

HOW TO Reopen Receipts

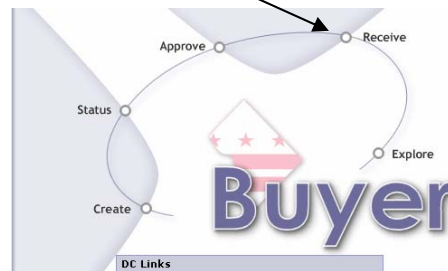
When to use this Job Aid: Negative Receiving or PO Change (After Fully Received)

Process:

1. Log into PASS as original Requestor or Receiver.
2. Click on Receive on the Swoosh.



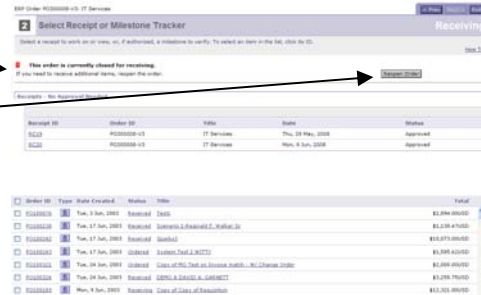
*Note: Please refer to RT400- Negative Receiving **OR** PRC200 – PO Change Process for step- by-step procedural details.*



3. Click on the Search field to find the Purchase Order.
4. Type in the Purchase Order number and Click on Search.



5. Notice the warning that the Order is closed because it has been fully received in the left upper corner.
6. Click on the Reopen Order button.



7. The Purchase Order is now open for PO Change **OR** the Receipt is now open for Negative Receiving.
8. Click on Exit.

Reopen Receipts (After full receipt)