

Quick Reference Guide:



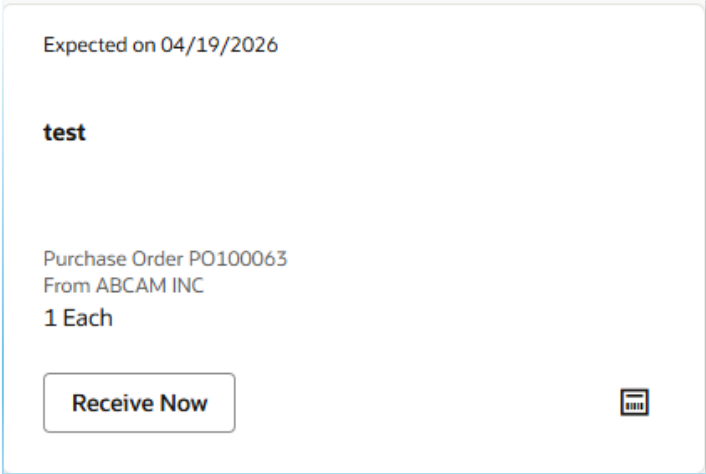
Find Converted POs



Purpose:

Use these steps to find converted POs in WaveWorks.

Step-by-Step:

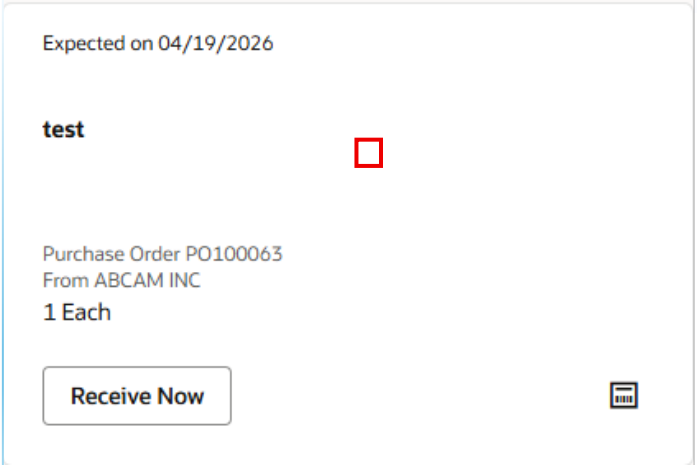
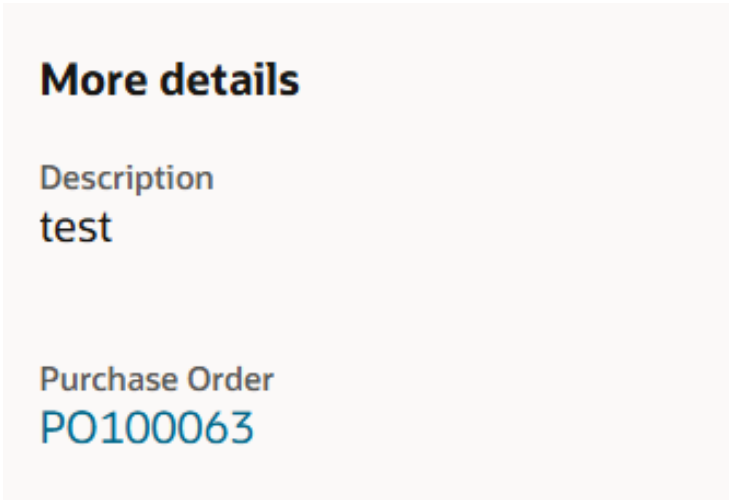
<p>Once in WaveWorks, navigate to the Procurement tab.</p>	
<p>Click on My Receipts (RSSP) tile.</p>	 <p>My Receipts (RSSP)</p>
<p>Verify that you are on the Orders to Receive Tab.</p> <p>Find the correct PO.</p>	 <p>**TIP** Search by dates or PO number if PO is not found</p>



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<p>Use the Receive with Details Button to partially receive.</p>	
<p>Scroll down to more details. Click on the PO number.</p>	
<p>View PO details.</p>	