Creating a Receipt by Purchase Order

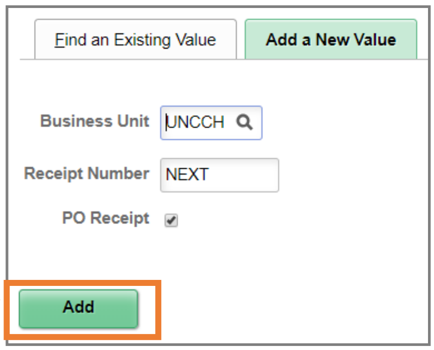
Use this procedure to create a receipt for a purchase order. When creating the receipt, please be aware of whether your PO is set up by quantity or by amount.

Navigation

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

Add Receipt by PO

Click **Add**

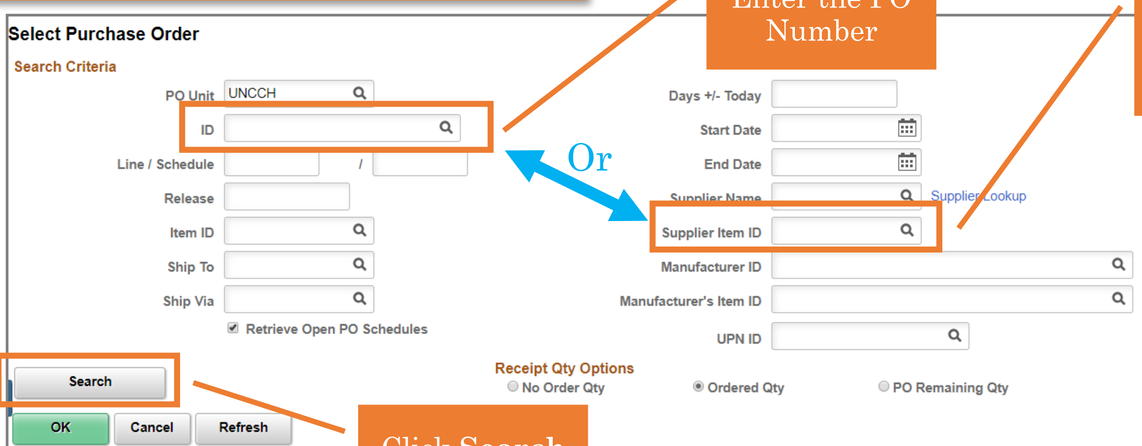


Select Purchase Order

Enter the PO Number

Or

Lookup and enter the **Vendor** *

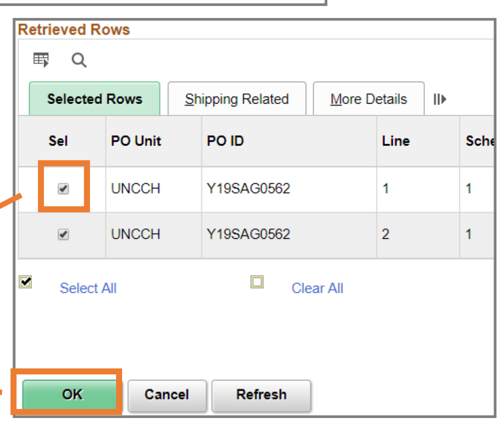


Click **Search**

*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

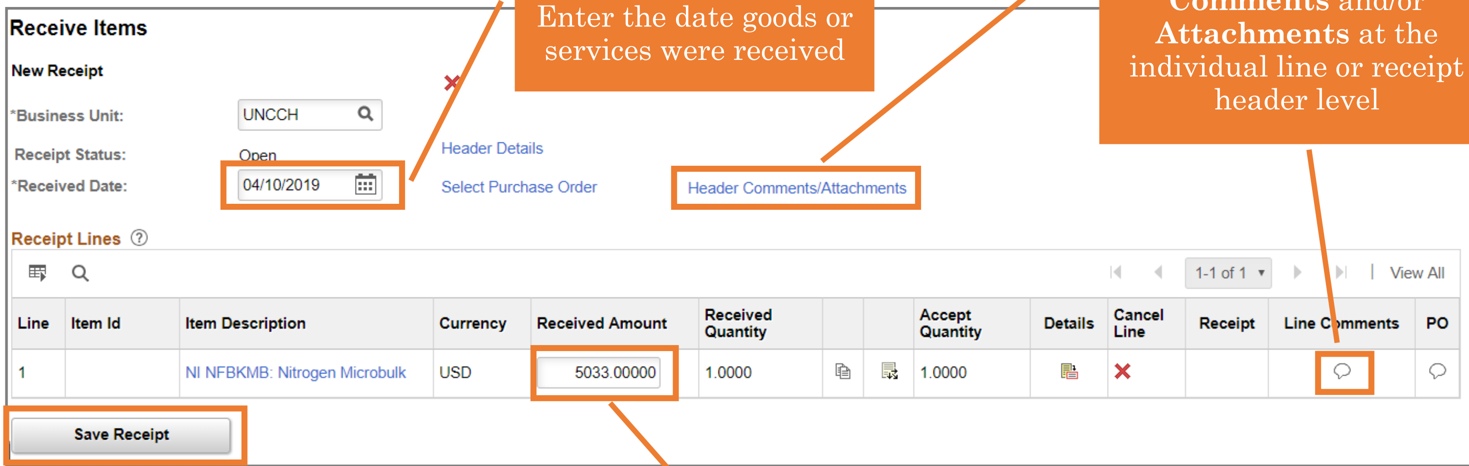
Click **OK**



Receive Items

Enter the date goods or services were received

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



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.