

## MANAGE ORDERS

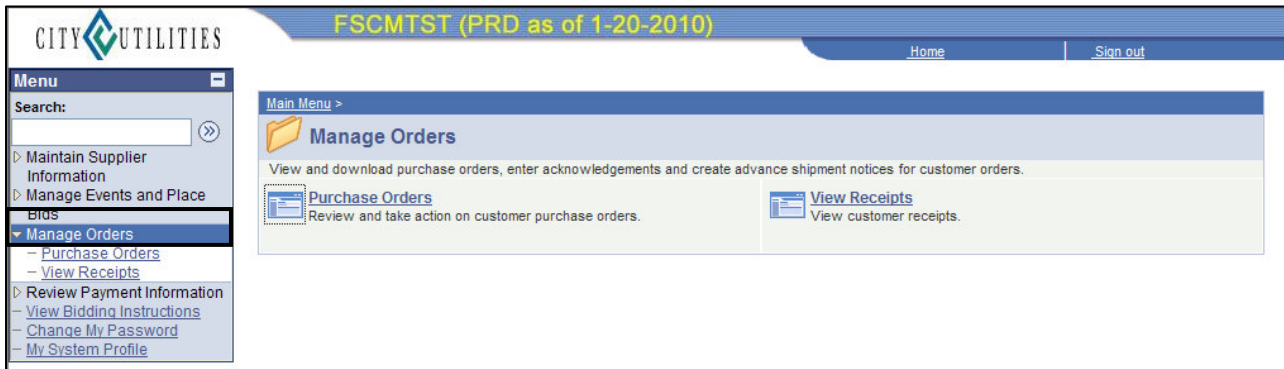
The Manage Orders section of the system will allow the Vendor User to view and print Purchase Orders issued by CU. Also, the Manage Orders section will provide receiving information related to shipments from the Vendor organization to CU.

The Manage Orders feature shows Purchase Orders when they reach the “Dispatched” status within CU’s system. Therefore, only Purchase Orders that have been approved by CU and issued to the Vendor will be available to the Vendor User. Likewise, the system shows receiving information only when the “Receipt” has been completed in CU’s system.

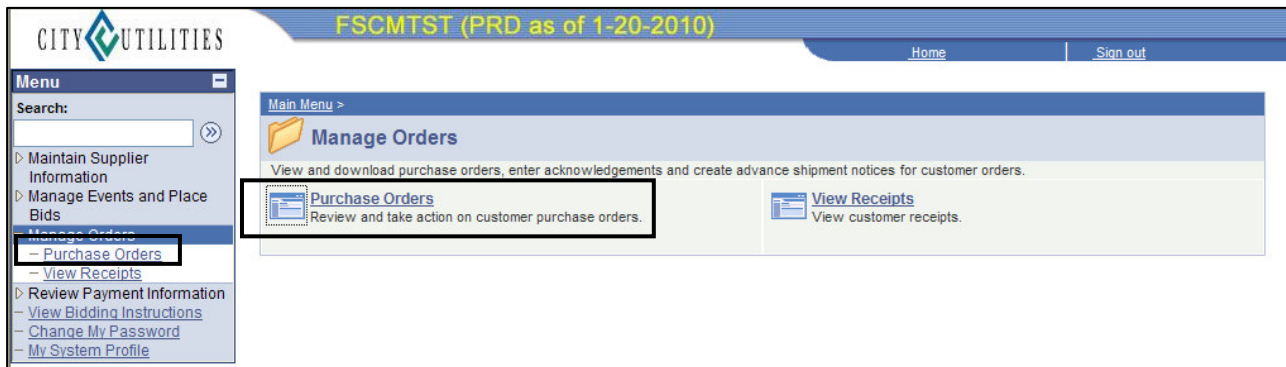
There are various methods for the Vendor User to search and retrieve Purchase Order and Receipt information. An illustration of these features is described below.

