Receiving a Good & Services

Receiving can be completed on a purchase order. You can find the purchase order through a quick search or document search.

(1A) Enter the PO number, at the top to locate available purchase orders.

(1B) If you do not know the PO number, you can search by the supplier or requisition number. Choose Orders on left side, select Search, Search documents. Enter the supplier name and select go. Choose the appropriate Purchase Order by clicking on the Document Number.
Quantity Receipt

Quantity receipts are used to receipt commodities

(2) Go to the Receipt tab to determine if there has been a previous receipt. Then click on Document Actions and Create Quantity Receipt
(3) Enter the Packing Slip Number and enter appropriate quantity received

(4) Review and click Complete
This will create a receipt number
Cost Receipt

Cost receipts are used to receipt services

(1) Go to the Receipt tab to determine if there has been a previous receipt. Then click on Document Actions and Create Cost Receipt.
(2) Enter the dollar amount to be receipted and click Complete

(3) This will create a receipt number