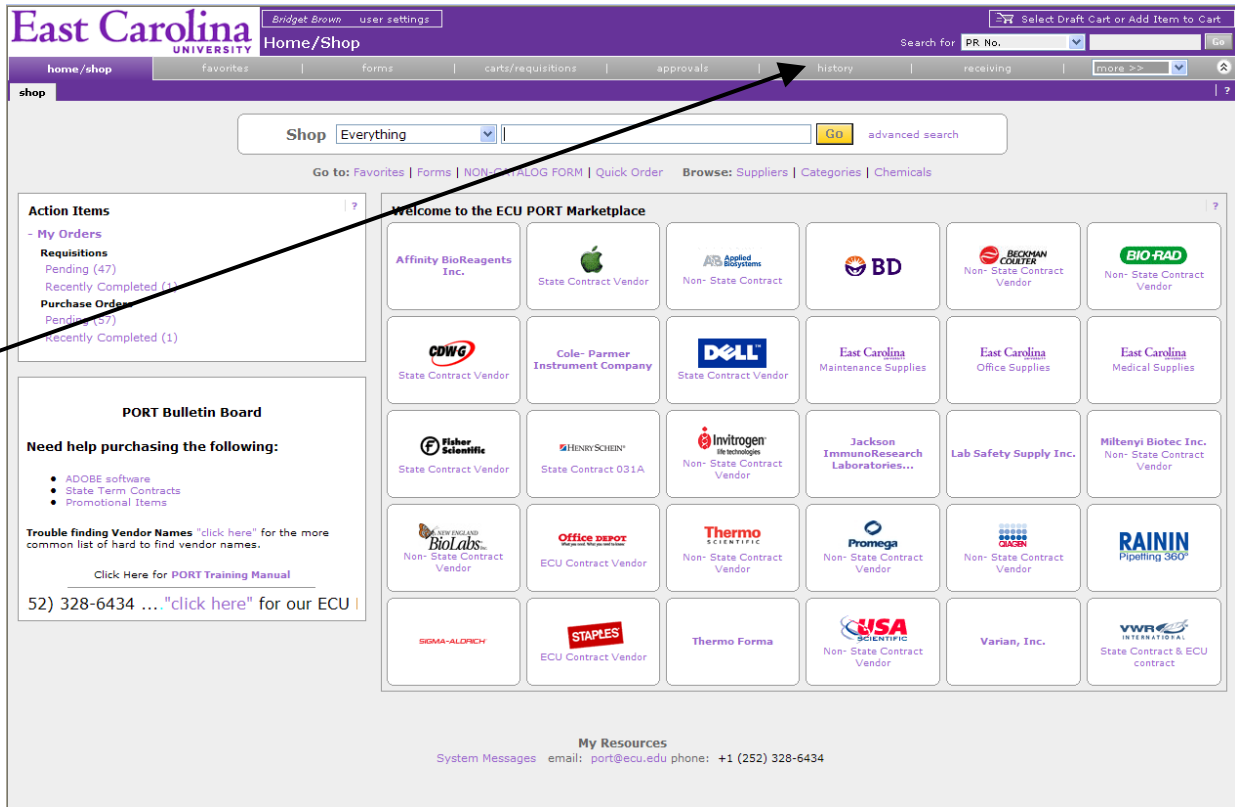
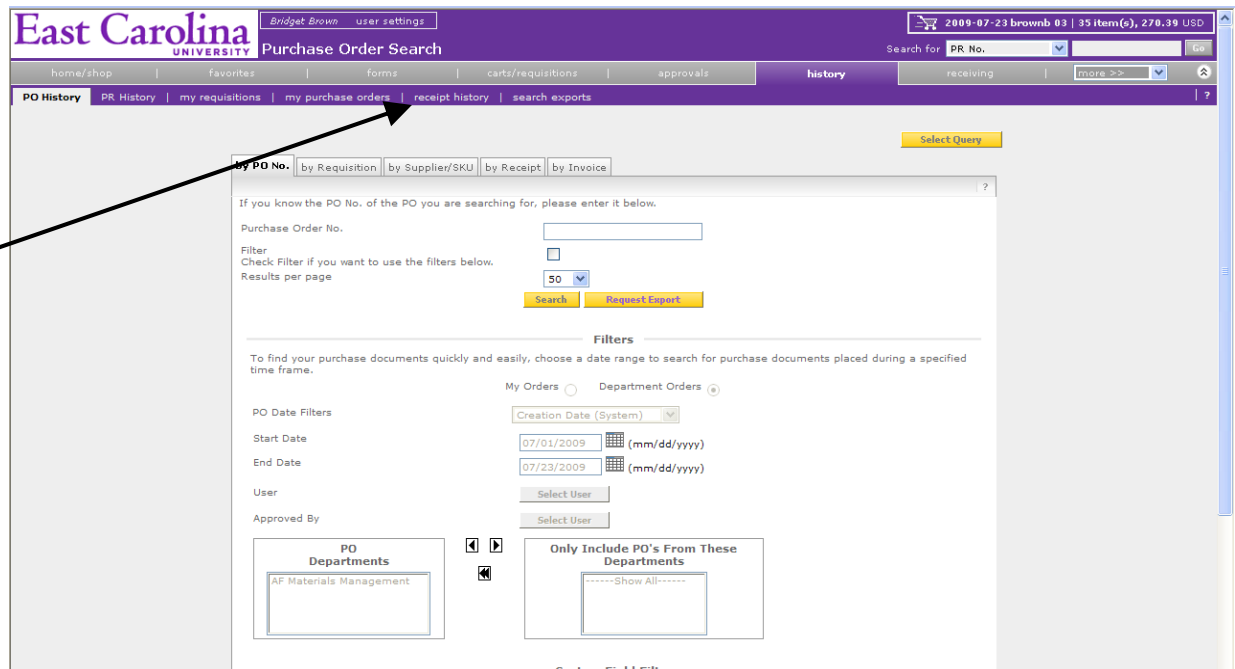


