

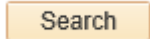

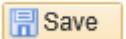


Receipt a Purchase Order



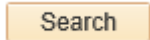
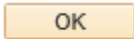
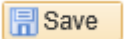
Create a PO for Goods – quantity

Receiving a Purchase Order Manual – Page 4

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	Click 
3.	Click 
4.	Enter PO ID number
5.	Select Ordered Qty
6.	Click 
7.	Select Row or rows to receipt
8.	Click 
9.	Enter Quantity received per item
10.	Click 



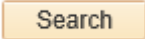


Receipt Remaining Quantity

Receiving a Purchase Order Manual – Page 7

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	Click 
3.	Click 
4.	Enter PO ID number
5.	Select PO remaining Qty
6.	Click 
7.	Select Row or rows to receipt
8.	Click 
9.	Enter Quantity received per item
10.	Click 



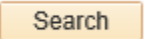


Receipt by Value

Receiving a Purchase Order Manual – Page 9

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Click 
4.	Enter PO ID number
5.	Select Ordered Qty
6.	Click 
7.	Select Row or rows to receipt
8.	Click 
9.	Enter Value to be paid
10.	Click 


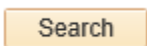

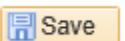
Receipt Remaining Value

Receiving a Purchase Order Manual – Page 11

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Click 
4.	Enter PO ID number
5.	Select PO Remaining Qty
6.	Click 
7.	Select Row or rows to receipt
8.	Click 
9.	Enter Value to be paid
10.	Click 

Adding Comments and Attachments


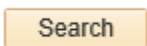
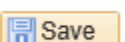
Receiving a Purchase Order Manual – Page 13

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Enter receipt number/PO Number/Supplier ID  Click
4.	Click Add Header Comments Link
5.	Enter Comments
6.	To attach document:
7.	Click Attach
8.	Click Browse and locate and select document in file system
9.	Click Open Click Upload Click 
10.	Click 

Making Changes to Existing Receipts


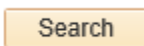

Alter the Receipt Amount

Receiving a Purchase Order Manual – Page 15

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Enter PO Number  Click
4.	Select row to amend or delete
5.	Select the field and enter correct information
6.	Click 




Alter the Receipted Quantity

Receipting a Purchase Order Manual – Page 16

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Enter PO Number Click 
4.	Edit Quantity field
5.	Click 


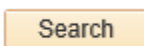
Delete the Receipted Row


Receipting a Purchase Order Manual – Page 17

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Enter PO Number Click 
4.	Click X at end of row
5.	Click Yes
6.	Click 

Cancel a Receipt

Receipting a Purchase Order Manual – Page 18

Step	Action
1.	Purchasing WorkCenter / Add/Update Receipts
2.	
3.	Enter PO Number Click 
4.	Click X in the Header

5.	Click Yes
6.	Click  Save