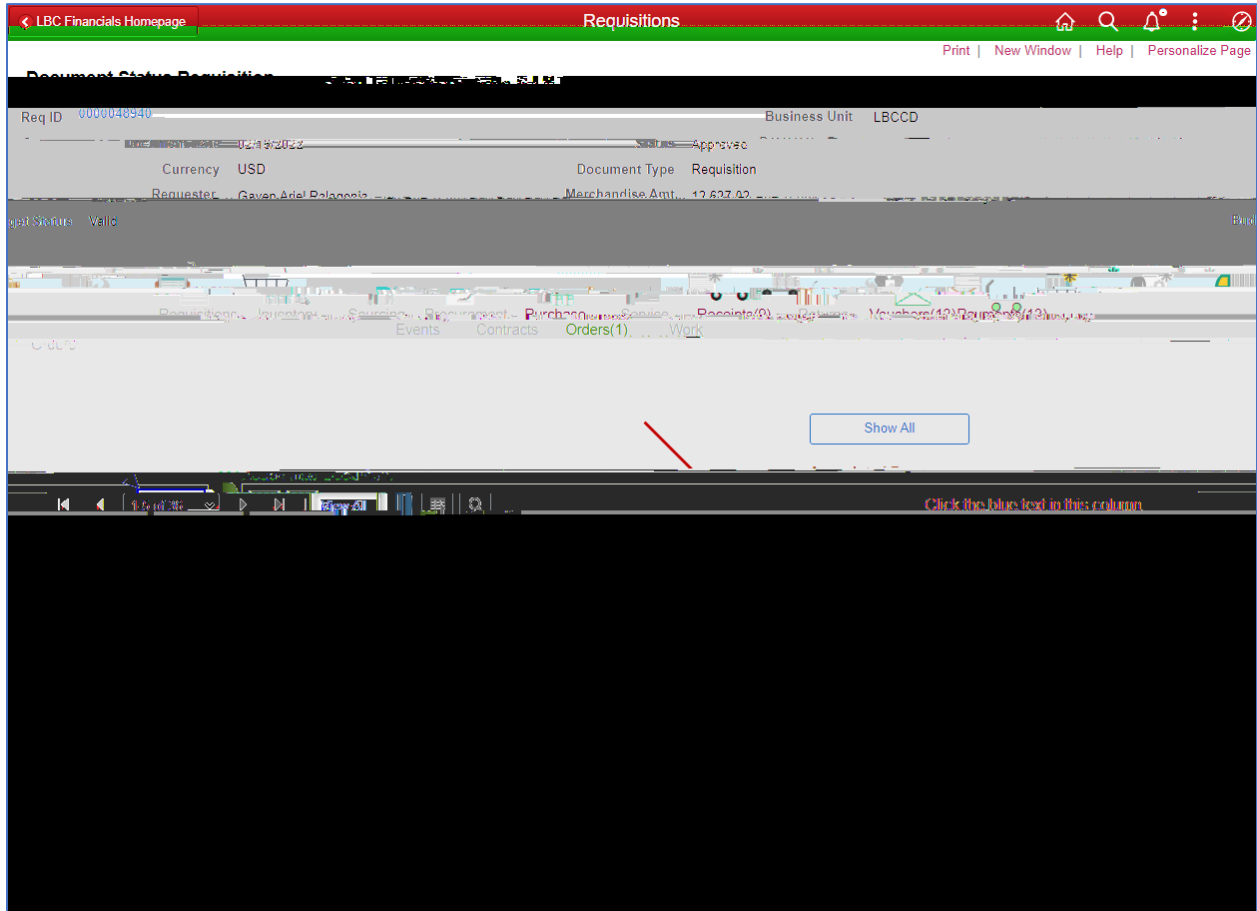




The system will take you to a summary page that shows all documents related to the PO. Be sure to click View All if there are multiple lines to view.

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.



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