HISTORY BY RECEIPT

Last Updated on: 7/23/2009



1. Click on the **History** tab.



2. Click on the **receipt history** tab.

HISTORY BY RECEIPT

Last Updated on: 7/23/2009

East Carolina UNIVERSITY

Bridget Brown user settings

Select Draft Cart or Add Item to Cart

Search for PO No. [] Go

home | favorites | shopping | carts/requisitions | approvals | **history** | receiving | more >>

PO History | PR History | my requisitions | my purchase orders | **receipt history** | search exports

Create Qty Receipt Select Query

by Receipt by PO by Supplier/SKU

Enter the Receipt No., Receipt Name, Packing Slip No. or Tracking No. below.

Receipt No. 8354

Receipt Name

Packing Slip No.

Tracking No.

Filter Check Filter if you want to use the filters below.

Results per page 10

Search

Filters

To find your receipt documents quickly and easily, choose a date range to search for receipt documents created during a specified time frame.

Start Date 08/01/2008 mm/dd/yyyy

End Date 08/01/2008 mm/dd/yyyy

My Receipts Department Receipts

Receipt Departments AF Materials Management

Only Include Receipts From These Departments -----Show All-----

Receipt Attribute Filters

3. Ensure that the **receipt history** and **by Receipt** tabs are selected.
4. Enter the Receipt # in the **Receipt No.** text box.
5. Click on the **Search** button.

East Carolina UNIVERSITY

Bridget Brown user settings

Select Draft Cart or Add Item to Cart

Search for PO No. [] Go

home | favorites | shopping | carts/requisitions | approvals | **history** | receiving | more >>

PO History | PR History | my requisitions | my purchase orders | **receipt history** | search exports

New Qty Receipt

Header Information

Receipt Name 2007-10-29 goltrak 08 Receipt Create Date 10/29/2007 3:55:40 PM

| Receipt No. | Receipt Date | Packing Slip No. | Supplier Name | Received by |
|-------------|--------------|------------------|---------------|-------------|
| 8354 | 10/29/2007 | | CDWG Govt Inc | Kim Goltra |

RECEIPT ADDRESS

Location Attention: Bridget Brown
Phone: +1 (252) 328-5555
Email: brownb@mail.ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 278584353
United States

Carrier Tracking No.
Attachments
Notes (1,000 Chars. Max)

DELIVERY

Show Receipt Details

Receipt Summary

| PO No. | PO Line No. | Product Name | Catalog No. | Qty/UOM ordered | Previous Receipts | Quantity | Add to Inventory | Action | Add to Chemical Inventory |
|----------|-------------|-------------------------------|-------------|-----------------|-------------------|----------|------------------|----------|---------------------------|
| P1035036 | 1 | DiskGOERR USB 2.0 Flash Drive | 932833 | 5 EA | | 5 | | Received | Add |

6. From here you can review the **Header Information** and **Receipt Summary**.
7. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.