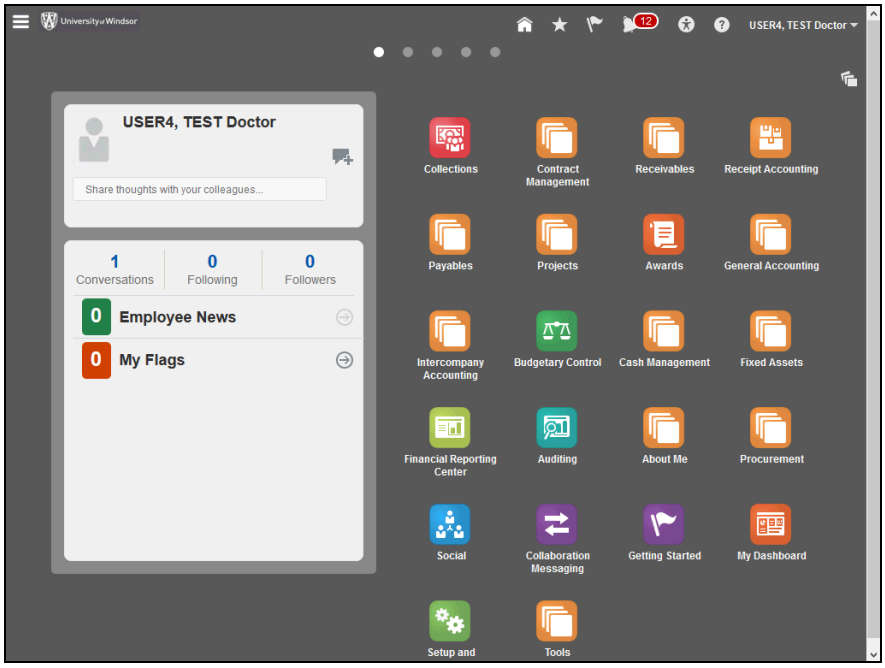
PO 13: Create a partial receipt for PTP-PO-001

Created on 2/26/2018

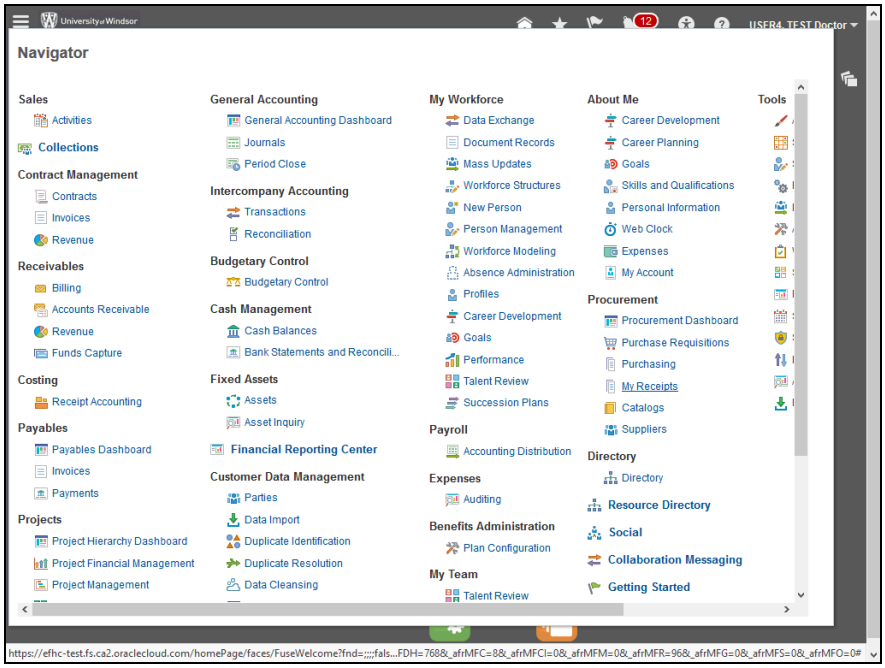
PO 13: Create a partial receipt for PTP-PO-001

