

## **Confirm Receipt of RAM Order**

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Navigate to the **Inventory** tab and choose the **"Show All"** status for your inventory. This will display your historical inventory <u>including</u> disposed material.

a. From this list please confirm receipt of items that have already been delivered to your lab by clicking the envelope icon (In addition to the PI & Lab Manager, the person who entered the order can also do this). Please note, this step is easily overlooked and should be completed after each package delivery.

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