Receive Orders

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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 .

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Received by	Donna MacIntosh Re	q/Inv LOCAL Bryn Maw	r College Attachments	Add	nn	Total (0)	Receipt Ac	ldress
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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 to the right to remove each line not received or use the interview of 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.

Save Updates Complete Vulantity Receipt • 467535	
Summary Comments Attachments History	

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

Receipt (Created	
Summary		Next Steps
Reactifulites-		Crest 22/14/2014
Croated for the DO No(-) <u>000001100 - (000</u>	avenum unternacestativ(egn noocoo de e

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. 2000011 56-Ba Dunch - - - Oud-WD.RA WANNER WAR - 2 (11) 1 (1973) - archiv. 62 (1973) Status Revisions 1 Confirmations Shipments Receipts 1 Invoices Comments Attachments History Sumn hary
- 4. Click on blue Receipt number under No. column to open receipt to be corrected.

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- 5. Click ceret Keyen k 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 content were a solution of the second se

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