### View Purchase Orders

From the Menu, click on the **Manage Orders** hyperlink.



Doing so will expand the Menu in the left hand window pane with icons on the right hand side of the page. Click Purchase Orders. Either hyperlink may be selected.



The **Purchase Orders – Filter Options** page will be displayed.

**Purchase Orders**  
**Filter Options**

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

From PO ID:  If you are searching for a single PO Number, enter that number in both the From and To PO ID fields.

To PO ID:

Item ID:

From Date:  (example: 01/31/2000)

To Date:  (example: 01/31/2000)

Buyer:

Contract ID:

**Search**

This page allows the Vendor User to define any combination of Search Criteria to retrieve Purchase Orders for the Vendor organization.

Available as Search Criteria or Filter Options are the following fields:

1. **From PO ID, To PO ID** – if the CU Purchase Order ID number is known, populate this in the search field. If searching for a single PO number, enter that number in both the From and To PO ID fields. These fields can be used to search for a range of Purchase Order Numbers, or for a single PO Number.
2. **Item ID** – This field can be used if the CU Inventory ID number is known and will search for POs that contain that Item ID.
3. **From Date, To Date** – using these date fields the Vendor User can search for POs that have been issued within a desired date range.
4. **Buyer** – search for POs issued by a specific CU Buyer.
5. **Contract ID** - search for POs that were issued through a CU Contract with the Vendor Organization.

After entering the Vendor User's desired search criteria, click the **Search** button to retrieve Purchase Orders that meet the entered Search Criteria.

[Customize Page](#)

### Purchase Orders

#### Filter Options

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

From PO ID:

To PO ID:

Item ID:

From Date:  (example: 01/31/2000)

To Date:  (example: 01/31/2000)

Buyer:  Greg Smith

Contract ID:

**Search**

Once the Search Criteria has been provided and the Purchase Orders have been retrieved, the **Purchase Order List** page will be displayed.

[Customize Page](#)

Home | Sign out

### Purchase Orders

#### Purchase Order List

[Set filter options](#) Default View for Change Orders:

**Purchase Order List** [Customize](#) | [Find](#) | [View All](#) First  Last

[PO Details](#) [Header Details](#)

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
<a href="#">0000036635</a>	Change Order -1	09/02/2009 4:00:08PM	1	0.00 USD	<a href="#">View PDF</a>
<a href="#">000041136</a>	Compl	09/01/2009 11:00:07AM	2	508.01 USD	<a href="#">View PDF</a>
<a href="#">000041132</a>	Compl	09/01/2009 9:00:04AM	1	1,370.00 USD	<a href="#">View PDF</a>
<a href="#">000041131</a>	Compl	09/01/2009 9:00:04AM	1	2,556.00 USD	<a href="#">View PDF</a>
<a href="#">000041130</a>	Compl	09/01/2009 9:00:04AM	1	3,425.00 USD	<a href="#">View PDF</a>
<a href="#">000040991</a>	Compl	08/27/2009 9:00:10AM	1	1,367.80 USD	<a href="#">View PDF</a>
<a href="#">000040888</a>	Compl	08/25/2009 2:00:14PM	3	3,238.90 USD	<a href="#">View PDF</a>
<a href="#">000040742</a>	Compl	08/20/2009 5:00:10PM	1	1,260.00 USD	<a href="#">View PDF</a>
<a href="#">000040639</a>	Compl	08/18/2009 11:00:13AM	1	113.64 USD	<a href="#">View PDF</a>
<a href="#">000040605</a>	Compl	08/17/2009 4:00:17PM	1	375.00 USD	<a href="#">View PDF</a>
<a href="#">000040585</a>	Compl	08/17/2009 1:00:12PM	6	360.00 USD	<a href="#">View PDF</a>

The **Purchase Order List** page has two tabs – the PO Details tab and the Header Details tab.

