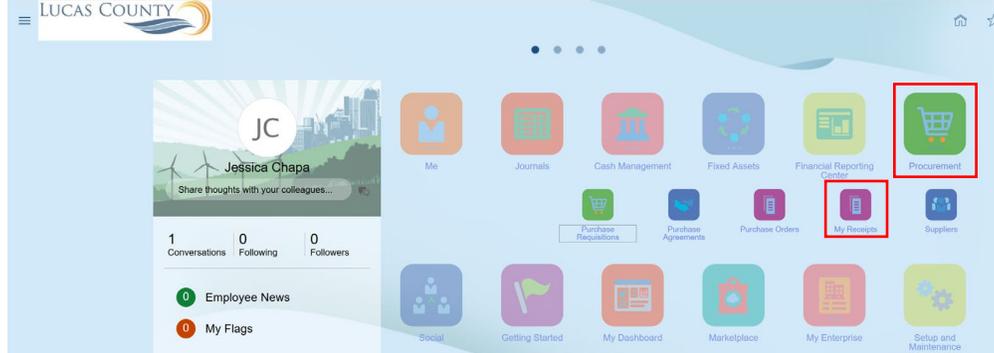
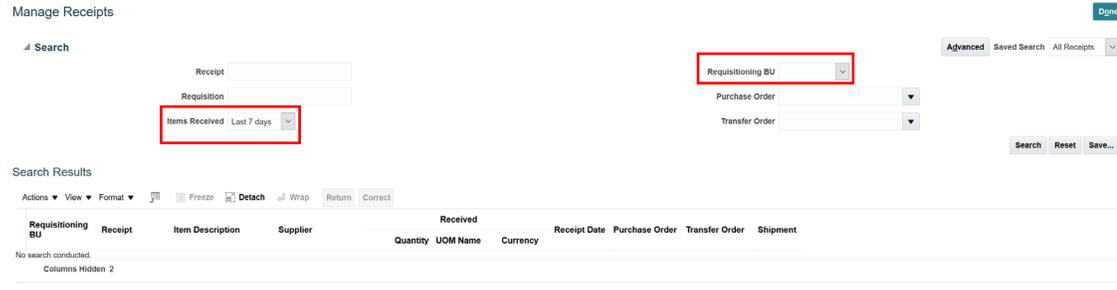


View Receipts as a Requester

Audience: Requester

Purpose: You can view receipts (for requisitions you created or have permission to view) on the My Receipts page. This job aid will assist you in viewing receipts.

| Step | Action |
|------|--|
| 1 | <p>Log into Oracle. Home Page -> Procurement > My Receipts</p>  |
| 2 | <p>Click the Tasks icon.</p>  |
| 3 | <p>Click the Manage Receipts link.</p>  |
| 4 | <p>Click the dropdown arrow to view Items Received list.</p> |
| 5 | <p>For this example, select the Any time option from the list.</p> |
| 6 | <p>Requesting BU Select Lucas County from the Requisitioning BU drop down field.</p>  |
| 7 | <p>Click the Search button. A list of receipts should display.</p> |

| | <p>Manage Receipts Done</p> <p><input type="button" value="Search"/></p> <p>Search Results Advanced Saved Search All Receipts</p> <p>Actions View Format Freeze Detach Wrap Return Correct</p> <table border="1"> <thead> <tr> <th rowspan="2">Requisitioning BU</th> <th rowspan="2">Receipt</th> <th rowspan="2">Item Description</th> <th rowspan="2">Supplier</th> <th colspan="3">Received</th> <th rowspan="2">Receipt Date</th> <th rowspan="2">Purchase Order</th> <th rowspan="2">Transfer Order</th> <th rowspan="2">Shipment</th> </tr> <tr> <th>Quantity</th> <th>UOM Name</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Lucas County</td> <td>2004</td> <td>FA Equipment</td> <td>Compass Rose Soluti...</td> <td>1</td> <td>Each</td> <td></td> <td>5/21/19 3:18...</td> <td>10009</td> <td></td> <td></td> </tr> <tr> <td>Lucas County</td> <td>2005</td> <td>HBO Packf</td> <td>Compass Rose Soluti...</td> <td>2</td> <td>Each</td> <td></td> <td>5/21/19 6:19...</td> <td>10011</td> <td></td> <td></td> </tr> <tr> <td>Lucas County</td> <td>2006</td> <td>Spanish Packf</td> <td>Compass Rose Soluti...</td> <td>2</td> <td>Each</td> <td></td> <td>5/21/19 11:0...</td> <td>10012</td> <td></td> <td></td> </tr> <tr> <td>Lucas County</td> <td>2009</td> <td>Test</td> <td>E Technologies, Inc.</td> <td>5</td> <td>Each</td> <td></td> <td>6/3/19 11:09...</td> <td>10035</td> <td></td> <td></td> </tr> <tr> <td>Lucas County</td> <td>2012</td> <td>Jeep Wagon</td> <td>Compass Rose Soluti...</td> <td>1</td> <td>Each</td> <td></td> <td>6/4/19 11:20...</td> <td>10049</td> <td></td> <td></td> </tr> <tr> <td>Lucas County</td> <td>2014</td> <td>Jeep Wagon</td> <td>Compass Rose Soluti...</td> <td>1</td> <td>Each</td> <td></td> <td>6/4/19 3:59 ...</td> <td>10061</td> <td></td> <td></td> </tr> <tr> <td>Lucas County</td> <td>2016</td> <td>Clorox Commercial Solu...</td> <td>Staples Inc</td> <td>1</td> <td>Each</td> <td></td> <td>7/30/19 3:25...</td> <td>10098</td> <td></td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 2</p> | Requisitioning BU | Receipt | Item Description | Supplier | Received | | | Receipt Date | Purchase Order | Transfer Order | Shipment | Quantity | UOM Name | Currency | Lucas County | 2004 | FA Equipment | Compass Rose Soluti... | 1 | Each | | 5/21/19 3:18... | 10009 | | | Lucas County | 2005 | HBO Packf | Compass Rose Soluti... | 2 | Each | | 5/21/19 6:19... | 10011 | | | Lucas County | 2006 | Spanish Packf | Compass Rose Soluti... | 2 | Each | | 5/21/19 11:0... | 10012 | | | Lucas County | 2009 | Test | E Technologies, Inc. | 5 | Each | | 6/3/19 11:09... | 10035 | | | Lucas County | 2012 | Jeep Wagon | Compass Rose Soluti... | 1 | Each | | 6/4/19 11:20... | 10049 | | | Lucas County | 2014 | Jeep Wagon | Compass Rose Soluti... | 1 | Each | | 6/4/19 3:59 ... | 10061 | | | Lucas County | 2016 | Clorox Commercial Solu... | Staples Inc | 1 | Each | | 7/30/19 3:25... | 10098 | | |
