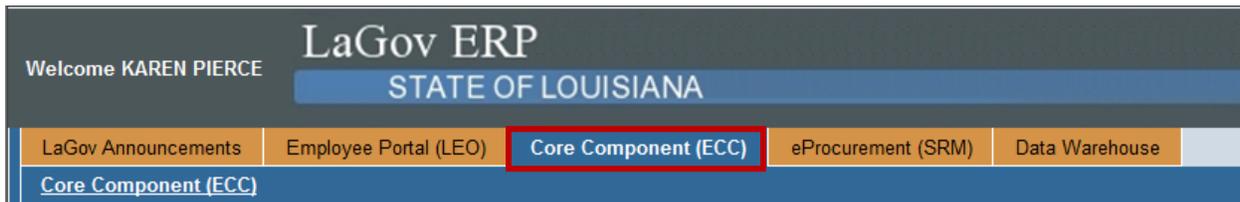


Purchase Order Receiving Report Transaction (ZLO1262)

The Purchase Order Receiving Report Transaction will be utilized to view and print a receiving report associated to a Purchase Order.

Transaction Steps:

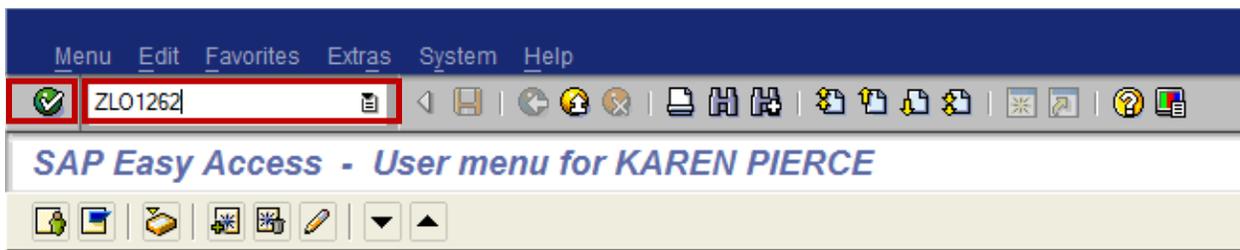
1. Sign in to the LaGov portal and Click on the Core Component (ECC) tab