The **PO Details** tab displays the **Purchase Order** number, **Status**, **Dispatched Date/Time**, number of **PO Lines**, and the **PO Total Amount**. Also the ability to **View a PDF** copy of the PO is available from this tab.

Default View for Change Orders: All lines

Purchase Order List Customize | Find | View All | First 1-28 of 28 Last

PO Details Header Details

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
<a href="#">0000036635</a>	Change Order -1	09/02/2009 4:00:08PM	1	0.00 USD	<a href="#">View PDF</a>
<a href="#">0000041136</a>	Compl	09/01/2009 11:00:07AM	2	508.01 USD	<a href="#">View PDF</a>
<a href="#">0000041132</a>	Compl	09/01/2009 9:00:04AM	1	1,370.00 USD	<a href="#">View PDF</a>

The **Header Details** tab displays the **Purchase Order** number, the **Purchase Order Date**, the **Buyer** and the **Payment Terms**.

Default View for Change Orders: All lines

Purchase Order List Customize | Find | View All | First 1-28 of 28 Last

PO Details Header Details

Purchase Order	Purchase Order Date	Buyer Name	Payment Terms
<a href="#">0000036635</a>	04/27/2009	Greg Smith	Net 30
<a href="#">0000041136</a>	09/01/2009	Greg Smith	Net 30
<a href="#">0000041132</a>	09/01/2009	Greg Smith	Net 30

Click on the **Purchase Order** number hyperlink to view more details about a specific PO. This action will display the **Purchase Order Details** page.

Default View for Change Orders: All lines

Purchase Order List Customize | Find | View All | First 1-28 of 28 Last

PO Details Header Details

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
<a href="#">0000036635</a>	Change Order -1	09/02/2009 4:00:08PM	1	0.00 USD	<a href="#">View PDF</a>
<a href="#">0000041136</a>	Compl	09/01/2009 11:00:07AM	2	508.01 USD	<a href="#">View PDF</a>
<a href="#">0000041132</a>	Compl	09/01/2009 9:00:04AM	1	1,370.00 USD	<a href="#">View PDF</a>
<a href="#">0000041131</a>	Compl	09/01/2009 9:00:04AM	1	2,556.00 USD	<a href="#">View PDF</a>
<a href="#">0000041130</a>	Compl	09/01/2009 9:00:04AM	1	3,425.00 USD	<a href="#">View PDF</a>
<a href="#">0000040991</a>	Compl	08/27/2009 9:00:10AM	1	1,367.80 USD	<a href="#">View PDF</a>
<a href="#">0000040888</a>	Compl	08/25/2009 2:00:14PM	3	3,238.90 USD	<a href="#">View PDF</a>
<a href="#">0000040742</a>	Compl	08/20/2009 5:00:10PM	1	1,260.00 USD	<a href="#">View PDF</a>

The **Purchase Order Details** page shows general Purchase Order “Header” information, as well as Purchase Order Line and Invoice information.

The top portion of the page displays general information about the PO such as the **PO number, PO Date, Payment Terms and Total Amount.**

**Purchase Order Details**

PO Number: 0000040888      Purchase Order Date: 08/25/2009  
 PO Status: Compl      Last Dispatch: 08/25/09 2:00:14PM  
 Buyer: Greg Smith  
 Payment Terms: Net 30

<b>Purchase Order Total</b>	
Merchandise Amt:	3,238.90
<b>Total Amount:</b>	3,238.90 USD

**Purchase Order Lines**      Customize | Find | View All | First 1-3 of 3 Last

Line	Status	Item ID	Description	Quantity	Amount	Comments
1	Closed	00108187	LUBRICANT WIRE PULLING	8.0000 GA	100.40 USD	
2	Closed	00121292	COVER GROUND LEVEL SERVICE PEDESTAL	80.0000 EA	2,364.80 USD	
3	Closed	00121319	EXTENSION GRADE LEVEL SERVICE VAULT	30.0000 EA	773.70 USD	

**Invoice List**      Customize | Find | View All | First 1 of 1 Last

Invoice	Invoice Date	Amount	Due Date	Voucher
<a href="#">943376563</a>	09/03/2009	3,238.90 USD	10/03/2009	3167603

[Return to Purchase Order List](#)

The middle portion of the page displays the **Purchase Order Line** information. This information is spread across three tabs: **Line Information, Line Details** and **Contract Info**. The information contained on each tab is summarized below.