|-------------------|--|---------------------------|------------------------|------------------|-----------------|------------------|-----------------|-----------------|---------------------|----------------|------------------|---------------------|----------------|----------------|----------------|--------------|-----------------|----------------|------------------------|------------------|---------------------|---|-----------------|-------|------|-----------------|--------------|------|-----------|------------------------|-----------------|---------------------|---------|-----------------|-------|--|--|--------------|------|---------------|------------------------|---------------------|------|--|-----------------|-------|--|--|--------------|------|------|----------------------|---|------|--|-----------------|-------|--|--|--------------|------|------------|------------------------|---|------|--|-----------------|-------|--|--|--------------|------|------------|------------------------|---|------|--|-----------------|-------|--|--|--------------|------|---------------------------|-------------|---|------|--|-----------------|-------|--|--|
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| | | Quantity | UOM Name | Currency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2004 | FA Equipment | Compass Rose Soluti... | 1 | Each | | 5/21/19 3:18... | 10009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2005 | HBO Packf | Compass Rose Soluti... | 2 | Each | | 5/21/19 6:19... | 10011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2006 | Spanish Packf | Compass Rose Soluti... | 2 | Each | | 5/21/19 11:0... | 10012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2009 | Test | E Technologies, Inc. | 5 | Each | | 6/3/19 11:09... | 10035 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2012 | Jeep Wagon | Compass Rose Soluti... | 1 | Each | | 6/4/19 11:20... | 10049 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2014 | Jeep Wagon | Compass Rose Soluti... | 1 | Each | | 6/4/19 3:59 ... | 10061 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2016 | Clorox Commercial Solu... | Staples Inc | 1 | Each | | 7/30/19 3:25... | 10098 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8</p> | <p>Click on one of the Receipt links</p> <p>Manage Receipts</p> <p><input type="button" value="Search"/></p> <p>Search Results</p> <p>Actions View Format Freeze Detach Wrap Return Correct</p> <table border="1"> <thead> <tr> <th rowspan="2">Requisitioning BU</th> <th rowspan="2">Receipt</th> <th rowspan="2">Item Description</th> <th rowspan="2">Supplier</th> <th colspan="3">Received</th> <th rowspan="2">Receipt Date</th> <th rowspan="2">Purchase Order</th> <th rowspan="2">Transfer Order</th> <th rowspan="2">Shipment</th> </tr> <tr> <th>Quantity</th> <th>UOM Name</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Lucas County</td> <td>2004</td> <td>FA Equipment</td> <td>Compass Rose Soluti...