HOW DO I RECEIVE MY ORDER?

Those with receiving access can receive on Purchase Orders created by other people users.  Approvers do not have access in the system to receive

Receiving should only completed on Purchase Orders with a "P". A Purchase Order starting with a number has not been fully completed.

Locating Purchase Order Options

Search Documents

Dashboard

Recently Completed
**Quantity Receiving**

After selecting the appropriate PO, select "**Document Actions**" drop-down in the top right corner, then select the “Create Quantity Receipt”.

A message at the top of the form indicates the form has blank quantities. Packing slip and other supporting documents can be attached, but are not required.

**Note:** Attaching an invoice will *not* expedite or cause payment to occur.
All Line items from the Purchase Order will appear at the bottom of the page.

If all Line Items are being received against, enter the amount you are receiving in the **Quantity** field (highlighted in yellow) in each line. Entering a “0” is not a valid quantity.

The Line Status defaults to “Received” and select **Complete**.

If all Line Items are not being received at this time, select “Remove Line” for that Line Item. **Note:** This does not remove the line from the Purchase Order, only this Receiving report.

Enter the amount you are receiving in the **Quantity** field (highlighted in yellow) for the remaining Line Item(s) and select **Complete**.
Cost Receiving

The Cost Receipt option is only available when a Declining Balance PO Form was used to create the Purchase Order.

Select "Document Actions" drop-down in the top right corner, then select the "Create Cost Receipt".

A message at the top of the form indicates the form has blank quantities. Packing slip and other supporting documents can be attached, but are not required. Note: Attaching an invoice will not expedite or cause payment to occur.
Enter the dollar amount you are receiving in the **Cost** field (highlighted in yellow).

The Line Status defaults to “Cost Received” and select **Complete**.

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**Reopening a Completed Receiving**

Completed Receiving reports can be reopened and changed if needed. Receiving cannot be reopened if an invoice has been completed against the receipt.

Select “Reopen Receipt.”
A reason must be provided and the original receiver can be notified via email.

The Receiving report is reopened, modify as needed and select “Complete”
The original Receiving report number does not change, but the Received by and Complete Date reflects the new information.
Receipt History

Each completed Receiving Report is given a unique “REC” number and can be found by selecting Receipts in the Purchase Order.

Select the blue Receipt No. to view the report details.