**Line Information** tab: **Line** number hyperlink, Inventory **Item ID**, short **Description**, **Quantity** ordered, and total line **Amount**. The full item ordering description can be viewed by clicking on the **Comments** icon .

**Line Details Tab:** **Brand** and **Part** number ordered

**Contract Info:** if the PO is associated with a Contract, the **Contract ID** and **Line Number** will be displayed on this tab.

The lower portion of the page contains the **Invoice List** box which contains a listing of Vendor Invoices that have been issued against the Purchase Order. The Vendor User will only be able to view invoices that have been received by CU and entered into the system.

The **Invoice** number hyperlink, **Invoice Date**, invoice **Amount**, **Due Date** and CU’s **Voucher ID** will be displayed in the Invoice List area. Voucher is CU’s identification number that represents the claim to pay the invoice. This is not the check number.

From the **Purchase Order Details** page, if the **Line number hyperlink** is selected, the PO Line Schedule information will be displayed.

Purchase Order Lines						
Line Status	Item ID	Description	Quantity	Amount	Comments	
1	Closed 00108187	LUBRICANT WIRE PULLING	8.0000 GA	100.40 USD		
2	Closed 00121292	COVER GROUND LEVEL SERVICE PEDESTAL	80.0000 EA	2,364.80 USD		
3	Closed 00121319	EXTENSION GRADE LEVEL SERVICE VAULT	30.0000 EA	773.70 USD		

The **Purchase Order Schedule** page displays the schedule or shipping information for the PO Line. Key information available on this page is **Due Date**, **Ship to Address**, **Ship Via**, **Freight Terms**, **Unit Price** and **Amount**.

Purchase Orders									
Purchase Order Schedule									
PO Number:	0000040888								
Item ID:	00108187								
Description:	LUBRICANT WIRE PULLING								
Line Number:	1								
Purchase Order Schedule									
Sched	Due Date	Status	Quantity	Ship To Address	Ship Via	Revision	Freight Terms	Unit Price	Amount
1	<a href="#">09/08/2009</a>	Closed	8.0000	825 N. Belcrest	Best Way		FOB CU-Seller Pays Freight	12.55000	\$100.40
Clicking on Due Date link will display Receipt Lines.									
<a href="#">Return to Purchase Order List</a> <a href="#">Return to Purchase Order Details</a>									

By clicking on the **Due Date hyperlink**, the Vendor User can drill into **Receipt Information** for this PO Line. To return to the Purchase Order Details page, click [Return to Purchase Order Details](#).

Additionally, from the **Purchase Order Details** page under the **Invoice List** area of the page, click the **Invoice number hyperlink** to view details regarding the Vendor's Invoice.

Invoice List				
Invoice	Invoice Date	Amount	Due Date	Voucher
<a href="#">943376563</a>	09/03/2009	3,238.90 USD	10/03/2009	3167603

[Return to Purchase Order List](#)

The **Invoice Details** page will be displayed. From this page, the Vendor User can view payment details including **Invoice Number**, **Unit Price** (payment amount) **Scheduled to Pay** date, **Amount** paid, and payment **Method**.

