## **Receive Receipt**

- 1. 2.
- Click on the page icon on the left. Click, "Search Documents" located under Document Search.

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* •		Simple Advanced	Go to: Non-C	atalog Item   Favorites   Forn	ns   Shop   Quick Order	Bro
ר בי	Orders	Quick search Q er, etc.				
^	Search	, All Orders				
*	My Orders	Requisitions	Punchout Catalogs			
俞	Approvals	Purchase Orders				
		Procurement Requests	COROLINO	CDWG	DØLL	
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			Change Order Request	New Supplier Request	Quotation/ Bld Request	

Type of Order select "Purchase Order", Create Date select "All". Under quick search look up the purchase order 3. number or the vendor. /

4.	Select your purchase	e oi	rder number								
â								All 👻 Search	(Alt+Q) Q		
1	Search All Orders Search All Orders								😫 Save As 💌		
ر م	Quick Filters My Searches	Тур	e of Order: Purchase Order 👻	Created Date: All 👻	Quick search		Q 2 Add Filter - Cl	lear All Filters			
<b>Q</b>	Supplier	Or	Order Owners: Clark, Vickie,Lo 👻 😒								
<b></b>	Staples Advantage (35) 1-43 of 43 Results										
<i>—</i>	CIT BANK, N.A.		Order Identifier 🛛 🔻	Туре	Order Status	Order Owners	Created Date/Time	Completed Date 🔻	Supplier		
- <u>18</u> 2	Shred-It USA Inc 2 Robert J Young Co Inc 2		P0006586	Purchase Order	Complete	Vickie Clark	8/26/2020 12:00:57 PM	8/26/2020 12:03:41 PM	CIT BANK, N.A.		
nl.	Robert Half International Inc 1		PC1748	Purchase Order	Complete	Lisa Lowhorn	8/7/2020 12:14:10 PM	8/7/2020 12:14:30 PM	Staples Advantage 🖲		
	C Show More		PC1733	Purchase Order	Complete	Lisa Lowhorn	7/14/2020 4:04:23 PM	7/14/2020 4:04:43 PM	Staples Advantage 🖲		
₽ <b>₽</b>	Department		P0006469	Purchase Order	Complete	Vickie Clark	6/22/2020 3:20:31 PM	6/22/2020 3:44:12 PM	CIT BANK, N.A.		
<b>#</b>	Office) (43)		P0006429	Purchase Order	Complete	Vickie Clark	6/16/2020 10:33:29 AM	6/16/2020 10:46:53 AM	CIT BANK, N.A.		
	Participant 🗸		PC1722	Purchase Order	Complete	Lisa Lowhorn	6/2/2020 12:55:49 PM	6/2/2020 12:56:01 PM	Staples Advantage 🕄		

5. Click down arrow, select "Create Quantity Receipt" to receipt based upon items or "Create Cost Receipt" to receipt based upon cost.



6. Scan or save (if email or emailed attachment) and attach the invoice and packing slip (if you have them) by clicking Attach/Link. Notes can also be added if explanation is needed here.

7. Click into the Quantity field corresponding to material received and input quantity for Quantity or cost field to receive by cost. For any items not received type "0". Click "complete".

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	Accounts Payable + Recei	ipts 🕨 Search For Receip	rts + Summary - Receipt 26543984							
) 10	Receipt Create Date Source	9/24/2020 11:43: Manual	34 AM						Delete Add PO Save U	pdates Complete
<u>o</u>	Summary Comments	s (0) History								?
	Exact Match: PO No. P	0006586		$\mathbf{N}$			· · · · · · · · · · · · · · · · · · ·			
血	Header Information	tion								?
	Receipt Name		2020-09-24 MROWDEN 01					$\mathbf{X}$		
붱		Receipt No	Receipt Date		Packing Slip	No.	Supplier Name		Received by	
ու	т	To Be Assigned	9/24/2020 III mm/dd/yyyy				CIT BANK, N.A.		Molly Rowden	
			RECEIPT ADDRESS		$\mathbf{N}$		DELIVERY			
តី	Location		~		Carrier		Other			
			Attn: Vickie Clark		Tracking No.			_		
<b>#</b>			Room:		Flexible Text Fi	eld		_ `		
			Dept: Business Office 1480 Nashville Pike		Nexible Text Fi	eld 2			$\mathbf{A}$	
			Shipping and Receiving		Flexing e Drop L	Jown	×		$\mathbf{X}$	
			Gallatin, TN 37066 United States		Attachments		Attach/Link			
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	Receipt Lines									?
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	Show Receipt Details							For	Selected Lines: Remove Selec	ted Items 🛩 😡
	PO No.	PO Line No.	Product Name	Catalog No.	Oty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions	
	P0006586	1	Middle College C360i	C360i	1.498.20	1.49	8.20	Cost Received ¥	Remove Line	
			5						Receive/Cancel	<b>\</b>
	P0006586	2	Middle College Maintenance/Copies/Supplies C360i	C360i	214.00	214	00	Cost Received	Remove Line	
	F0000380 E	-	mane conege manneners copied/outputed coord	0,000		214.	00	Cost necelved +	Receive/Cancel	$\sim N_{\odot}$
Q,									Delete Add PO Save U	pdates Complete

- 8. When completed correctly a "Receipt No." will be issued.
  - Receipt No . 95518 🖨 has been created for the following PO No(s):
- PO/Reference No. P0002839 🖨