Receive Orders

## Contents

## Locate Purchase Order (PO) and Open

1. Click in the _____ box located in header and enter last 5 digits of Purchase Order (PO) Number then hit enter. Choose from list.

2.

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3. Receipt Date - Enter the ACTUAL date you physically received item(s) or ACTUAL date services were completed. DO NOT ENTER today's date unless that is the actual date.

4. Packing Slip No. - Enter packing slip number. If there is no packing slip number enter none.

5. DELIVERY - Enter delivery information. This is optional, i.e., enter the Tracking No. or attach your scanned packing slip by clicking Add .
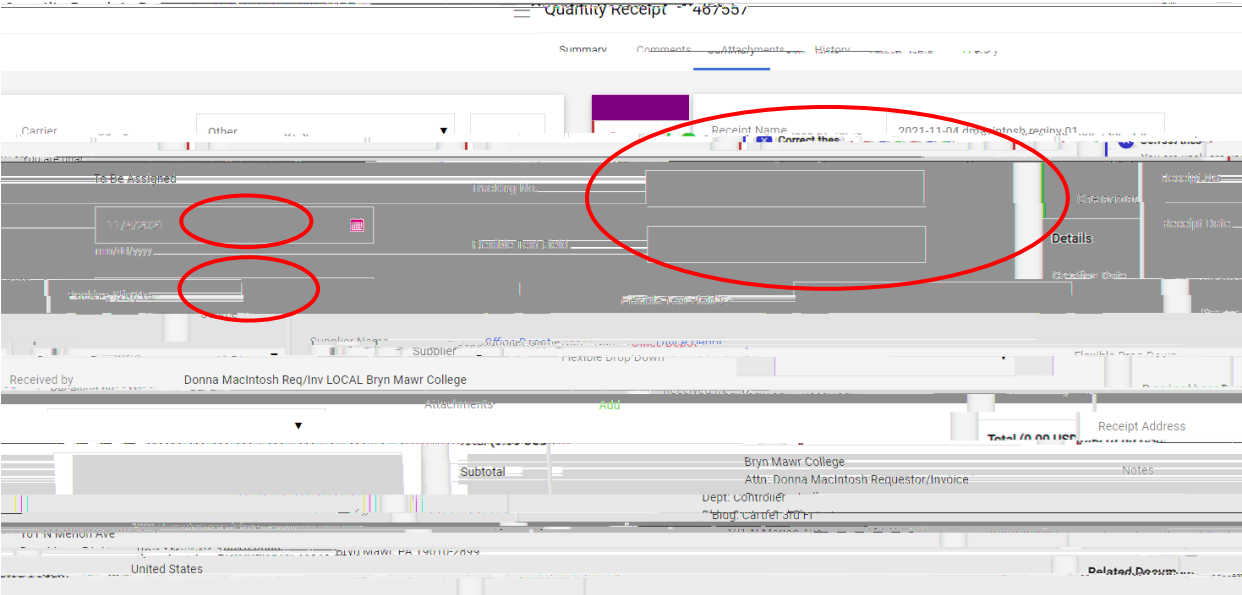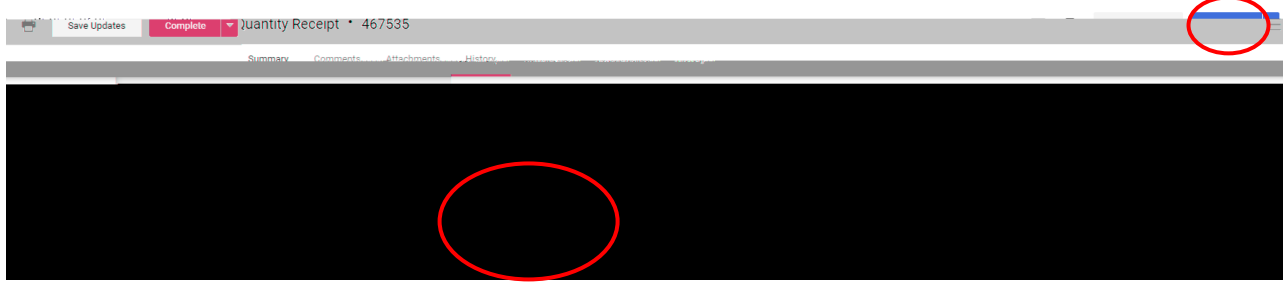

