Processing Receiving
1. Once you have received the items/services for a purchase order. You will need to complete a receipt. Click on the Document icon to access the Document Search to locate the correct purchase order.
2. If you know the PO number, enter the PO number and click Go.
3. If you do not know the PO number, select Purchase Order from the drop down box and click Go.
4. Select the correct PO number associated with your order to open the document.
5. Using the Available Actions drop down box, select 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
9. To add notes for Accounts Payable or future reference (ex. Merchandise Damaged) add text.

NOTE: This is also available for individual line items below.
10. Enter the quantity received in the Quantity box for all of the items that have been received. **NOTE:** 0 must be input for items that have not been received with this shipment.

11. Click the Complete button.
12. After completing the receipt, a receipt number will be issued and associated with the PO number.
NOTE: This process will need to be completed each time you receive a shipment (or service) until all has been received.