

# Checklist for Receiving with a Purchase Order

Receiving can be performed against a PO once it has been dispatched.

Navigation: **Purchasing > Receipts > Add/Update Receipts**

1. **'Add a New Value'** – Enter/Verify Business Unit (BU).
2. Verify that the Receipt Number = Next and the **PO Receipt** is checked.
3. Click 'Add'.
4. The **Select Purchase Order** page allows you to define selection criteria for locating ordered items to be received. Enter the PO number in the Order box. If you do not have the PO number, you can leave all boxes blank and the system will look for all open PO schedules.
5. Click Search.
6. Select all PO schedules to be received by checking the appropriate boxes. Receiving with a PO is done by schedule. If a single line has multiple schedules, each schedule will appear on the Select Purchase Order page.

**Select Purchase Order**

**Search Criteria**

PO Unit:  Days +/- Today:

ID:

Start Date:

Line/Sched Num:  /

End Date:

Release:

Vendor Name:  [Vendor Lookup](#)

Item ID:

Vendor Item ID:

Ship To:

Manufacturer ID:

Ship Via:

Manufacturer's Item ID:

Retrieve Open PO Schedules

**Search**

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows**

Selected Rows | Shipping Related | More Details | Customize | Find | View All | First | 1-5 of 12 | Last

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	11000	0000000108	1	1		03/12/2008	1.0000			hydrochloric acid
<input checked="" type="checkbox"/>	11000	0000000109	1	1		03/12/2008	3.0000			tree removal
<input checked="" type="checkbox"/>	11000	0000000109	2	1		03/12/2008	5.0000			plant trees
<input checked="" type="checkbox"/>	11000	0000000109	3	1		03/12/2008	1.0000			landscaping
<input type="checkbox"/>	11000	0000000110	1	1		03/12/2008	1.0000			software

Select All  Clear All

**OK** **Cancel** **Refresh**

7. Click OK.

8. Receiving Page – The full quantity of each PO schedule should default into the Receipt Qty field. **Accept the full quantity or enter a different value for partial receipt.**
9. Click Save.
10. Record the Receipt Number. If a PO voucher is issued, the finance department may want this receipt number.