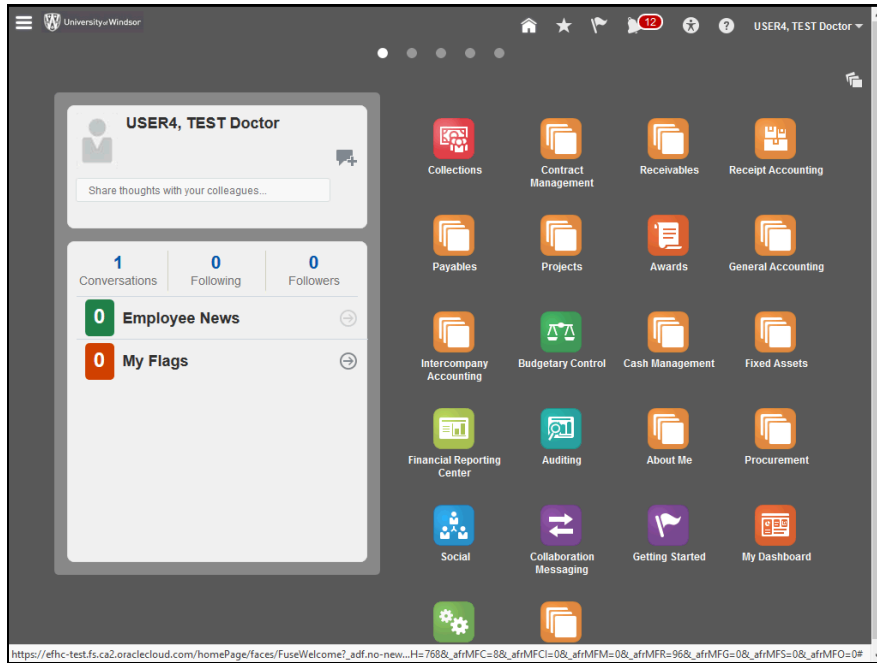



PO 14: Create a partial receipt for PTP-PO-002
Created on 2/26/2018

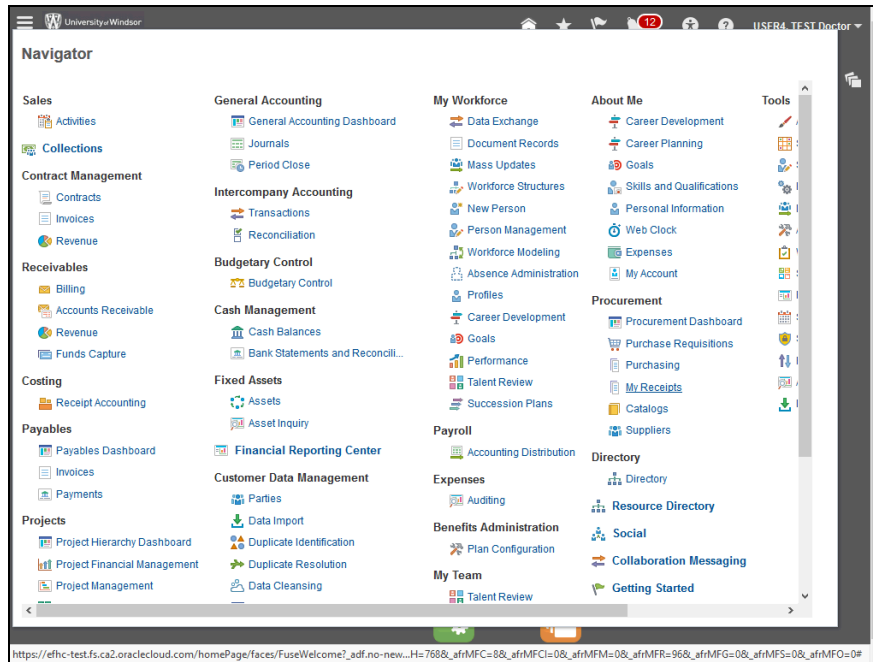
PO 14: Create a partial receipt for PTP-PO-002