**Purchase Orders**  
**Invoice Details**

Invoice Number: 943376563      Invoice Date: 09/03/2009  
 Gross Invoice Amount: \$3,238.900      Due Date: 10/03/2009

▼ Invoice Lines      Customize | Find | View All | First 1-3 of 3 Last

Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt
00108187	LUBRICANT WIRE PULLING	8.0000	GA	12.55000	\$100.40 USD
00121292	COVER GROUND LEVEL SERVICE PED	80.0000	EA	29.56000	\$2,364.80 USD
00121319	EXTENSION GRADE LEVEL SERVICE	30.0000	EA	25.79000	\$773.70 USD

▼ Payment Schedule      Customize | Find | View All | First 1 of 1 Last

Scheduled to Pay	Payment	Amount	Discount	Method	On Hold	Wthd Hold
10/03/2009	9000082426	\$3,238.90 USD	\$0.00	Check	No	No

[Return to Purchase Order Details](#)      [Return to Purchase Order List](#)

Use the [Return to Purchase Order Details](#) hyperlink to return to the **Purchase Order Details** page for the PO you are viewing or use the [Return to Purchase Order List](#) hyperlink to return to the **Purchase Order List** page that displays the list of purchase orders that were initially retrieved.

From the **Purchase Order List** page, the Vendor User has the option to use the [View PDF](#) button to view a copy of the Purchase Order in PDF format.

Click the [View PDF](#) button the desired Purchase Order.

**Purchase Orders**  
**Purchase Order List**

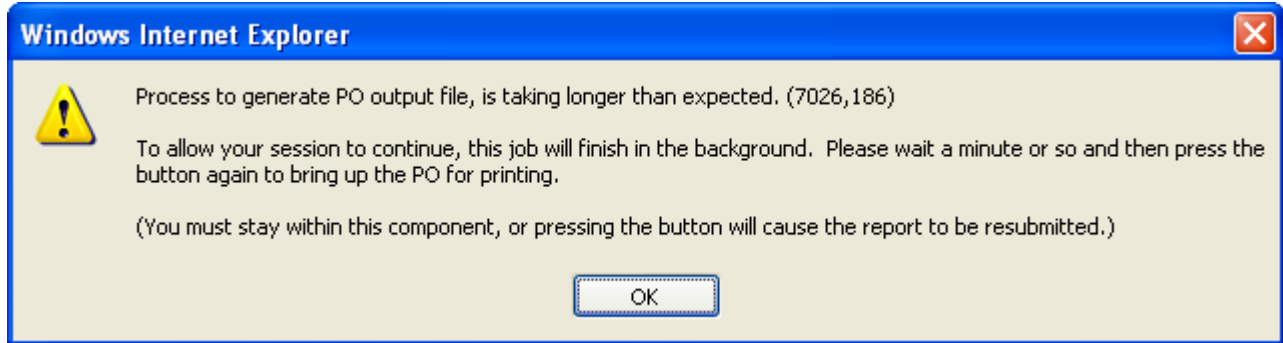
[Set filter options](#)      Default View for Change Orders: All lines

Purchase Order List      Customize | Find | View All | First 1-28 of 28 Last

PO Details      Header Details

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
<a href="#">0000036635</a>	Change Order -1	09/02/2009 4:00:08PM	1	0.00 USD	<a href="#">View PDF</a>
<a href="#">0000041136</a>	Compl	09/01/2009 11:00:07AM	2	508.01 USD	<a href="#">View PDF</a>
<a href="#">0000041132</a>	Compl	09/01/2009 9:00:04AM	1	1,370.00 USD	<a href="#">View PDF</a>
<a href="#">0000041131</a>	Compl	09/01/2009 9:00:04AM	1	2,556.00 USD	<a href="#">View PDF</a>
<a href="#">0000041130</a>	Compl	09/01/2009 9:00:04AM	1	3,425.00 USD	<a href="#">View PDF</a>
<a href="#">0000040991</a>	Compl	08/27/2009 9:00:10AM	1	1,367.80 USD	<a href="#">View PDF</a>
<a href="#">0000040888</a>	Compl	08/25/2009 2:00:14PM	3	3,238.90 USD	<a href="#">View PDF</a>
<a href="#">0000040742</a>	Compl	08/20/2009 5:00:10PM	1	1,260.00 USD	<a href="#">View PDF</a>

The following message box will appear.



