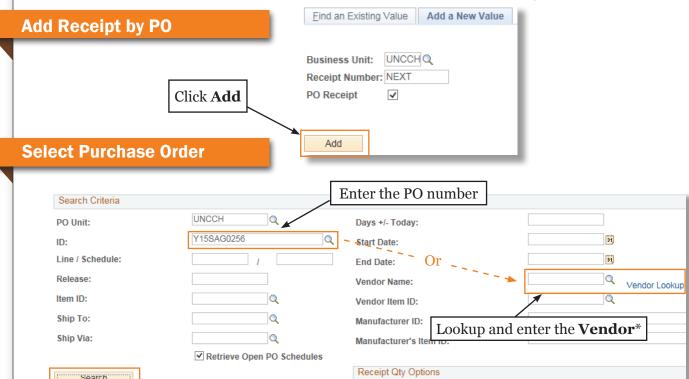
Onnect Creating a Receipt by Purchase Order

Creating a Receipt

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

Main Menu > Finance Menu > eProcurement > Add/Update Receipts by PO



* 1. Be careful when searching by vendor. Make sure to select and receive the correct items from the correct PO. 2. When searching by vendor, 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.

Click Search

O No Order Qty

Ordered Otv

O PO Remaining Oty



Receive Items

