

Receive Orders

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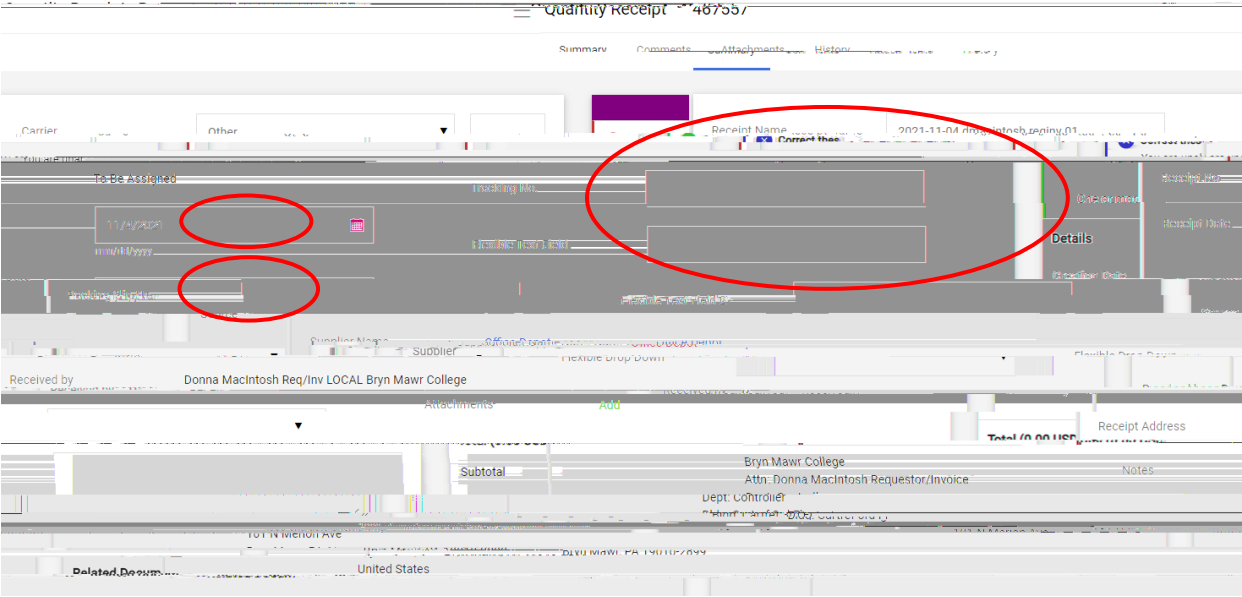
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Locate Purchase Order (PO) and Open

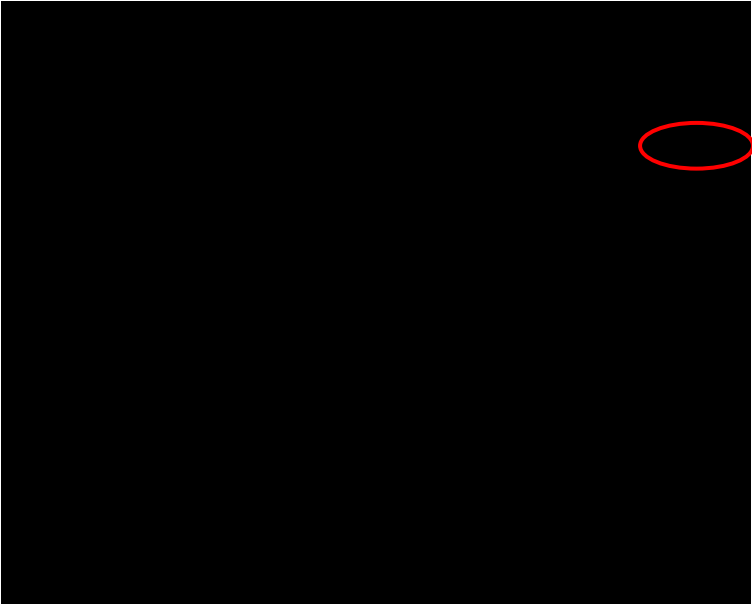
1. Click in the box located in header and enter last 5 digits of Purchase Order (PO) Number then hit enter. Choose from list.
- 2.

