

Use this procedure to create a receipt for a purchase order. When creating the receipt, please be aware of whether your PO is set up by quantity or by amount.

Navigation

Finance WorkCenter > ePRO/PO > Add/Update Receipt by PO

Add Receipt by PO

Click Add

Select Purchase Order

Enter the PO Number

Lookup and enter the Vendor *

Or

Click Search

*Be careful when searching by supplier. Make sure to select and receive the correct items from the correct PO. When searching by supplier, you may want to enter a range of Start and End Dates to focus retrieved results on Pos that have a PO date within the range you enter.

Select the items to receive

Click OK

Sel	PO Unit	PO ID	Line	Sche
<input checked="" type="checkbox"/>	UNCCH	Y19SAG0562	1	1
<input checked="" type="checkbox"/>	UNCCH	Y19SAG0562	2	1

Receive Items

Receive Items

New Receipt

*Business Unit:

Receipt Status: [Header Details](#)

*Received Date:

[Select Purchase Order](#)

[Header Comments/Attachments](#)

Click if you want to add **Comments** and/or **Attachments** at the individual line or receipt header level

Enter the date goods or services were received

Receipt Lines

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity			Accept Quantity	Details	Cancel Line	Receipt	Line Comments	PO
1		NI NFBKMB: Nitrogen Microbulk	USD	5033.00000	1.0000			1.0000		✗			

Save Receipt

Click Save Receipt

Enter the **Received Quantity** or if the line items was set up on the PO to be received by dollar amount, enter **Received Amount** in dollars.

Received Amount	Received Quantity
9500.00000	1.0000