

Job Aid Gus Procurement- Receipting

This Job Aid walks through the process of receipting your Purchase Orders.

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	2 Purchase Documents	\ominus					
			Getting Started	My Dashboard	Setup and Maintenance	Tools	

Step	Action					
1.	Begin by clicking on the Home icon at the top right of the screen to access the Gus Cloud Springboard .					
2.	Click on the My Receipts icon. If this task icon is not visible from your home page.					
	Click on the Procurement icon which will reveal your task icons within the					
	Procurement module.					
	Click the My Receipts icon. Procurement Icon					
	My Receipts Procurement					



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8. Click Submit.	8.	Click Submit.							
9. Confirmation including Receipt number is displayed. Click OK .	9.	Confirmation including Receipt number is displayed. Click OK .							
Congratulations!		Congratulations!							
10. You have reached the end of this tutorial.	10.	You have reached the end of this tutorial.							
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