Navigation

1. Main Menu > eProcurement > Receive Items
2. Click the Add New Receipt link
3. Verify that Add a New Value is the selected tab
4. Click the Add button
5. Click in the ID field
6. Enter the desired PO number into the ID field. Enter a valid value e.g. “0000020747”.
7. Click Search
8. Check the Select box for each line to be received or Select All to receive entire PO.
9. Click the OK button
10. Verify the Receipt Quantity and change if necessary.
11. Click the Save button.
12. Verify that the Receipt Status is correct. 
13. End of Procedure