Receiving – A fully received PO

Click on Recently Completed Purchase Orders
Receiving – A fully received PO

Click on the PO Number

Find your Purchase Order
Receiving – A fully received PO

Select the drop box and find Create Quantity Receipt. Then click Go.
Receiving – A fully received PO

If your order was received in full, all that is needed is to click complete. All other values should be filled in automatically.

Click Complete
If your order was only partially received, use the check boxes next to the line that needs to be removed.

Select "Remove Selected Items" from the drop-down and select the check box next to the line or lines that are not part of this receipt.
Receiving - Partial

Confirm the correct quantities received are entered.
Receiving - Partial

This is your confirmation that your receipt has been entered.