

## 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.

The screenshot shows the top navigation bar with a search icon and a shopping cart icon. Below the navigation bar, a search bar contains the text '718'. A blue arrow points from the search bar to a blue callout box. The callout box contains the text: (1A) Enter the PO number, at the top to locate available purchase orders.

Quick Search (Alt+Q)

Document

J000000718 - Purchase Orders

2881241 - Requisitions

The screenshot shows the 'Search Documents' page. The navigation path is: Orders > Search > Search Documents > Document Search. Below the navigation path, there are two buttons: 'Back to Edit Search' and 'Start New Search'. The main search area has a search bar with the text 'Type to Search Documents...'. A blue arrow points from the 'Search' button in the left sidebar to the 'Search Documents' button in the main search area.

Orders > Search > Search Documents > Document Search

< Back to Edit Search | Start New Search

Orders

Type to Search Documents...

Search Documents

(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.

The screenshot shows the 'Search Documents' page with search results for 'Amazon.com'. The search bar contains the text 'Amazon.com'. Below the search bar, there are two buttons: 'Go' and 'Go to: advanced search | my requisitions | my purchase orders | my invoices'. A blue arrow points from the 'Go' button to the search results table.

Search All Documents Amazon.com All Dates Go

Enter search terms such as document numbers, suppliers, and product information.

Go to: [advanced search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#)

| Document Number | Document Type   | Document Owner | Document Date/Time | Supplier   | Document Total |
|-----------------|-----------------|----------------|--------------------|------------|----------------|
| ✓ J000000718    | Purchase Orders | request2       | 2/3/2020 11:27 AM  | AMAZON.COM | 10.49 USD      |
| ✓ 2881241       | Requisitions    | request2       | 2/3/2020 8:42 AM   | AMAZON.COM | 10.49 USD      |

## Quantity Receipt

Quantity receipts are used to receipt commodities

The screenshot displays a software interface for managing Purchase Orders. On the left, a sidebar contains icons for various functions. The main content area shows a **Purchase Order: J000000718 Revision 0** with details such as Supplier (AMAZON.COM), Status (Completed), and Document Total (10.49 USD). Below this, a list of tabs includes Status, Purchase Order, Revisions, PO Approvals, Shipments, Change Requests, and **Receipts**. The **Receipts** tab is active, showing a message: "There are no receipts for this PO." A blue callout box with the text "(2) Go to the Receipt tab to determine if there has been a previous receipt. Then click on Document Actions and Create Quantity Receipt" points to the **Receipts** tab and the **Document Actions** dropdown menu. The **Document Actions** menu is open, showing options like Add Comment, Create Change Request, Add Notes to History, Cancel PO, Finalize Revision, **Create Quantity Receipt**, Create Credit Memo, Create Cost Receipt, Create Invoice, Print Fax Version, Soft Close PO, Close PO, and Resend to Supplier.

Orders ▸ Search ▸ Search Documents ▸ Receipts - PO J000000718

1 of 34 Results

**Purchase Order: J000000718 Revision 0**  
3053282

Supplier: AMAZON.COM  
Status: Completed  
Document Total: 10.49 USD  
[View Related Documents](#)

Status

Purchase Order ▸

Revisions

PO Approvals

Shipments

Change Requests

**Receipts**

**Receipts**

There are no receipts for this PO.

Document Actions ▾ History ?

- Add Comment
- Create Change Request
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt**
- Create Credit Memo
- Create Cost Receipt
- Create Invoice
- Print Fax Version
- Soft Close PO
- Close PO
- Resend to Supplier

(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

Orders > Search > Receipts > Summary - Receipt To Be Assigned

Summary Comments (0) History

Exact Match: PO No. J000000718

**Header Information**

Receipt Name: 2020-02-03 0309796 01

| Receipt No     | Receipt Date                          | Packing Slip No. | Supplier Name | Received by  |
|----------------|---------------------------------------|------------------|---------------|--------------|
| To Be Assigned | 2/3/2020<br><small>mm/dd/yyyy</small> | 1234             | AMAZON.COM    | Anna Leddige |

**RECEIPT ADDRESS**

No addresses defined in profile.