Procedure

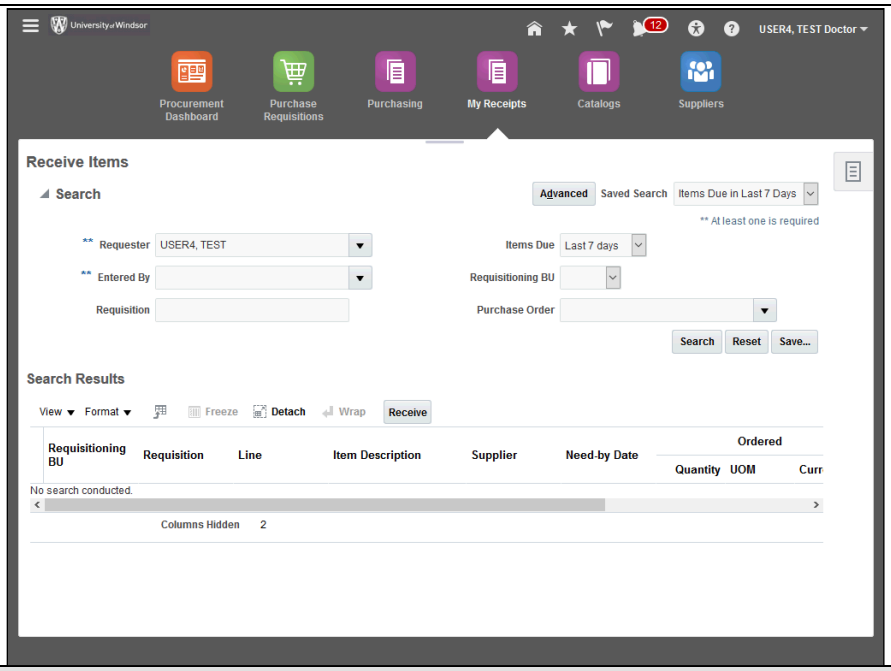
This User Guide outlines the steps required to create a partial receipt for PTP-PO-001.



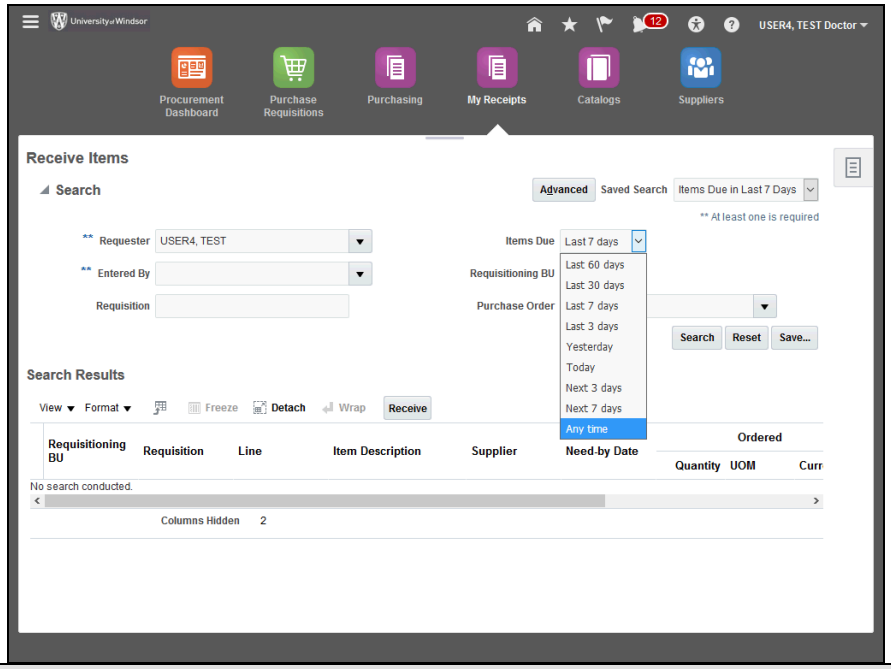
Step	Action
1.	Click the **Navigator** button.