</td> <td>1</td> <td>Each</td> <td></td> <td>5/21/19 3:18...</td> <td>10009</td> <td></td> <td></td> </tr> </tbody> </table> | Requisitioning BU | Receipt | Item Description | Supplier | Received | | | Receipt Date | Purchase Order | Transfer Order | Shipment | Quantity | UOM Name | Currency | Lucas County | 2004 | FA Equipment | Compass Rose Soluti... | 1 | Each | | 5/21/19 3:18... | 10009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requisitioning BU | Receipt | | | | | Item Description | Supplier | Received | | | | | Receipt Date | Purchase Order | Transfer Order | Shipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Quantity | UOM Name | Currency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lucas County | 2004 | FA Equipment | Compass Rose Soluti... | 1 | Each | | 5/21/19 3:18... | 10009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9</p> | <p>Click the View Transaction History button.</p> <p>LUCAS COUNTY</p> <p>Receipt: 2004 View Transaction History Done</p> <p>Summary</p> <p>Supplier: Compass Rose Solutions, Inc. Packing Slip Shipment Waybill Shipped Date Bill of Lading Shipping Method Note Number of Supplier Packing Units Attachments: None Supplier Site: Main</p> <p>Additional Information</p> <p>Lines</p> <table border="1"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Item Description</th> <th rowspan="2">Document Type</th> <th rowspan="2">Document Number</th> <th colspan="4">Quantity</th> <th rowspan="2">UOM Name</th> <th rowspan="2">Currency</th> <th rowspan="2">Receipt Date</th> </tr> <tr> <th>Ordered</th> <th>Returned</th> <th>Net Received</th> <th>Rejected</th> </tr> </thead> <tbody> <tr> <td>FA Equipment</td> <td>Purchase order</td> <td>10009</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>Each</td> <td></td> <td>5/21/19 3:18 PM</td> </tr> </tbody> </table> | Item | Item Description | Document Type | Document Number | Quantity | | | | UOM Name | Currency | Receipt Date | Ordered | Returned | Net Received | Rejected | FA Equipment | Purchase order | 10009 | 1 | 0 | 1 | 0 | Each | | 5/21/19 3:18 PM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item | Item Description | | | | | Document Type | Document Number | Quantity | | | | | UOM Name | Currency | Receipt Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Ordered | Returned | Net Received | Rejected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FA Equipment | Purchase order | 10009 | 1 | 0 | 1 | 0 | Each | | 5/21/19 3:18 PM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10</p> | <p>Click the Transaction Type Expand link to expand the Receive details including the quantity, transaction date, and deliver-to location.</p> <p>Transaction History: Receipt 2004 Done</p> <p>Actions View Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th rowspan="2">Transaction Type</th> <th rowspan="2">Revision</th> <th rowspan="2">Transaction ID</th> <th rowspan="2">Subinventory</th> <th rowspan="2">Locator</th> <th rowspan="2">Quantity</th> <th rowspan="2">Transaction UOM</th> <th rowspan="2">Amount</th> <th rowspan="2">Currency</th> <th rowspan="2">Transaction Date</th> <th rowspan="2">Deliver-to Location</th> </tr> </thead> <tbody> <tr> <td>FA Equipment</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>Each</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Receive</td> <td></td> <td>1001</td> <td></td> <td></td> <td>1</td> <td>Each</td> <td></td> <td>5/21/19 3:16 PM</td> <td>Adult Options - ...