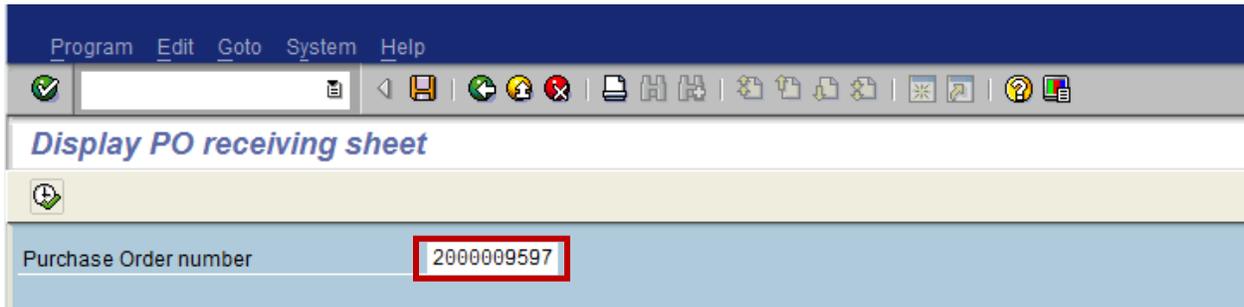
2. Click on Start GUI Session



3. In the Transaction field, type ZLO1262, click on the green check



4. Enter the Purchase Order Number and click on the  button

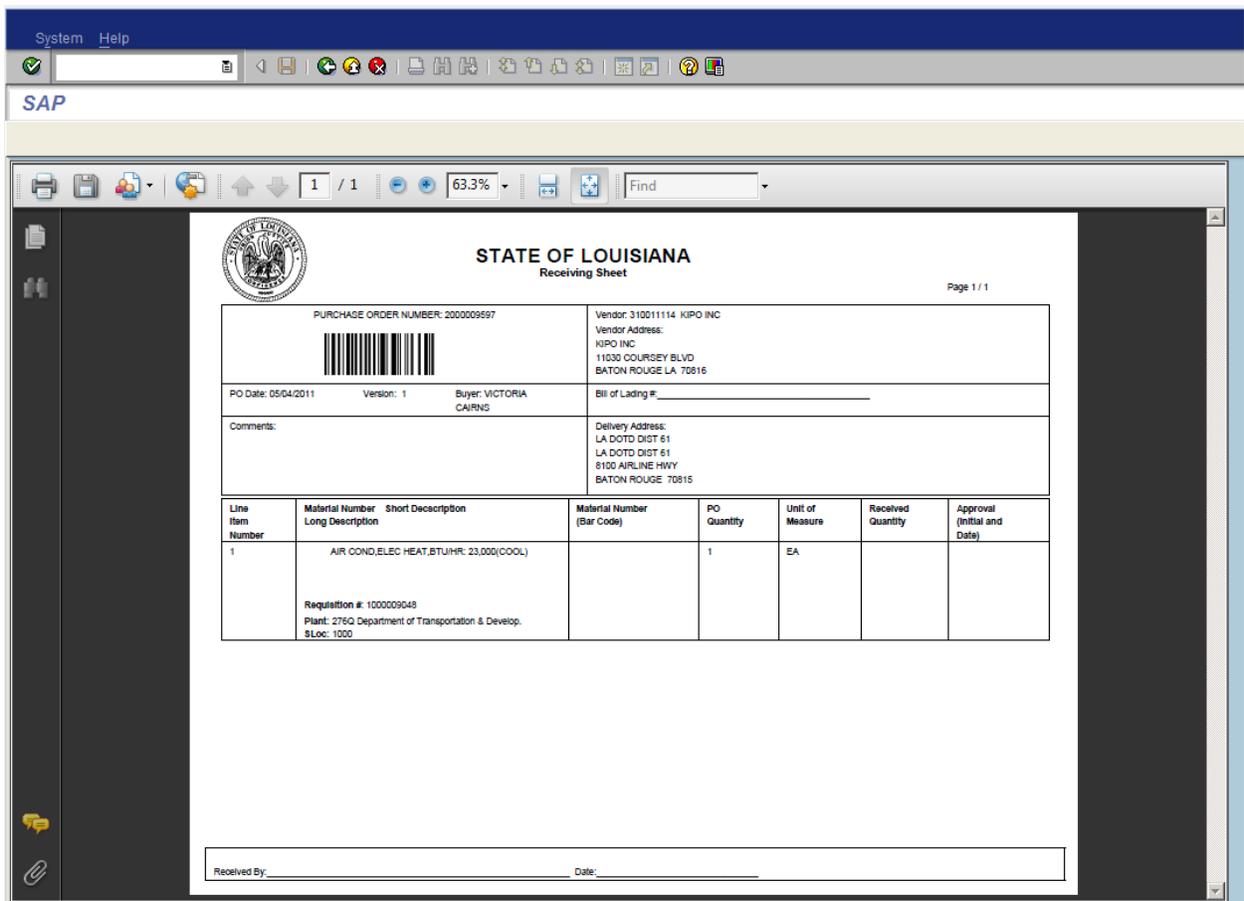


Program Edit Goto System Help

Display PO receiving sheet

Purchase Order number **2000009597**

5. The Purchase Order Receiving Report is displayed



System Help

SAP

1 / 1 63.3% Find

STATE OF LOUISIANA
Receiving Sheet Page 1 / 1

PURCHASE ORDER NUMBER: 2000009597		Vendor: 310011114 KIPO INC				
		Vendor Address: KIPO INC 11030 COURSEY BLVD BATON ROUGE LA 70816				
PO Date: 05/04/2011	Version: 1	Buyer: VICTORIA CAIRNS	Bill of Lading #:			
Comments:		Delivery Address: LA DOTD DIST 61 LA DOTD DIST 61 8100 AIRLINE HWY BATON ROUGE 70815				
Line Item Number	Material Number Long Description	Material Number (Bar Code)	PO Quantity	Unit of Measure	Received Quantity	Approval (Initial and Date)
1	AIR COND,ELEC HEAT,STU/HR: 23,000(COOL)		1	EA		
Requisition #: 1000009048 Plant: 276Q Department of Transportation & Develop. SLoc: 1000						

Received By: _____ Date: _____

6. To print, click on the  printer icon