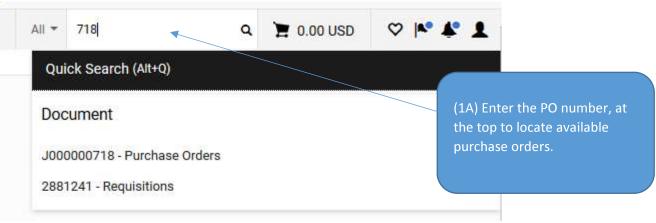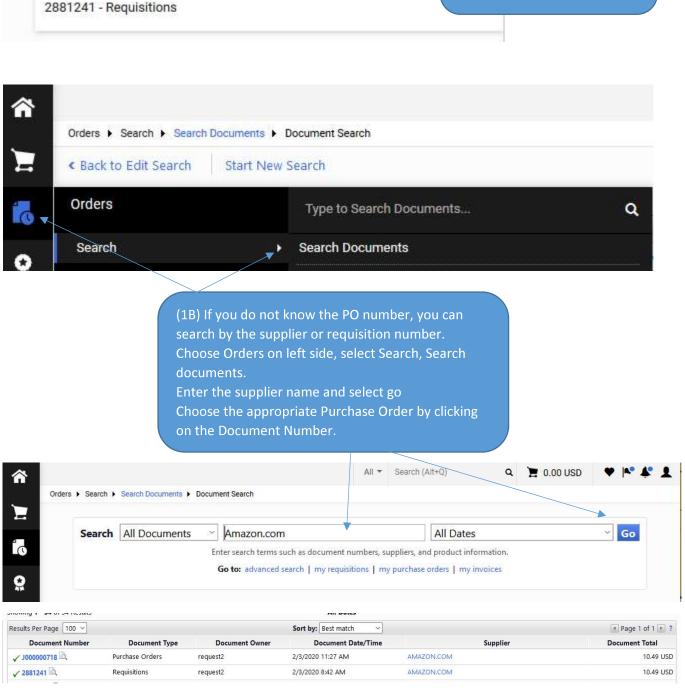# Receiving a Good & Services

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.

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

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

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

Delete | Add PO | Save Updates | Complete

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 📅 mm/dd/yyyy	1234	AMAZON.COM	Anna Leddige

RECEIPT ADDRESS   **DELIVERY**

⚠ No addresses defined in profile.

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

Carrier

Tracking No.

Attachments   Attach/Link

Notes
(1,000 Chars. Max)

Other ∨

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 / Receive & Return	☐

Contract No.
Serial Number
Attachments   Attach/Link
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 🖨

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Cost Receipt

Cost receipts are used to receipt services

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 mm/dd/yyyy		WELLS FARGO EQUIPMENT FINANCE INC	Anna Leddige

RECEIPT ADDRESS   **DELIVERY**

Location   [▼]   Carrier   [Other ▼] [ ]

Attn: Brandon Wallace   Tracking No. [ ]
409 Twamley Hall
264 Centennial Drive   Attachments   [Attach/Link]
Grand Forks, ND 58202-8356
United States   Notes
           (1,000 Chars. Max)

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] [Receive/Cancel]	☐
J000000658 🖶	2	2018 Piper Archer PA-28-181 Contract Payment		3,075.75		3,075.75	Cost Received ▼	[Remove Line] [Receive/Cancel]	☐

[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 - Re

[Create Qty Receipt] [Create Cost Receipt]

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

• PO/Reference No. J000000658 🖶

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