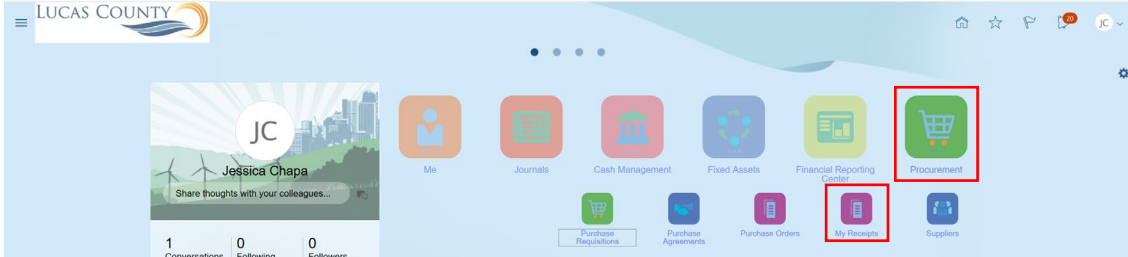
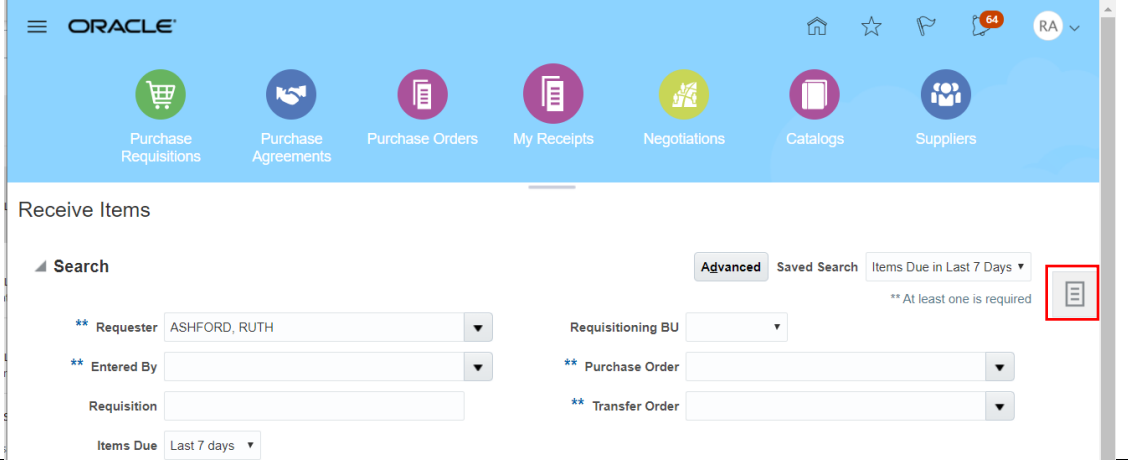
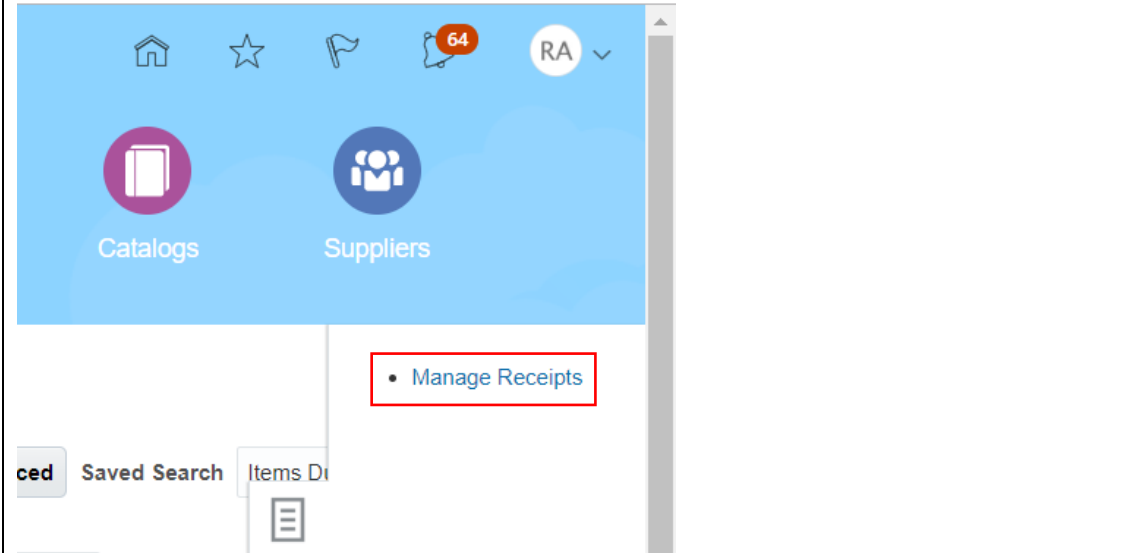
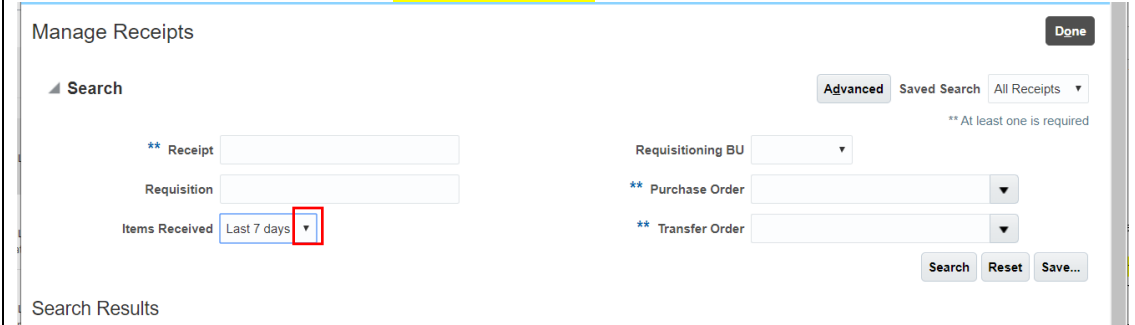
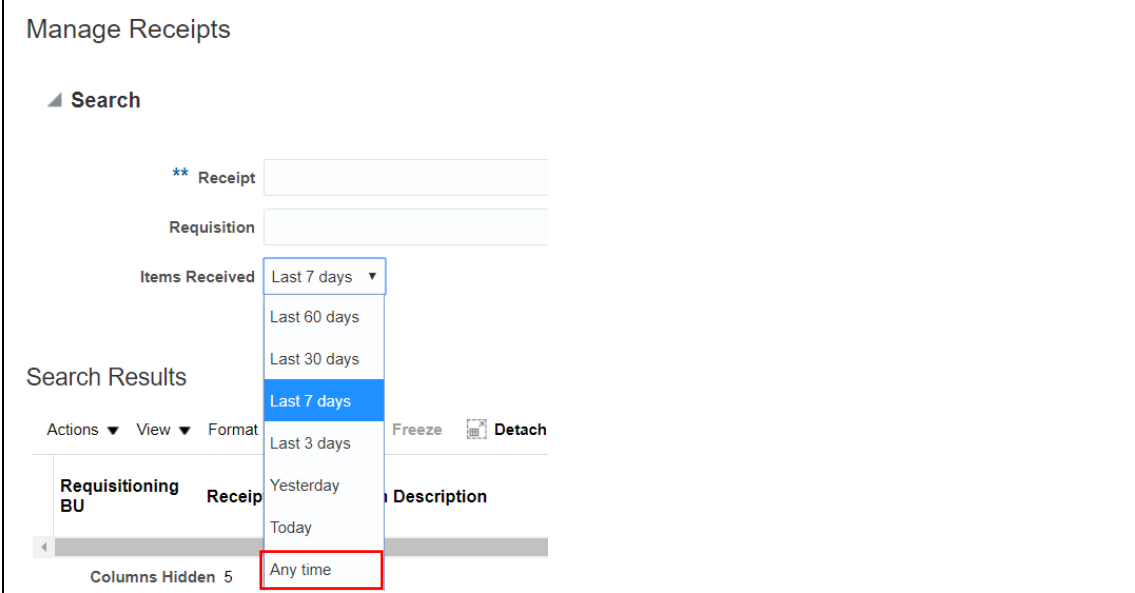