Attn: Anna Leddige  
141 Facilities  
3701 Campus Road  
Grand Forks, ND 58202-8008  
United States

**DELIVERY**

Carrier: Other  
Tracking No.:  
Attachments:  
Notes (1,000 Chars. Max):

**Receipt Lines**

Line Details

Hide Receipt Details

For Selected Lines: Remove Selected Items Go

| PO No.     | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts | Quantity | Add to Inventory | Line Status | Actions                         |
|------------|-------------|--|-------------|-----------------|-------------------|----------|------------------|-------------|---------------------------------|
| J000000718 | 1           | PILOT G2 Premium Refillable & Retractable Rolling Ball Gel Pens, Fine Point, Black Ink, 12 Count (31020) | B001GAOTSW  | 1 EA            |                   | 1        |                  | Received    | Remove Line<br>Receive & Return |

Contract No.:  
Serial Number:  
Attachments:  
Notes:

1000 characters remaining expand clear

Delete Add PO Save Updates Complete

Orders > Search > Receipts > Summary - Receipt 380408

Create Qty Receipt Create Cost Receipt

Receipt No. 380408 has been created for the following PO No(s):

- PO/Reference No. J000000718

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

## Cost Receipt

Cost receipts are used to receipt services

Orders ▸ Search ▸ Search Documents ▸ Receipts - PO J000000718

< Back to Results 1 of 34 Results

**Purchase Order:**  
**J000000718 Revision 0**  
3053282

Supplier: AMAZON.COM  
Status: Completed  
Document Total: 10.49 USD  
[View Related Documents](#)

Status

Purchase Order ▸

Revisions

PO Approvals

Shipments

Change Requests

**Receipts**

There are no receipts for this PO.

Document Actions ▾ History ?

- Add Comment
- Create Change Request
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Credit Memo
- Create Cost Receipt
- Create Invoice
- Print Fax Version
- Soft Close PO
- Close PO
- Resend to Supplier

(1) Go to the Receipt tab to determine if there has been a previous receipt. Then click on **Document Actions** and **Create Cost Receipt**

Receipt Create Date 2/7/2020 8:57:12 AM  
Source Manual

Delete Add PO Save Updates Complete

Summary Comments (0) History

Exact Match: PO No. J000000658

Header Information

Receipt Name 2020-02-07 0309796 01

| Receipt No     | Receipt Date                          | Packing Slip No. | Supplier Name                     | Received by  |
|----------------|---------------------------------------|------------------|-----------------------------------|--------------|
| To Be Assigned | 2/7/2020<br><small>mm/dd/yyyy</small> |                  | WELLS FARGO EQUIPMENT FINANCE INC | Anna Leddige |

Location  
RECEIPT ADDRESS  
Attn: Brandon Wallace  
409 Twamley Hall  
264 Centennial Drive  
Grand Forks, ND 58202-8356  
United States

Carrier  
Tracking No.  
Attachments  
Notes  
(1,000 Chars. Max)

DELIVERY

Other  
Attach/Link

Receipt Lines

Line Details

Show Receipt Details

For Selected Lines: Remove Selected Items Go

| PO No.     | PO Line No. | Product Name                                 | Catalog No. | Qty/Cost Ordered | Previous Receipts | Cost     | Line Status   | Actions                       |                          |
|------------|-------------|--|-------------|------------------|-------------------|----------|---------------|-------------------------------|--------------------------|
| J000000658 | 1           | 2018 Piper Archer PA-28-181 Contract Payment |             | 3,075.75         |                   | 3,075.75 | Cost Received | Remove Line<br>Receive/Cancel | <input type="checkbox"/> |
| J000000658 | 2           | 2018 Piper Archer PA-28-181 Contract Payment |             | 3,075.75         |                   | 3,075.75 | Cost Received | Remove Line<br>Receive/Cancel | <input type="checkbox"/> |

Delete Add PO Save Updates Complete

(2) Enter the dollar amount to be receipted and click Complete

(3) This will create a receipt number

Orders Search Receipts Summary - Receipts

Create Qty Receipt Create Cost Receipt

Receipt No. 381120 has been created for the following PO No(s):

- PO/Reference No. J000000658