

# Receipting

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How to Locate and View Receipts in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

*“I locate and view the receipts associated with a specific transaction via the SAP Business Network”*

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**Version Number**

1.0

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[Click here for further context on the Receipting Process](#) 

# Locate and View Receipts

1. From the SBN Home Page navigate to and click the **Fulfillment** drop-down, then, click **Goods Receipts**
2. Click **Search Filters** to expand the filters
3. Narrow your search by entering details including **Receipt ID, Order Number, Start and End Date**
4. Click **Search**
5. Click **Receipt Number**
6. The screen will display the Goods Receipt, to view historical information, click the **History** Tab
7. Click **Done** to return to *Goods Receipts* screen



**Note:** Click the **Details** tab to return to the detailed view of the Goods Receipt

**Note:** The Purchase Order Number can be used as the Goods Receipt Number

1. From the SAP Business Network Enterprise Account, click the **Fulfillment** drop-down menu. The menu options are: Order Confirmations, Service Sheets, Time and Expense Sheets, Ship Notices, **Goods Receipts**, Extended Collaboration, and Product Replenishment.

Receipt Number	Customer	Date	Routing Status
660052204380672023	Rio Tinto - TEST	29 Nov 2023 8:16:11 PM	Sent
834052204380482023	Rio Tinto - TEST	29 Nov 2023 6:46:11 PM	Sent
300052204380302023	Rio Tinto - TEST	29 Nov 2023 11:46:11 AM	Sent

2. Click **Search Filters** to expand the filters. A lightbulb icon indicates a tip.

3. Enter search criteria in the Search Filters form:

- Customer: All Customers
- Receipt ID: [Empty]
- Buyer Location Code: [Empty]
- Order Number: [Empty]
- Start Date: 1 Oct 2023
- End Date: 15 Nov 2023

4. Click **Search** to execute the search. The number of results is 100.

Receipt Number	Reference	Customer	Date	Routing Status
<b>660052204380672023</b>	3029029674	Rio Tinto - TEST	29 Nov 2023 8:16:11 PM	Sent
	3029029671	Rio Tinto - TEST	29 Nov 2023 6:46:11 PM	Sent
300052204380332023	3029023644	Rio Tinto - TEST	29 Nov 2023 11:46:11 AM	Sent

5. Click the **Receipt Number** (660052204380672023) to view the detailed view.

6. Click the **History** tab to view historical information.

7. Click **Done** to return to the Goods Receipts screen.

**From:** Rio Tinto - TEST  
14486 Borax Rd  
Boron, CA 93516  
United States

**To:** Rio Test Supplier AU  
Test Address AU  
Brisbane Victoria 4000  
Australia  
Phone:  
Fax:  
Email: kade.morton@sap.com

**Receipt:** Receipt No.: 660052204380672023  
Receipt Date: 29 Nov 2023

# Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.