The system will take you to a summary page that shows all documents related to the PO. Be sure to click View All if there are multiple lines to view.

If the items purchased are received in multiple shipments, the Warehouse will check in and create a new Receipt each time, and there will be multiple Receipts in the system. In the example below, there are 9 receipts because the Warehouse received this order in 9 separate shipments.

If the vendor sends multiple invoices, each of those invoices will be paid with a separate voucher and check. In the example below, a total of 13 vouchers were created to pay invoices related to this requisition.

CLBC Financials Homepage	Requisitions		බ	Q	<b>∆</b> •	: Ø
		Print	New Window	Help	Perso	nalize Page
Document Statue D						
Req ID 0000048940	Business Unit LBCCD					
	ency USD Document Type Requisition					
	otor - Ocure Add Delevate - Marchandico Amt - 42 627 62	21 K.M. 1920 S	92. <b>14.1</b>			
gest Stortus – Valid						
	u u u u u u u u u u u u u u u u u u u			cile		i iz
- Urderd	integri, Internet, Same Regimmersol. Purchage Section of Passing (P) and (P) a	ren en e	ngernigdal Galander	64 <u>1</u> 1		
0.000						
	Show All					
	Southerman London Same					
📃 🖌 🖌 📊 😽 (1-5) (1-3) (1-3)		lickthe	blue text in th	e: colum	m	

To view more details for each document (Purchase Order, Receipt, Voucher, or Payment), click on the blue text hyperlink in the DOC ID column.