CORRECTING RECEIVING

1. Log into RIAS using your NETID and password.

2. Select the “P2P and Financials” tab, then click on “RU Internet Procurement.”
3. On the next page, in the second column, select “Home Page” followed by selecting the “Receiving” tab on the next screen.
4. Next, select “Correct Receipts” from the four options at the top.

5. On the next screen, you will clear the “Receipt Created By” field and change the “Items Received” field to display “Any.”
6. Next, on the “Requisition Number” line, enter the requisition number, and click on the flashlight to the right of the line.

7. In the popup screen, select the requisition number by clicking on the icon under the “Quick Select” column.
8. Once you see the requisition number in the associated field, click on the “Go” button so you see the requisition below.

![Image of Oracle iProcurement interface with requisition number 1804311 highlighted.]

9. Under the “Correct Quantity Unit” heading, enter the changes you would like to make to the receiving and click on “Continue.”

![Image of Oracle iProcurement interface with updated quantities showing.]

10. Take note of the changes made, and click on “Submit” if you have verified that they are correct.

11. You will now see a notification in the upper left hand portion of the screen stating that your corrections have been submitted.