

Remember to use the Visual Assist  to search for information.

To	Do This
Enter Receipts by PO	<p>Navigation: Click Roles, Procurement. Purchasing - Agencies > Receiving > Enter Receipts by PO</p> <p>Start this instruction from the Enter Receipts by PO – Work With Purchase Orders to Receive window.</p> <ol style="list-style-type: none">1. Click Find. (To narrow the search, enter any known information into the header before clicking find.)2. Choose the Order Number you want to receive against, if not defaulted.3. Click Select. The Enter Receipts by PO – Purchase Order Receipts window appears.4. Enter the Receiving Option into the Rec Opt field for each line. (Use visual assist to see available options.)5. Enter the quantity received in the Quantity field.6. Click OK. The Work With Purchase Orders to Receive window appears.7. Click Find. If entire quantity is received, the lines previously received do not appear. If partial quantity is received, the line will indicate quantity still open to receive in the open quantity field. <p> NIS assigns a receipt document number, document type OV and a batch number for further reference of this activity.</p> <ol style="list-style-type: none">8. Record the Receipt Doc Number and Batch Number.9. Click Close.