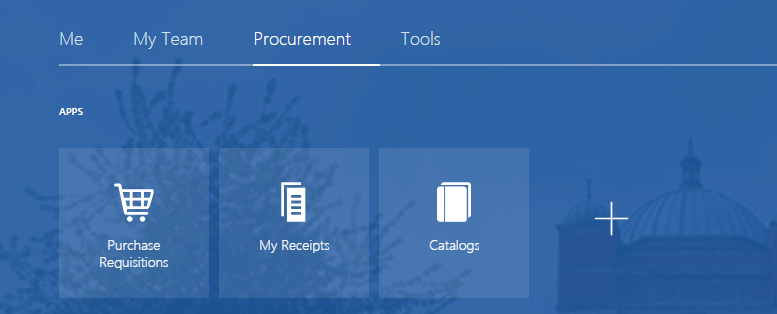
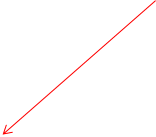
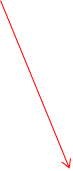
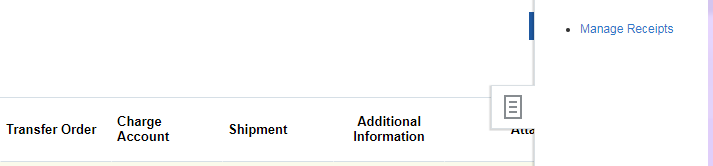
## Correcting a receipt

Go to procurement>>my receipts>>



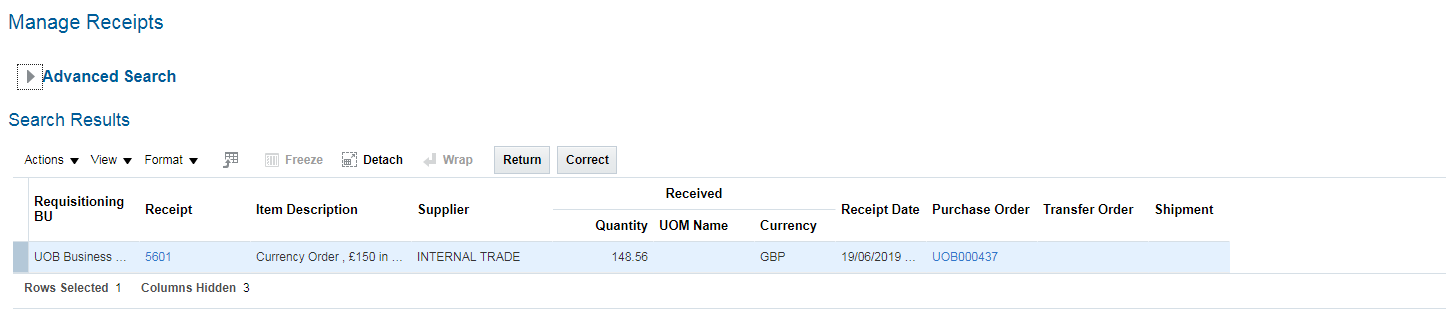
Click on the tasks icon and select manage receipts



Type your order number in the purchase order box and click search



Highlight the order and click on correct



If you put zero in the correct quantity box and click submit, it will release the order so that you can receipt it correctly.

