

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

Add Receipt by PO

Find an Existing Value | Add a New Value

Business Unit:

Receipt Number:

PO Receipt

Click Add

Select Purchase Order

Search Criteria

PO Unit:

ID:

Line / Schedule: /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name: Vendor Lookup

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Enter the PO number

Or

Lookup and enter the Vendor*

Click Search

* 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.

Retrieved Rows

Select the items to receive

Selected Rows	Shipping									
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UNCCH	Y15SAG0256	3	1		03/06/2015	4.0000			19 160 239 SHOECOVER BLU
<input checked="" type="checkbox"/>	UNCCH	Y15SAG0256	4	1		03/06/2015	4.0000	1.0000		19 160 235 SH CVR BLU ANT

Select All Clear All

Click OK

Receive Items

*Business Unit:

Receipt Status: Open

*Received Date:

Line	Item Id	Item Description	Received Amount	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	Line Comments
1		19 160 239 SHOECOVER BLUE XL 4	318.13000	<input type="text" value="4.0000"/>	EA	4.0000	<input type="button" value="Details"/>	<input checked="" type="button" value="X"/>		<input type="button" value="Comments"/>
2		19 160 235 SH CVR BLU ANTI-SKI	355.63000	<input type="text" value="3.0000"/>	EA	3.0000	<input type="button" value="Details"/>	<input checked="" type="button" value="X"/>		<input type="button" value="Comments"/>

Enter the Date Goods or Services Were Received

Enter the **Received Quantity**

Or if the line item was set up on the PO to be received by dollar amount, enter **Received Amount** in dollars.

Received Amount	Received Quantity
<input type="text" value="1256.23"/>	<input type="text" value="1.0000"/>

Click If You Want to Add **Comments** and/or **Attachments** at the Individual Line or Receipt Header Level

Click **Save Receipt**