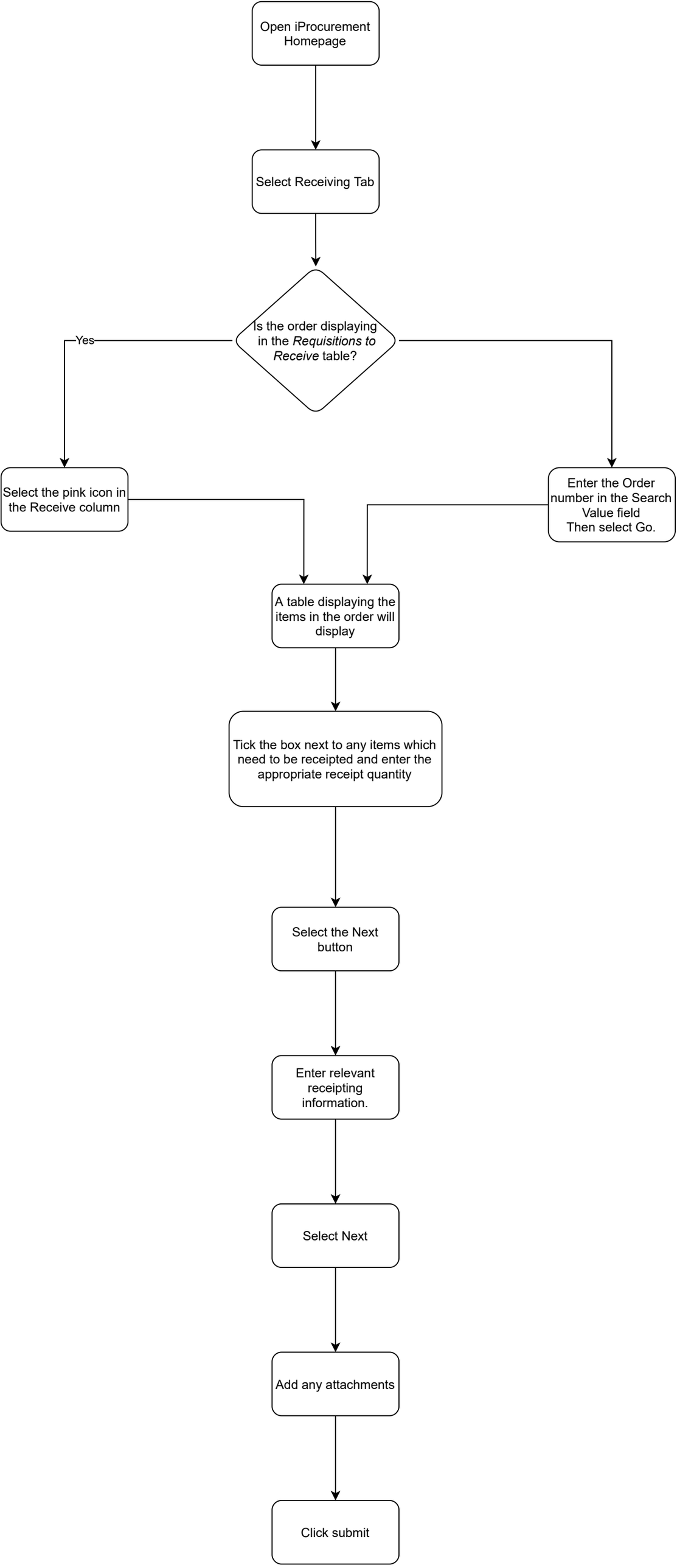
Open iProcurement Homepage
Select Receiving Tab
Is the order displaying in the *Requisitions to Receive* table?
Yes
Select the pink icon in the Receive column
Enter the Order number in the Search Value field
Then select Go.
A table displaying the items in the order will display
Tick the box next to any items which need to be receipted and enter the appropriate receipt quantity
Select the Next button
Enter relevant receipting information.
Select Next
Add any attachments
Click submit