**BWC – Viewing receipts**

Viewing receipts raised to a purchase order can be done through the Buyers Work Centre. Follow the steps below to access the list of receipts.

**Viewing receipts**

1. From the **Orders** tab of the Buyers Work Centre you will need to enter search criteria to find the order you wish to investigate.

   ![Search Screenshot]

   2. Select the hyperlinked purchase order number to open the order details.

   ![Purchase Order Details]

   3. From the **Actions** dropdown choose the **View Receipts** option. Then select **Go**.

   ![Actions Dropdown]

   4. A list of items and their receipts will be displayed showing the numbers ordered and the numbers received.

   ![Receipts Table]