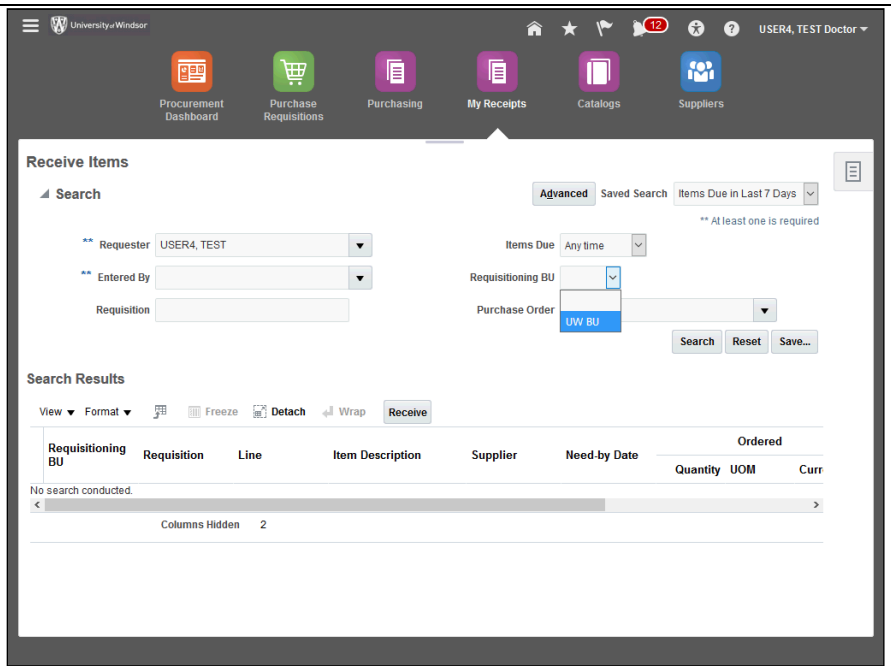
Step	Action
2.	Click the **My Receipts** link. My Receipts



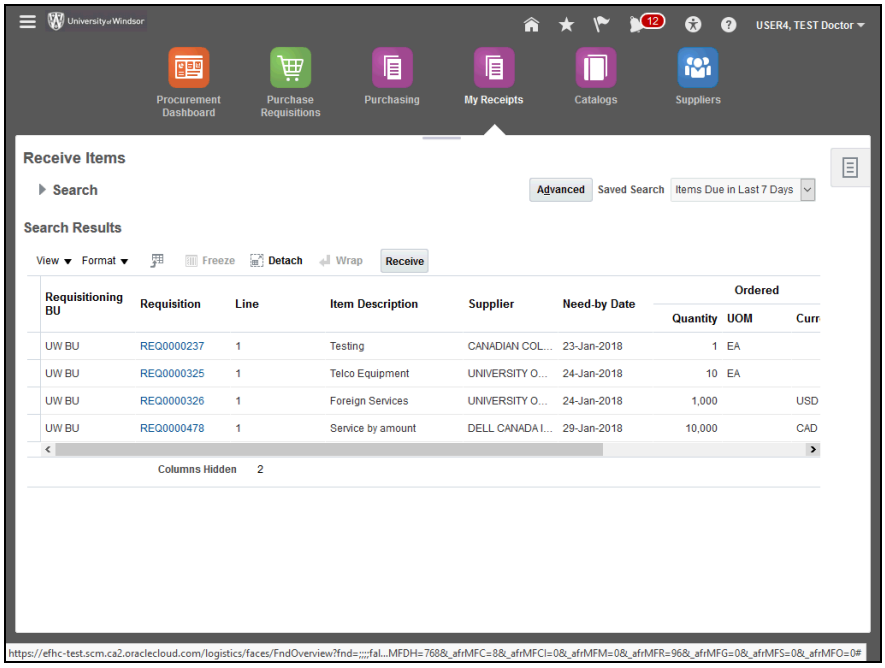
Step	Action
3.	Click the **Items Due** drop-down button. Select the appropriate option from the drop-down list.



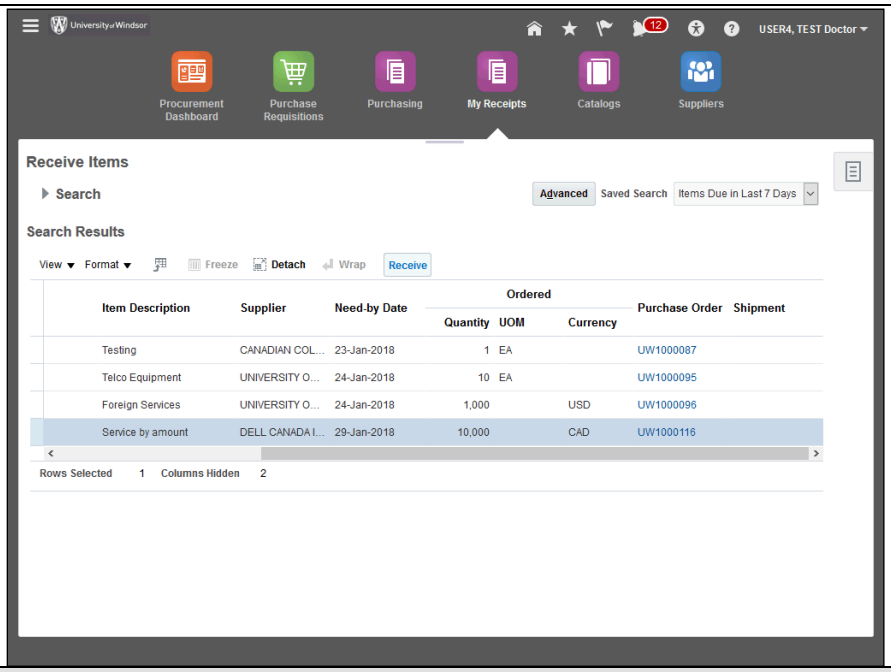
Step	Action
4.	Click the **Requisitioning BU** drop-down button. Select the appropriate option from the drop-down list.