This message is indicating to the Vendor User the process to generate the PDF copy of the Purchase has been initiated and is running in the background. The process takes approximately 30 seconds to 1 minute to finish running. The Vendor User should click the **OK** button on the message box and **remain on the Purchase Order List page**. After waiting approximately 30 – 45 seconds for the background process to finish, the Vendor User should click the **View PDF** button again for the desired Purchase Order.

Purchase Orders

Purchase Order List

Set filter options Default View for Change Orders: All lines

Purchase Order List Customize | Find | View All | First 1-28 of 28 Last

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
<a href="#">000036635</a>	Change Order -1	09/02/2009 4:00:08PM	1	0.00 USD	<a href="#">View PDF</a>
<a href="#">000041136</a>	Compl	09/01/2009 11:00:07AM	2	508.01 USD	<a href="#">View PDF</a>
<a href="#">000041132</a>	Compl	09/01/2009 9:00:04AM	1	1,370.00 USD	<a href="#">View PDF</a>
<a href="#">000041131</a>	Compl	09/01/2009 9:00:04AM	1	2,556.00 USD	<a href="#">View PDF</a>
<a href="#">000041130</a>	Compl	09/01/2009 9:00:04AM	1	3,425.00 USD	<a href="#">View PDF</a>
<a href="#">000040991</a>	Compl	08/27/2009 9:00:10AM	1	1,367.80 USD	<a href="#">View PDF</a>
<a href="#">000040888</a>	Compl	08/25/2009 2:00:14PM	3	3,238.90 USD	<a href="#">View PDF</a>
<a href="#">000040742</a>	Compl	08/20/2009 5:00:10PM	1	1,260.00 USD	<a href="#">View PDF</a>

Click a 2<sup>nd</sup> time

The PDF copy of the Purchase Order will be displayed in a separate window. The Vendor User can view, print or save the PO to a local workstation if desired.

**Purchase Order**

**DUPLICATE**

Purchase Order	Date	Revision	Page
CU-0000040888	09/25/2009		1

Payment Terms	Freight Terms	Ship Via
Net 30	FOB CU-Seller Pays Freight	Best Way

Buyer	Phone	Currency
Greg Smith	417/831-8407	USD

**Ship To:** 825 N. Belcrest  
Springfield MO 65802  
(Deliveries accepted 9am-3pm Mon-Fri)

**Bill To:** Attention: Accounts Payable  
P.O. Box 551  
Springfield MO 65801-0551

Bidding Event ID: 000002736

Line-Sch	Brand/Part No.	Item ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	THOMAS & BETTS 15-631	00108187	8.00	GA	12.5500	100.40	09/08/2009

(CU 108187) A WIRE PULLING LUBRICANT SUITABLE FOR ALL TYPES OF INSULATED CABLES INCLUDING, BUT NOT LIMITED TO, RUBBER, POLYETHYLENE, PLASTIC SYNTHETIC, LEAD COVERED, CONCENTRIC NEUTRAL TYPE SHIELDED TYPE, AND LOW OR HIGH VOLTAGE TYPE. LUBRICANT TO BE SHIPPED IN ONE GALLON BREAK-RESISTANT CONTAINERS. LUBRICANT TO HAVE A POLY-MERE BASE. LUBRICANT SHALL BE READY TO USE.

Use the [Set filter options](#) hyperlink to return to the **Purchase Orders – Filter Options** page to use different Search Criteria for additional purchase order retrieval.