## Perform Receiving Corrections

**Audience:** Requesters, Receivers

**Purpose:** A Receiving Agent can make corrections during the receiving process.

Step	Action
1	<p>Log into Oracle  <b>Home Page -&gt; Procurement &gt; My Receipts</b></p> 
2	<p>Click the <b>My Receipts</b> button.</p>
3	<p>Click the <b>Tasks</b> icon.</p> 
4	<p>Click the <b>Manage Receipts</b> link.</p>

	
<p>5</p>	<p>Click the dropdown arrow in <b>Items Received</b> list to display the values:.</p> 
<p>6</p>	<p>Click the <b>Anytime</b> option from this list.</p> 
<p>7</p>	<p>Click the <b>Requesting BU</b> field and select the Business Unit. In addition, at least one of the following must be entered to produce results from this page:</p>

	<b>Receipt, Purchase Order, or Transfer Order.</b>																																																										
8	<p>Click the <b>Search</b> button and highlight the receipt for correction.</p> <p>Manage Receipts</p> <p><b>Search</b></p> <p>Search Results</p> <p>Actions View Format Freeze Detach Wrap Return <b>Correct</b></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 Pack!</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 Pack!</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> </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			Lucas County	2005	HBO Pack!	Compass Rose Soluti...	2	Each		5/21/19 6:19...	10011			Lucas County	2006	Spanish Pack!	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		
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