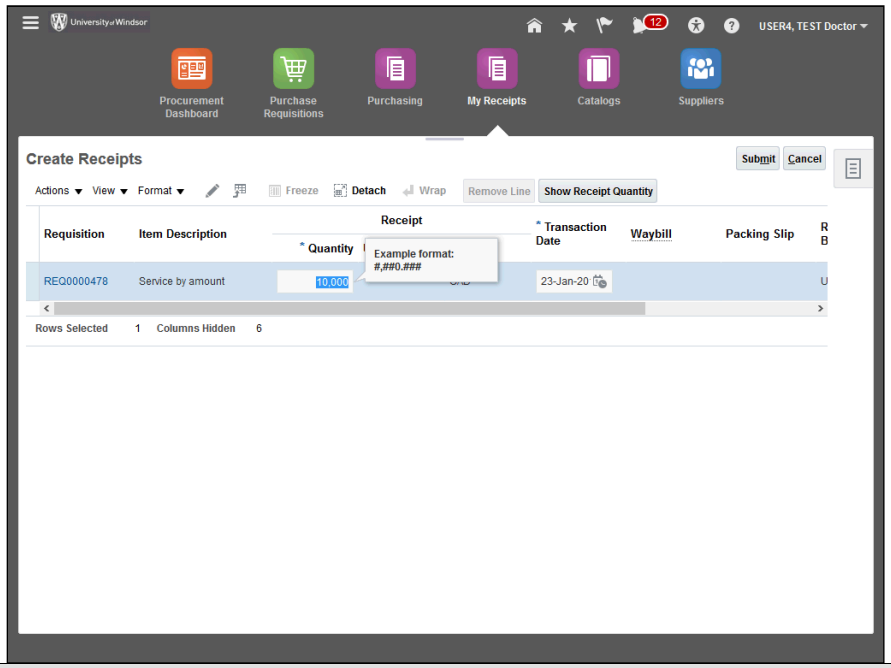
Step	Action
5.	Click the **Search** button. Search



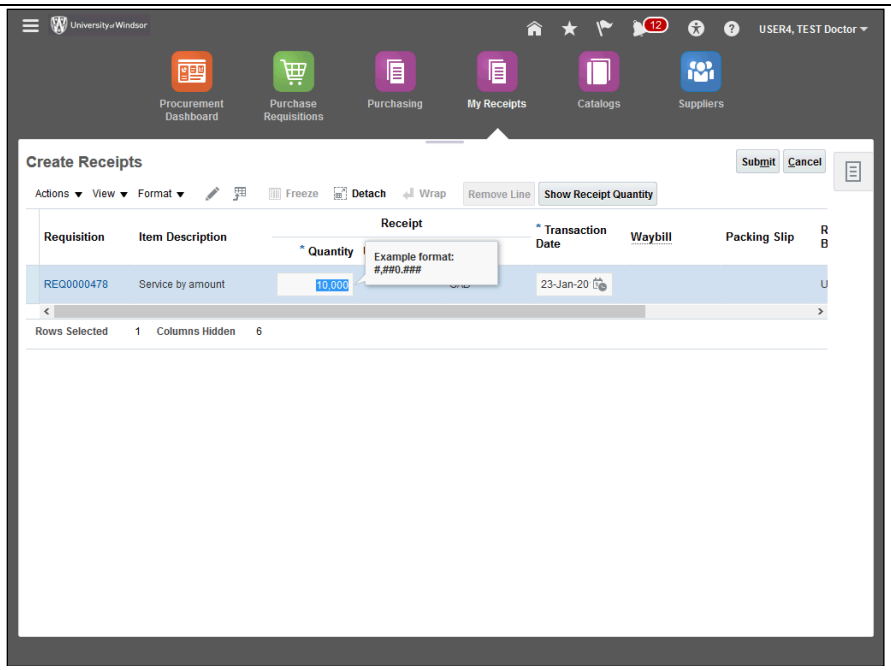
Step	Action
6.	Click the **Left Selection Area** to select the appropriate **Purchase Order**.



