

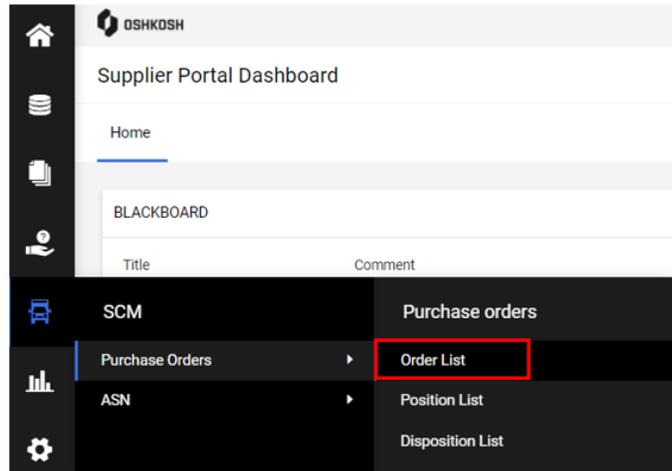


Receipt Visibility

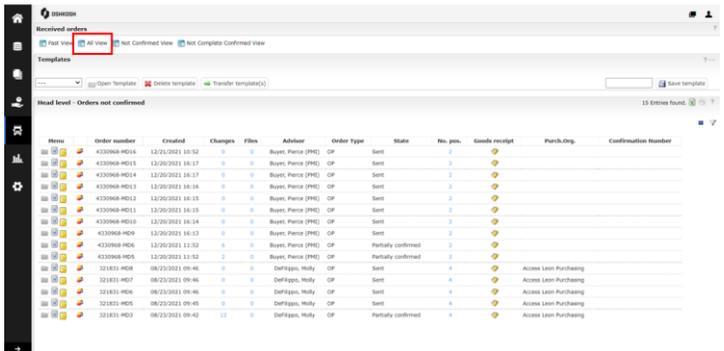
Instructions

This Job Aid shows suppliers how to view receipts at a position and transaction level.

1. Navigate to **SCM > Purchase Orders > Order List**



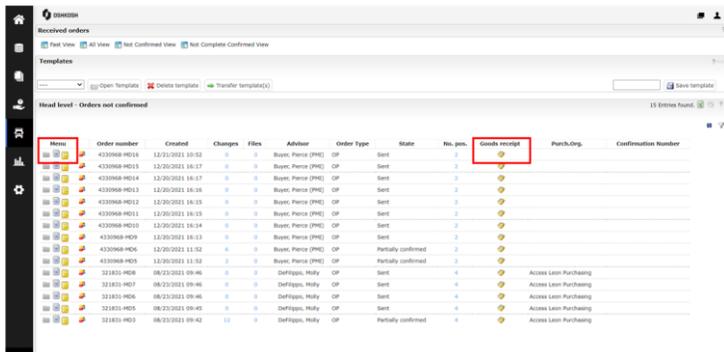
2. Users will be navigated to the **Received Orders** page. Orders that have not been confirmed yet will be displayed at the Head level. To view all orders, click



3. On the **Received Orders** page, suppliers can view all orders and details associated with them.

4. Menu Options:

- : Opens PO associated with the order
- : Displays position level
- : Displays disposition level
- : Forward to another user





Receipt Visibility

5. To filter orders, click the  icon on the right side of the screen. This will allow suppliers to filter on Order number, JAGGAER Direct Order ID, and the State of orders. To show results click  Show and all relevant orders will populate.
6. To view an order's goods receipt, click the  icon in the **Goods receipt** column.
7. A pop-up window will appear with the Goods receipt by line (position).
8. To see a detailed breakdown, click the  icon in the pop-up and a new window will display showing the receipt transactions at the line level.

Filtering:

Head level

Order number

JAGGAER Direct ORDER ID

State

Filter expand  Show

Received orders

Templates

Order number

JAGGAER Direct ORDER ID

State

Goods receipt for order 27101657

Pos.	Material number	Description	Quantity	Advanced	Quantity delivered	delivered completely	Value
1	12422508	SPRING ASSC PARABOLIC LEAF	9.00	0.00	9.00	<input checked="" type="checkbox"/>	1,256.10

Goods receipt

4 Entries found.

Created	Date	Quantity	Unit	Status	Materialslip	Delivery note	Booked By	Mvmt. Type
09/09/2021	09/08/2021	3.00		Confirmed	10506923			101
09/09/2021	09/08/2021	-3.00		Confirmed	10506924			102
11/14/2021	09/08/2021	3.00		Confirmed	10506925			101
11/14/2021	09/08/2021	2.00		Confirmed	10506926			101