**Purchase Orders**

**Purchase Order List**

[Set filter options](#)

Default View for Change Orders: All lines

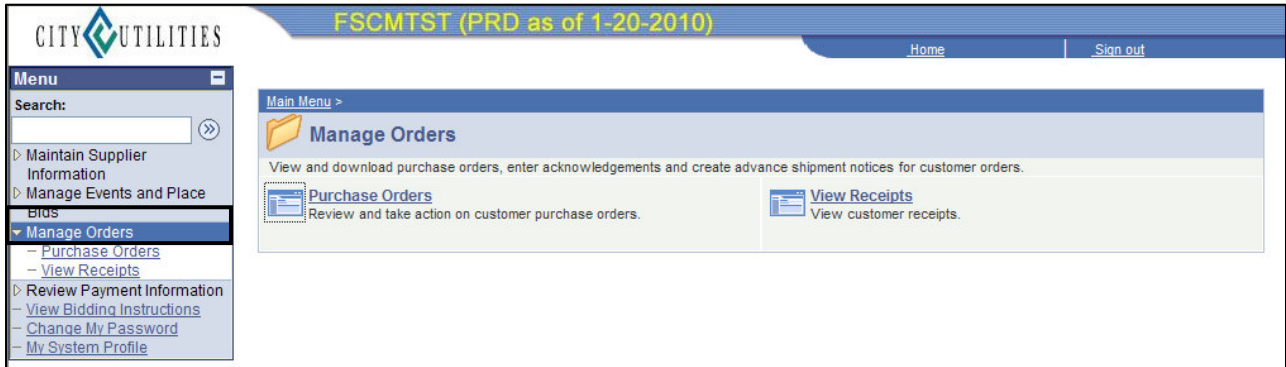
Customize | Find | View All | First 1-28 of 28 Last

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
<a href="#">0000036635</a>	Change Order -1	09/02/2009 4:00:08PM	1	0.00 USD	<a href="#">View PDF</a>
<a href="#">0000041136</a>	Compl	09/01/2009 11:00:07AM	2	508.01 USD	<a href="#">View PDF</a>
<a href="#">0000041132</a>	Main Content: npl	09/01/2009 9:00:04AM	1	1,370.00 USD	<a href="#">View PDF</a>

## View Receipts

The term “Receipts” in this manual refers to the receiving of a shipment of goods or services, from the Vendor organization, into CU’s procurement system.

From the Menu, click on the **Manage Orders** hyperlink.



Doing so will expand the Menu in the left hand window pane with icons on the right hand side of the page. Click **View Receipts**. Either hyperlink may be selected.



The **Review Receipts – Filter Options** page will be displayed.

CITY UTILITIES FSCMTST (PRD as of 1-20-2010) Home Sign out

[Customize Page](#) help

## Review Receipts

### Filter Options

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

From Receipt Date:  (example: 12/31/2000)

To Receipt Date:  (example: 12/31/2000)

From PO ID:   If you are searching for a single PO Number, enter that number in both the From and To PO ID fields.

To PO ID:

Shipment Number:

Item ID:

This page allows the Vendor User to define any combination of Search Criteria to retrieve Receipts for the Vendor organization.

Available as **Search Criteria** or **Filter Options** are the following fields:

1. **From Receipt Date, To Receipt Date** – populate the receiving date or **Receipt Date**. This field can be used to search for Receipts entered into CU's procurement system between the two dates.
2. **From PO ID, To PO ID** – if the CU Purchase Order ID number is known, populate this in the search field. If searching for a single PO number, enter that number in both the From and To PO ID fields. These fields can be used to search for a range of Purchase Order Numbers, or for a single PO Number.
3. **Shipment Number** – Use the Vendor's shipment number as search criteria.
4. **Item ID** – This field can be used if the CU Inventory ID number is known and will search for Receipts that contain that Item ID.

After entering the Vendor User’s desired search criteria, click the [Search](#) button to retrieve **Receipts** that meet the entered **Search Criteria**.

[Customize Page](#) |

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**Review Receipts**

**Filter Options**

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

From Receipt Date:  (example: 12/31/2000)

To Receipt Date:  (example: 12/31/2000)

From PO ID:   If you are searching for a single PO Number, enter that number in both the From and To PO ID fields.