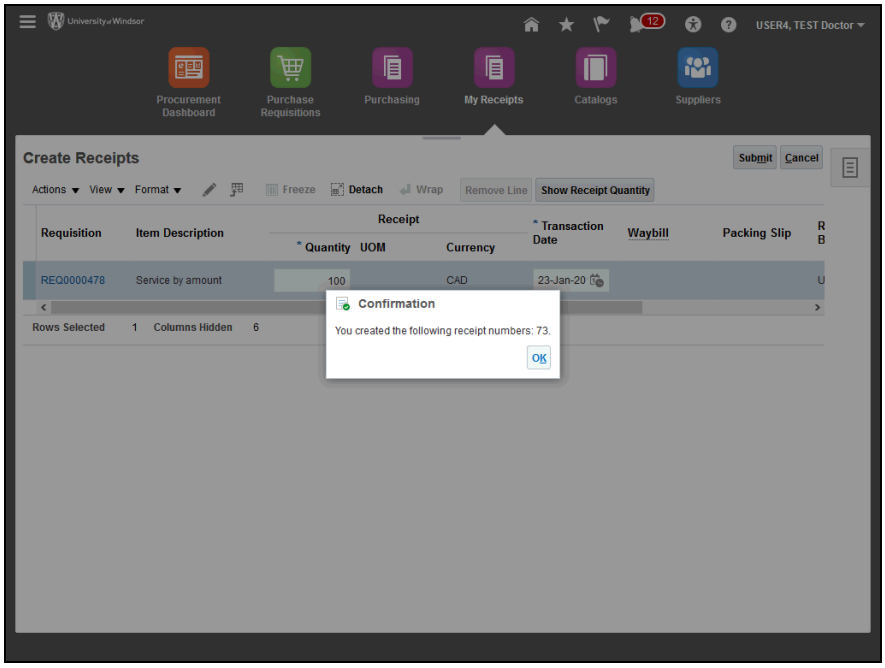
Step	Action
7.	Click the **Receive** button. Receive



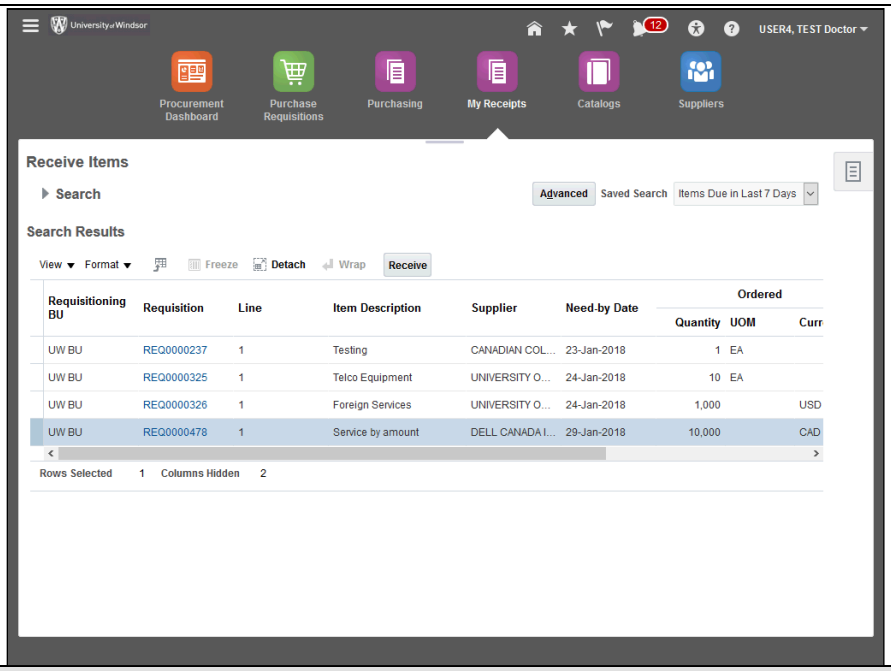
Step	Action
8.	Click in the **Quantity** field. Press [**Delete**] to clear the value. Enter the required value in the **Quantity** field.



Step	Action
9.	Click the **Submit** button. Submit



Step	Action
10.	Click the **OK** button. OK



Step	Action
11.	**End of Procedure.**