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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**.

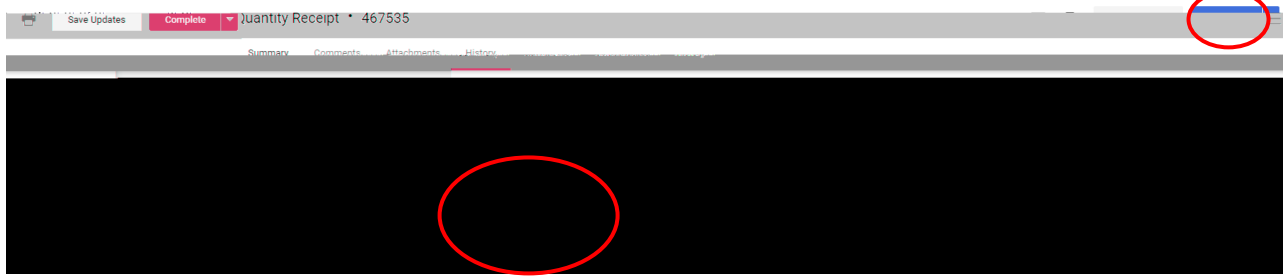


- 6. If your PO has more than 1 line and not all lines were received yet, click on the box to the right to add a check mark in the box then click on the [] to remove each line not received or use the [] on the line not received.

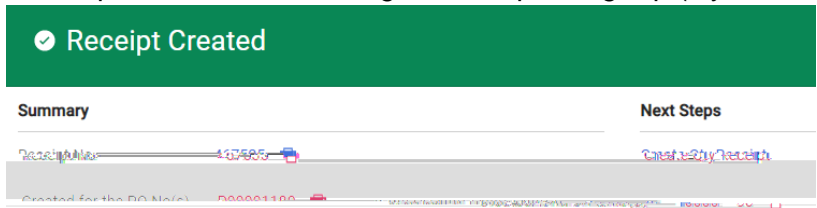


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- Quantity - Enter number received for the remaining lines, then click **Complete** on the top right of the screen.

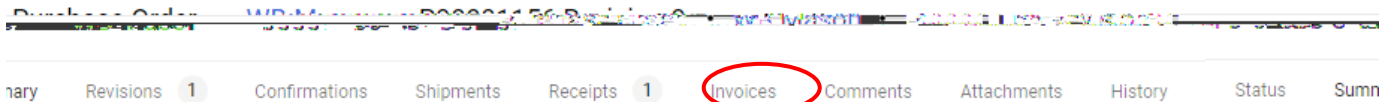


- A receipt number will be assigned. File packing slip (if you did not attach scanned copy to receipt).

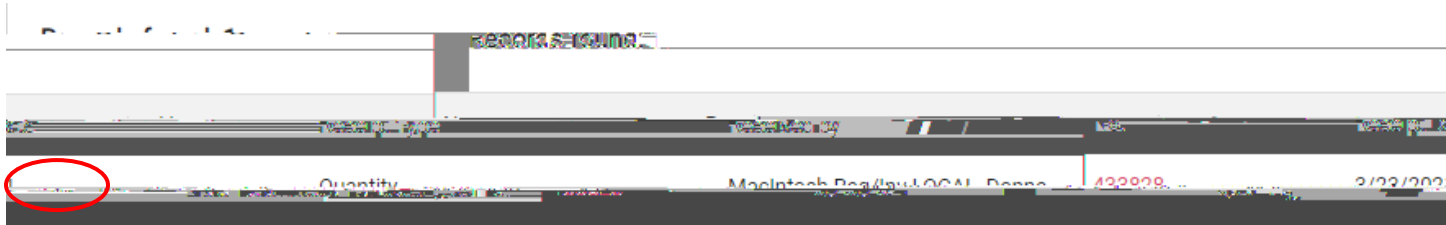


Correct/Delete Receipt

- Correct a previously entered receipt for an invoice not processed yet.
- Follow [Locate Purchase Order \(PO and Open\)](#).
- Click Receipts tab.



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



- Click **Receipt Reopen** on the top right side of the screen.
- A window will appear. Enter reason for reopening the receipt (i.e., correct qty) then click **Receipt Reopen**.

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