</td> </tr> </tbody> </table> | Transaction Type | Revision | Transaction ID | Subinventory | Locator | Quantity | Transaction UOM | Amount | Currency | Transaction Date | Deliver-to Location | FA Equipment | | | | | 1 | Each | | | | Receive | | 1001 | | | 1 | Each | | 5/21/19 3:16 PM | Adult Options - ... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction Type | Revision | | | | | | | | | | | | Transaction ID | Subinventory | Locator | Quantity | Transaction UOM | Amount | Currency | Transaction Date | Deliver-to Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | FA Equipment | | | | | 1 | Each | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receive | | 1001 | | | 1 | Each | | 5/21/19 3:16 PM | Adult Options - ... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11</p> | <p>Click the Receive link to view the Deliver details.</p> <p>Transaction History: Receipt 2004 Done</p> <p>Actions View Freeze Detach Wrap</p> <table border="1"> <thead> <tr> <th rowspan="2">Transaction Type</th> <th rowspan="2">Revision</th> <th rowspan="2">Transaction ID</th> <th rowspan="2">Subinventory</th> <th rowspan="2">Locator</th> <th rowspan="2">Quantity</th> <th rowspan="2">Transaction UOM</th> <th rowspan="2">Amount</th> <th rowspan="2">Currency</th> <th rowspan="2">Transaction Date</th> <th rowspan="2">Deliver-to Location</th> </tr> </thead> <tbody> <tr> <td>FA Equipment</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>Each</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Receive</td> <td></td> <td>1001</td> <td></td> <td></td> <td>1</td> <td>Each</td> <td></td> <td>5/21/19 3:16 PM</td> <td>Adult Options - ...</td> </tr> <tr> <td>Deliver</td> <td></td> <td>1002</td> <td></td> <td></td> <td>1</td> <td>Each</td> <td></td> <td>5/21/19 3:16 PM</td> <td>Adult Options - ...</td> </tr> </tbody> </table> | Transaction Type | Revision | Transaction ID | Subinventory | Locator | Quantity | Transaction UOM | Amount | Currency | Transaction Date | Deliver-to Location | FA Equipment | | | | | 1 | Each | | | | Receive | | 1001 | | | 1 | Each | | 5/21/19 3:16 PM | Adult Options - ... | Deliver | | 1002 | | | 1 | Each | | 5/21/19 3:16 PM | Adult Options - ... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction Type | Revision | | | | | | | | | | | | Transaction ID | Subinventory | Locator | Quantity | Transaction UOM | Amount | Currency | Transaction Date | Deliver-to Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | FA Equipment | | | | | 1 | Each | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receive | | 1001 | | | 1 | Each | | 5/21/19 3:16 PM | Adult Options - ... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deliver | | 1002 | | | 1 | Each | | 5/21/19 3:16 PM | Adult Options - ... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>12</p> | <p>Once viewing is complete, click the Done button.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>13</p> | <p>Click the Done button to close the Receipt page.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>14</p> | <p>Click the Done button to close the Manage Receipts page.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

