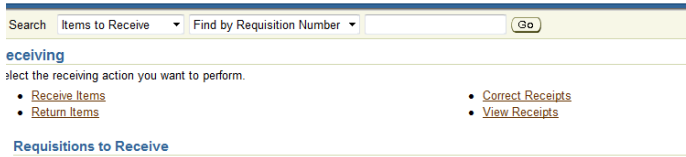
Click the iProcurement Home link.

Step 2



Click the **Receiving** tab.

Step 3



Click the **View Receipts** link.

Step 4

Receipt Created By: Stevens, Samuel Stougl

Include people from all organization

Items Received: Last 7 Days

Receipt: [Dropdown]

Requisition Number: [Dropdown]

Order Number: 161381

Supplier: [Dropdown]

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

Step 5

Receipt	Requisition	Description	Re
134882	267910	iPad Mini Cover OtterBox Defender F/Ipad Mini-Blk - Mfg#: OTB-77-23834 - Quote #G657963	

Indicates an adjusted receipt quantity.

Click on the Receipt link.

Step 6

Transaction History

Net Quantity Received 15
Original Receipt Quantity 10

Transaction	Quantity	Unit	Transaction Date	Transacted By
Receive Items	10	REAM	28-Mar-2013 12:47:31	KUMAR, KISHORE
Correct Receipt	5	REAM	28-Mar-2013 12:55:08	KUMAR, KISHORE

[Return to Receiving](#)

See the Receipt details.