

Click Roles, Procurement.

Purchasing - Agencies > Receiving > Enter Receipts by PO

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, click **Select**.
3. Enter the Receiving Option into the **Rec Opt** field for each line. (Use visual assist to see available options.)
4. Enter the **quantity received** in the Quantity field, click **OK**.
5. 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.
6. Record the Receipt Doc Number and Batch Number, click **Close**.