Processing Receiving
1. Once you have received the items/services for a purchase order, you will need to complete a receipt. Click on Document Search to locate the correct purchase order.
2. If you do not know the PO number, select Purchase Order from the drop down box and click Go.
3. If you know the PO number, enter the PO number in the search field and click Go.
4. Select the correct PO number associated with your order.
5. Using the drop down box, select Create Quantity Receipt or Create Cost Receipt.
   - Quantity Receipts are used with a regular order showing quantities purchased.
   - Cost Receipts are used with an open purchase order showing a dollar value for a line item.
6. Click Go.
7. To attach a document to the receipt select Attach/Link.
8. To add notes for future reference (ex. Merchandise damaged) add text.
9. Enter the quantity received in the Quantity box for all of the items that have been received.
10. Click Complete.
11. After completing the receipt, a receipt number will be issued and associated with the PO number.