

Colleagues,

Did you know?

You can Retrieve and Edit your Receipt to correct Price or Quantity information of your delivery(ies)

CUNYfirst
Forty Integrated Resources & Services Tool

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Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Maximum number of rows to return (up to 300): 300

Business Unit: = MECPR

Receipt Number: begins with

Bill of Lading: begins with

PO Business Unit: begins with

Item ID: begins with

PO Number: begins with

Ship To Location: begins with

Shipment Number: begins with

Vendor ID: begins with

Received Date: =

Receipt Status: =

User ID: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Click Search!

Click on Find an Existing Value

Enter Receipt Number (or PO Number)

Maintain Receipts

Receiving

Business Unit: MECPR **Status:** Received X

Receipt ID: 00000 **Comments** **Activities**

Header

[Select Purchase Order](#)

Receipt Lines [Customize](#) [Find](#) [View All](#) [First](#) 1 of 1 [Last](#)

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Category	Serial	Device Track	Device Track
1		Verizon Wireless Service	7121.99000	1.0000	1.0000	Received	8311000000		<input type="checkbox"/>	Device Track X

Interface Receipt [Interface Asset Information](#)

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

Edit your receipt to reflect the correct PRICE or QUANTITY

Click [Save](#) before exiting.