How to Receive Items

1. Navigate: **Main Menu>eProcurement>Receive Items**
   a. Note: if using **Main Menu>Purchasing>Receipts>Add/Update Receipts** navigation, begin with step 4.

2. Click **Add New Receipt**

3. Should default to Add a New Value

4. Click **Add**.
5. Select Purchase Order screen displays. On this screen you can use the search parameters to refine your search to your PO.

It is recommended to clear all fields. Assure that “PO Remaining Qty” is selected. Enter the PO ID and click “Search” button.

The lines on the PO will display at the bottom of the screen.

6. Select the line(s) to be received and click “OK”.

![Select Purchase Order screen](image)
7. Click on the **Header Details** link to enter the date. (mandatory)

8. Change the “**Receipt Date**” to the **actual date** that the good(s) or service was delivered/rendered.

9. Click “**OK**”.

Job Aid to assist with Receiving through Year End

10. Enter the cost of goods/services delivered or rendered in the **Receipt Price field** if the line(s) were set to be received by amount (this option applies to all Blanket POs).

If the line(s) were set up to receive by Quantity, enter the quantity of goods delivered in the **Receipt Qty field**.

11. Click **“Save”** button.

You have received and now have a receipt #.

12. Click **“OK”**.

If you receive all the lines on the Purchase Order your status will say “Fully Received”. “Partially Received” indicates only a portion of the PO was received.