Procedure

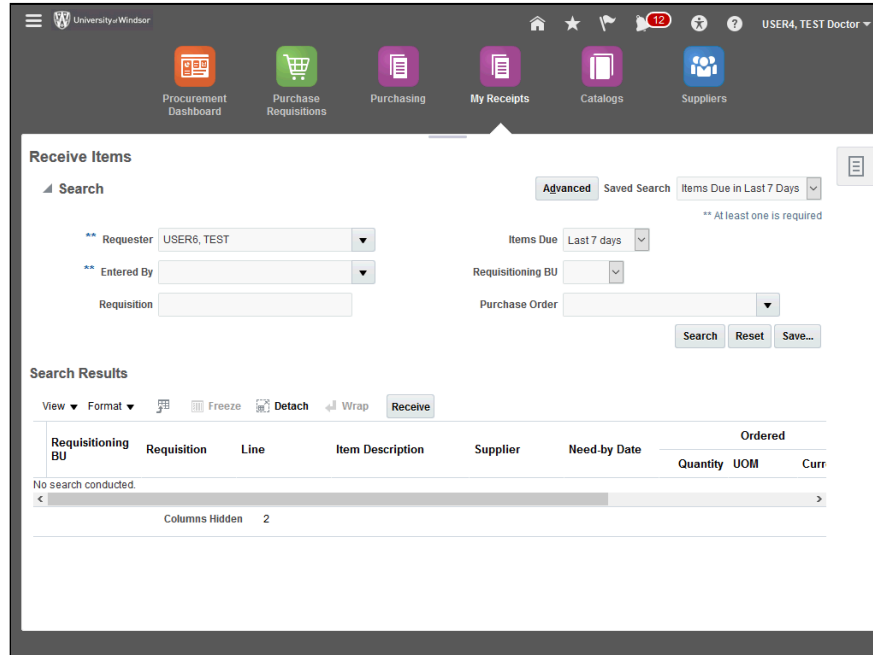
This User Guide outlines the steps required to create a partial receipt for PTP-PO-002.



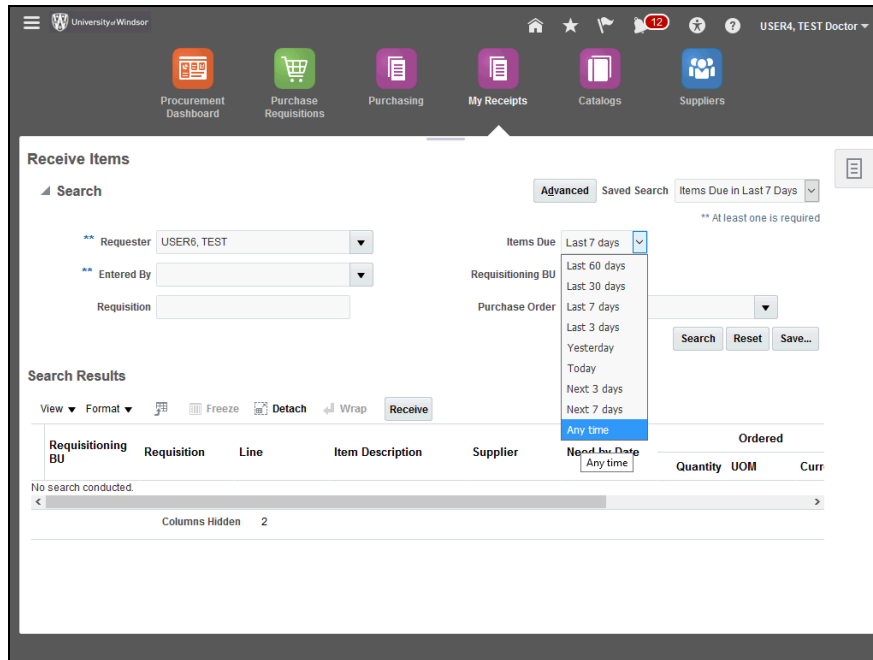
Step	Action
1.	Click the Navigator button. 