6. If your PO has more than 1 line and not all lines were received yet, click on the box to the right to add a check mark in the box then click on the to remove each line not received or use the on the line not received.
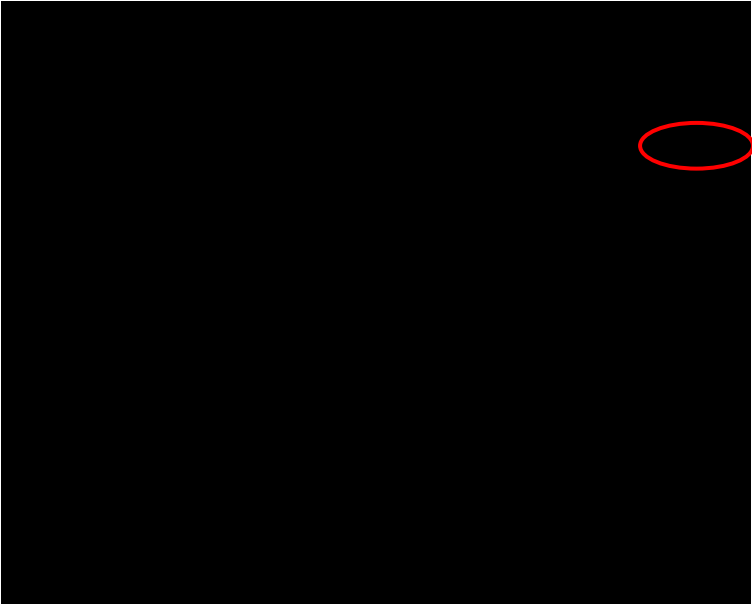
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7. Quantity - Enter number received for the remaining lines, then click **Complete** on the top right of the screen.
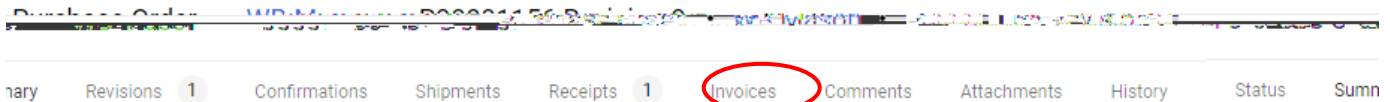

8. A receipt number will be assigned. File packing slip (if you did not attach scanned copy to receipt).
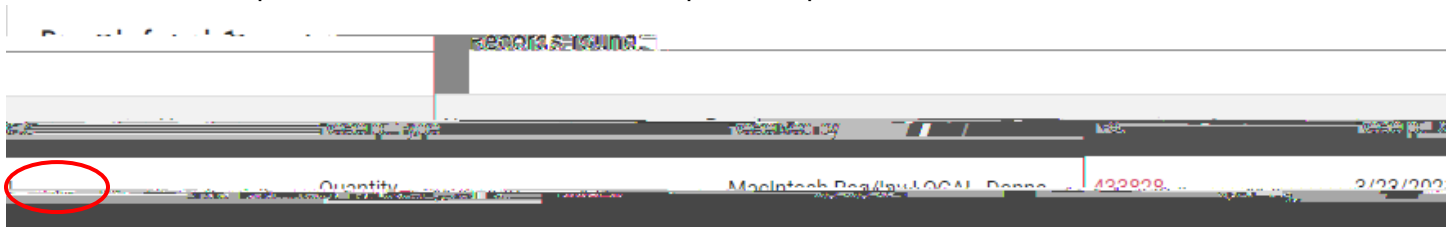

Correct/Delete Receipt

1. Correct a previously entered receipt for an invoice not processed yet.

2. Follow [Locate Purchase Order (PO and Open)](#).

3. Click Receipts tab.

4. Click on blue Receipt number under No. column to open receipt to be corrected.

5. Click [receipt Reopen] on the top right side of the screen.

6. A window will appear. Enter reason for reopening the receipt (i.e., correct qty) then click [receipt Reopen].