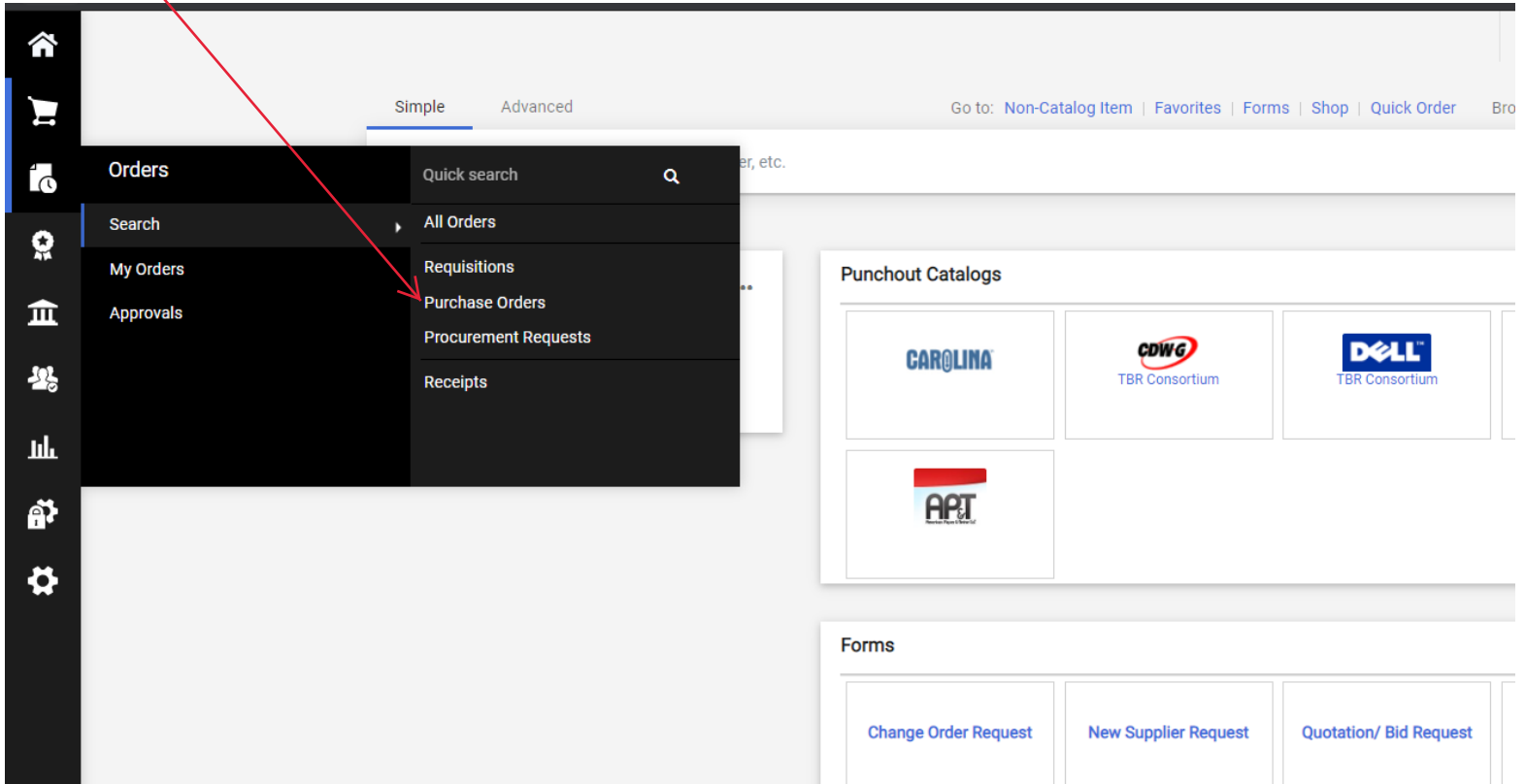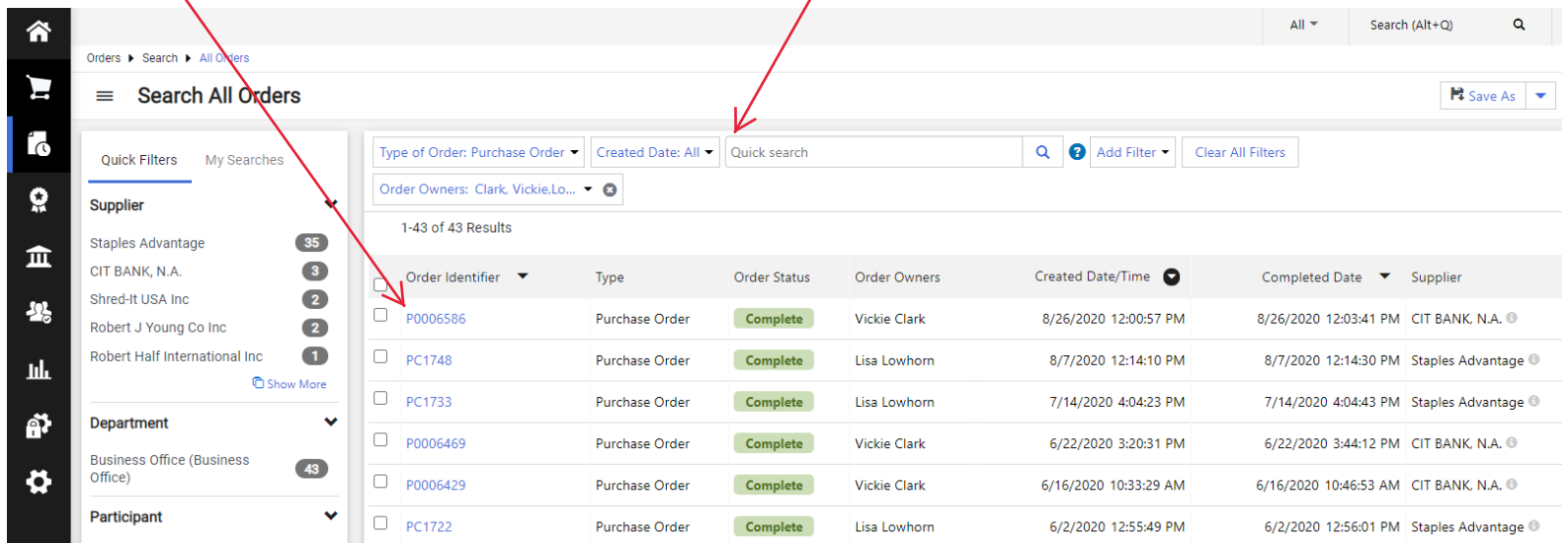# Receive Receipt

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

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

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".

8. When completed correctly a "Receipt No." will be issued.