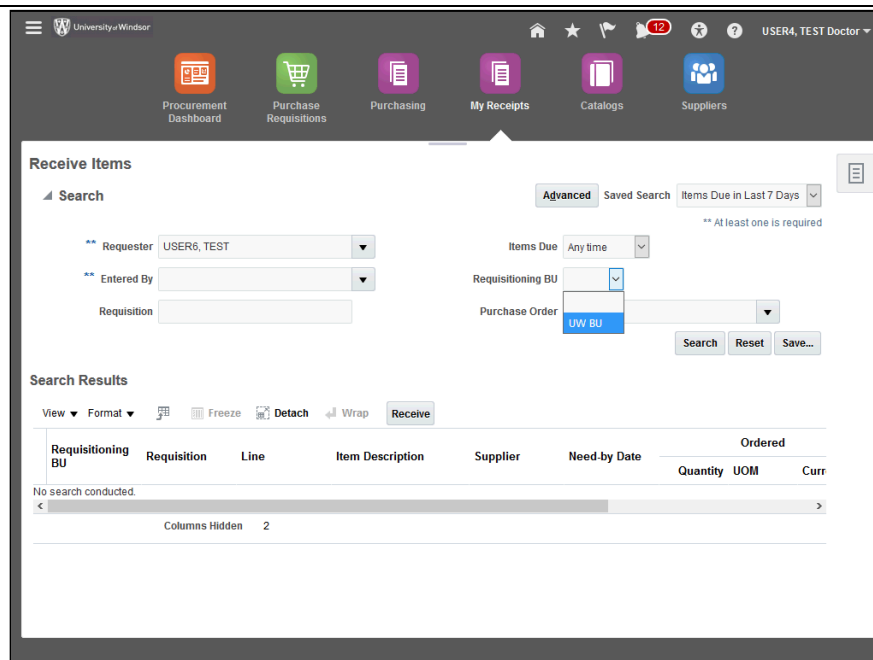
Step	Action
2.	Click the My Receipts link. My Receipts



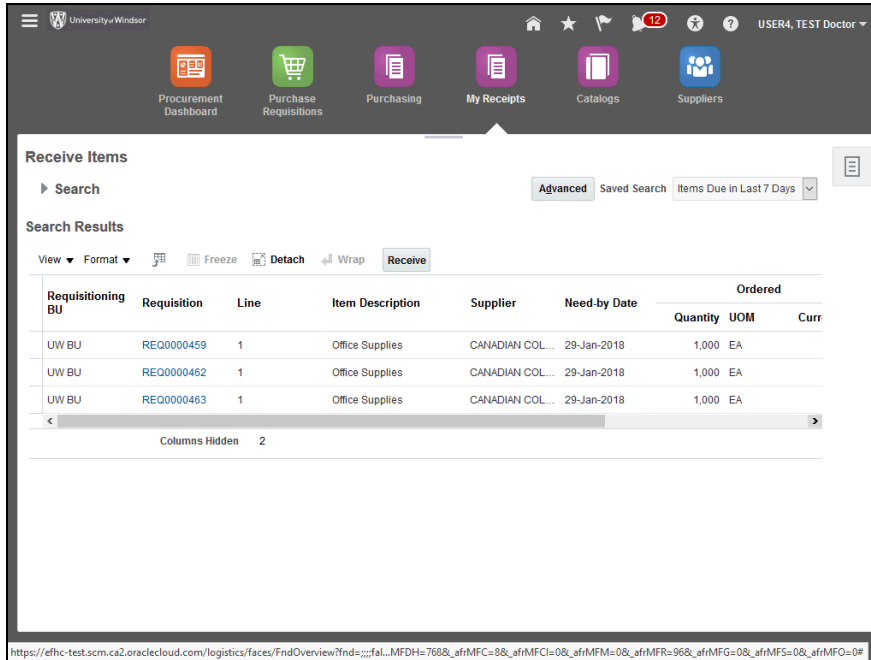
Step	Action
3.	Click the Items Due drop-down button. Select the appropriate option from the drop-down list.



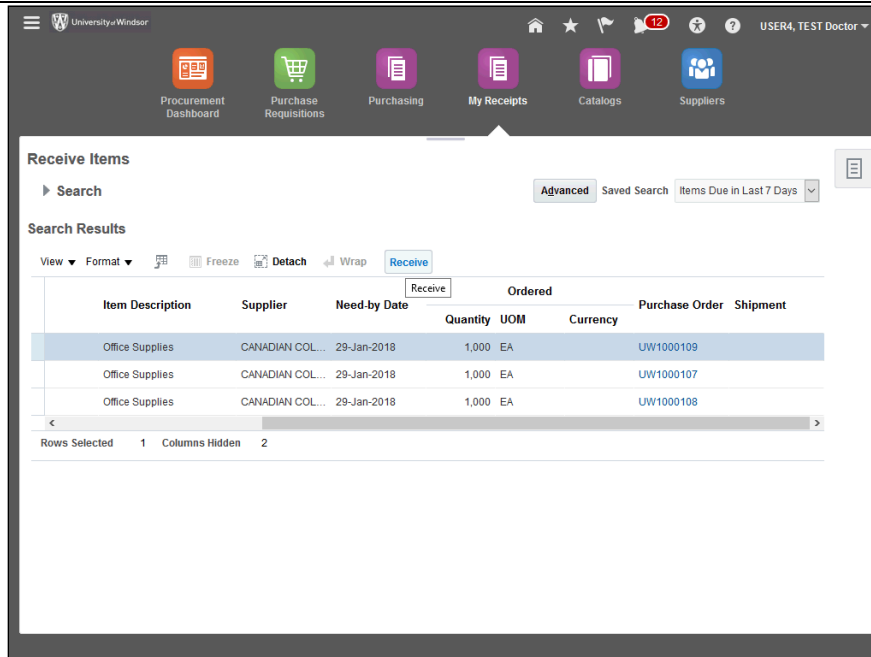
Step	Action
4.	Click the Requisitioning BU drop-down button. Select the appropriate option from the drop-down list.