To PO ID:

Shipment Number:

Item ID:

Once the Search Criteria have been provided and the Receipts have been retrieved, the **Review Receipts – Receipt Lines** page will be displayed.

**Review Receipts**

**Receipt Lines**

[Set filter options](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-62 of 62 | [Last](#)

Receiver ID	Received Date	PO Number	PO Line	Ship No	Item ID	Description	Received UOM	Status
<a href="#">0000042182</a>	07/07/2009	0000039108	1		00109385	REJACKETING KIT,2/0 - #2,COLD SHRINK	156.0000 EA	Received
<a href="#">0000042197</a>	07/07/2009	0000037393	2		00892844	RELAY 600V,10 AMP, 2 NO	1.0000 EA	Received
<a href="#">0000042197</a>	07/07/2009	0000037393	1		00890106	COVER MOVABLE CONTACT 3 POLE	1.0000 EA	Received
<a href="#">0000042265</a>	07/08/2009	0000037093	1		00128906	WIRE,UG SEC,500 COPPER,SINGLE	8,048.0000 FT	Received
<a href="#">0000042542</a>	07/16/2009	0000039108	1		00109385	REJACKETING KIT,2/0 - #2,COLD SHRINK	44.0000 EA	Received
<a href="#">0000042543</a>	07/16/2009	0000038774	1		00109428	TAG MARKING "1"	200.0000 EA	Received
<a href="#">0000042621</a>	07/20/2009	0000038978	1		00101106	WIRE 4 ALUM DUPLEX SERVICE	4,000.0000 FT	Received
<a href="#">0000042633</a>	07/20/2009	0000039577	1		00775114	CONNECTOR WIRE NUT, RED	200.0000 EA	Received
<a href="#">0000042715</a>	07/22/2009	0000039670	2		02501008	BALLAST,ELECTRONIC FLOURESCENT,F32T8 RS/IS 120-277V	10.0000 EA	Received
<a href="#">0000042764</a>	07/22/2009	0000038212	1		00101206	WIRE 1/0 WP STRAND COPPER	883.0000 LB	Received
<a href="#">0000043145</a>	08/03/2009	0000039850	1		02501008	BALLAST,ELECTRONIC FLOURESCENT,F32T8 RS/IS 120-277V	30.0000 EA	Received

Key **Receipt** information such as the **Receiver ID**, **Received Date**, **PO Number**, **PO Line Number**, **Received Quantity**, and Receipt **Status** are displayed on this page.

Click the [Set filter options](#) hyperlink to go back to **Review Receipts – Filter Options** page to change the search criteria and retrieve a different set of receiving information.

Or, click on any **Receiver ID** hyperlink to review the **Receipt Details**.

The **Review Receipts – Receipts Details** page will be displayed.

This page displays receipt details such as the **Receipt date and time**, **Packing Slip Number**, the **Quantities** that were **received, accepted, or rejected** and related **Purchase Order Details** for that receipt.

**Review Receipts**  
**Receipt Details**

Receipt Number: 0000042197      Packing Slip Number: ps-77518  
Receipt Datetime: 07/07/2009 10:17AM      Pro Number:  
Item ID: 00890106

Quantity Received: 1.0000 Each  
Quantity Inspected: 0.0000 Each  
Quantity Accepted: 1.0000 Each  
Quantity Returned: 0.0000 Each  
Quantity Rejected: 0.0000 Each  
Net Receipt Quantity: 1.0000 Each  
Reason for Rejection:

**Purchase Order Schedule**

PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Amount
0000037393	06/11/2009	1.0000	5100 W Farm Road 164	Best Way	FOB CU-Seller Pays Freight	201.00000	\$201.00 USD

No Invoices Found  
[Return to Receipt List](#)

Click the [Return to Receipt List](#) hyperlink to return to the Receipt list to view additional receiving information on other Receipts.