



Receiving orders (using PO Receiver responsibility)

Responsibility: U.F.S xx PO Receiver

Navigate: Receipts

Step 1: Find the items that you wish to locate

The quickest way is to enter the **Purchase Order** number if you know it and then click **Find**.

Find Expected Receipts (01)

Supplier and Internal Customer

Operating Unit Cambridge University

Source Type Supplier

Purchase Order 2300690

Line

Requisition Line Shipment

Supplier FIRST INTUITION C Supplier Site

Receiving Location

Include Closed POs

Item Date Ranges Shipments Destination

Requester PARSONS, Ms Ber Project

Kanban Card Task

Deliver-To Job

Unordered Clear Find

Alternatively, use a combination of the other fields to find the order that relates to the goods or services that you wish to receipt. Suggested useful fields include the **Supplier** and the **Requester** (hopefully yourself).

Step 2: Receipt the items received

- The **Receipt Header** form will automatically pop up, click on the **Receipts** page beneath it where the undelivered items from your search will be displayed.
- Tick the box to the left of each item 'expense' row you wish to receive (the row will turn yellow).

- c) If the quantity received is less than the total ordered change the value in the **Quantity** box to match that which has been delivered.

Note: If the item has been charged to more than one account/project code the destination type of 'Multiple' will be displayed. Click on the blue cross to display the related 'expense' lines and then tick these to receipt the item(s).

- d) Click on the **Header** button.
- e) Enter any *comments* eg. *joining instructions received, services performed, goods received number ...*

- f) Save your receipt by clicking on the yellow floppy disk icon  and close the screen.