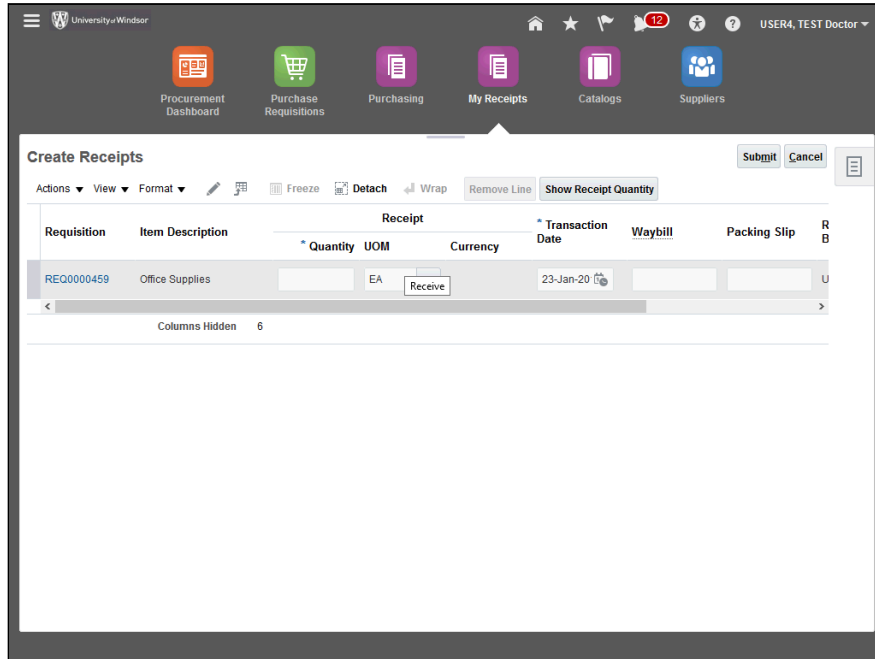
Step	Action
5.	Click the Search button.



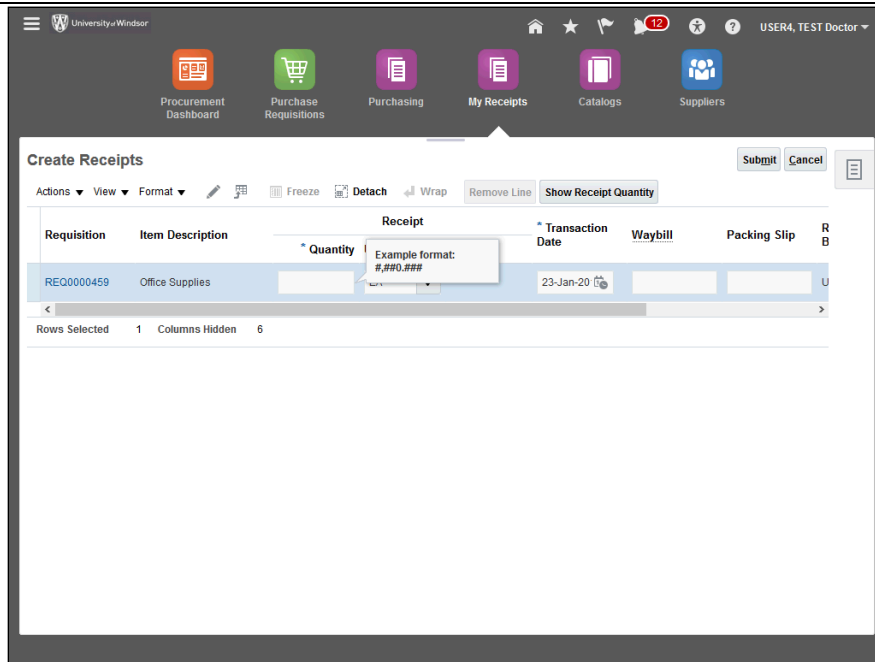
Step	Action
6.	Click the Left Selection Area to select the appropriate Purchase Order .



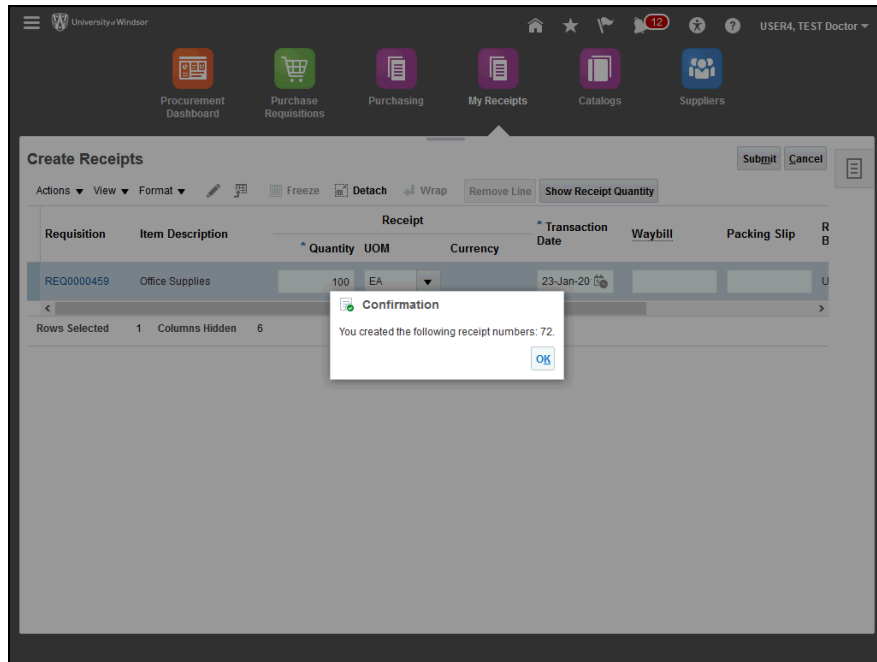
Step	Action
7.	Click the Receive button.




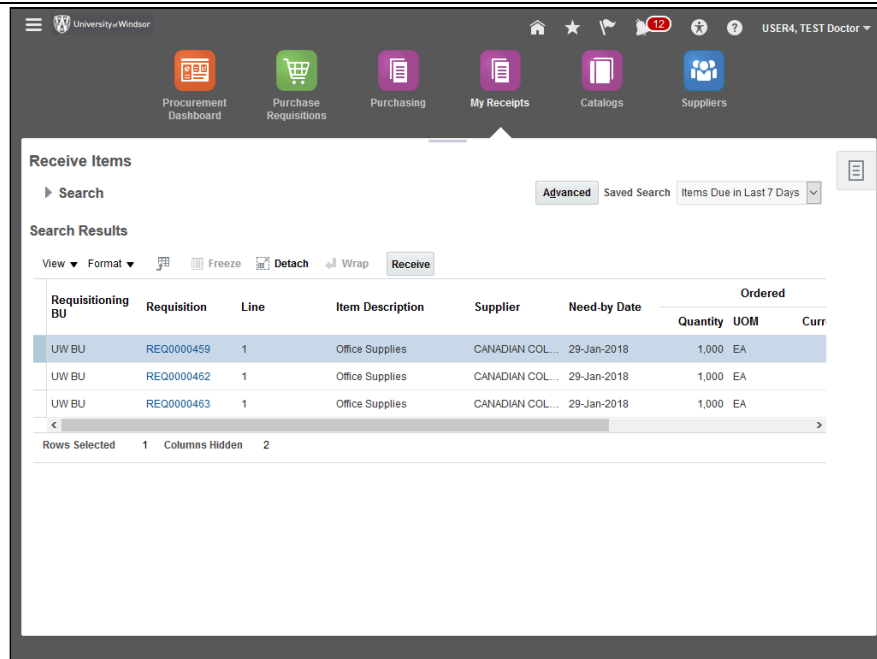
Step	Action
8.	Click in the Quantity field. Enter the appropriate value in the Quantity field.



Step	Action
9.	Click the Submit button. Submit



Step	Action
10.	Click the OK button. 



Step	Action
11.	End of Procedure.