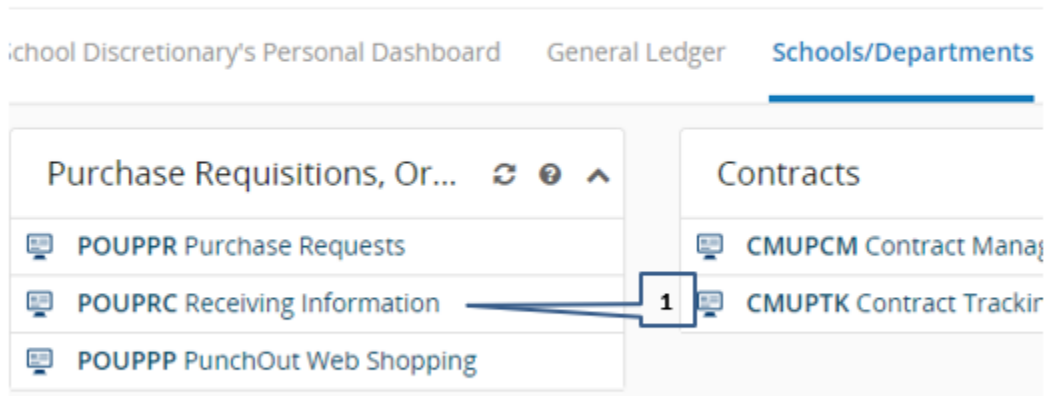


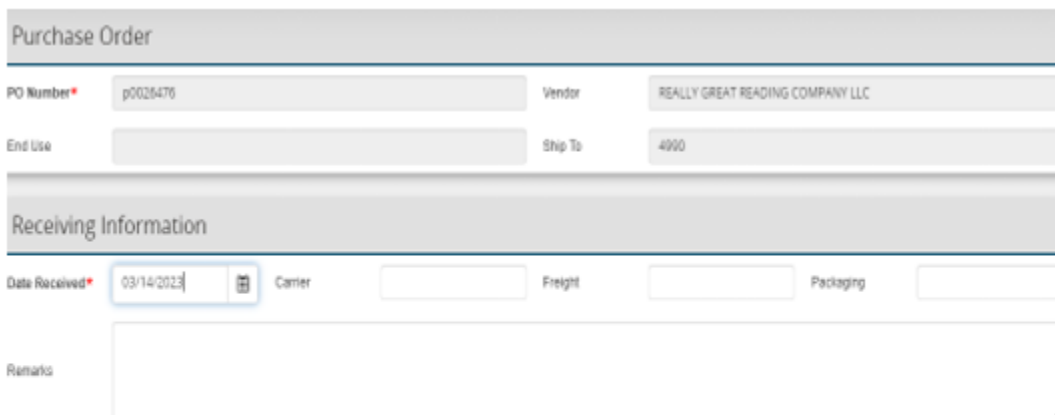
## PURCHASE ORDER RECEIVING (GOODS RECEIPT) - POUPRC

PO receiving is used when you received shipment on the items listed on the purchase order




1. Click on **Receiving Information** – POUPRC Link



2. Enter the Purchase Order Number in the **"PO Number" field**



The screenshot shows two forms. The 'Purchase Order' form has fields for 'PO Number\*' (p0026476), 'Vendor' (REALLY GREAT READING COMPANY LLC), 'End Use', and 'Ship To' (4990). The 'Receiving Information' form has fields for 'Date Received\*' (03/14/2023), 'Carrier', 'Freight', and 'Packaging'. There is also a 'Remarks' text area.

3. If all items have been received on the **left side menu**, click  and then 
4. If all items **have not** been received, you must  and enter the "Quantity Accepted" for the line items that have been received

Purchase Order Items Expand All

▶ PO Item: 0001 thinking putty    Quantity to Receive: 0    Quantity to Reject: 0    Amount to Receive: 0

▶ PO Item: 0002 sensory balls-3 pk    Quantity to Receive: 0    Quantity to Reject: 0    Amount to Receive: 0

▼ PO Item: 0001 thinking putty    Quantity to Receive: 0    Quantity to Reject: 0    Amount to Receive: 0

PR #	R0038005	PR Item	0001	Notes		Units	EA	<b>Manual</b>
Received To Date	2	Amount To Date	0.00	Quantity Ordered	2	Amount Ordered	7.98	Fully Receive
Serial #		Asset ID		Tag		Brand		
Location		Product		Ship ID				
Catalog	557372	Required Date	12:00:00 AM	Requested By	Lisa Brown			
Warehouse								

If all items are received for this line item you can click "Fully Receive".

- Click on **Manual**, and complete "Quantity Accepted" or "Quantity Rejected" if you are returning items to the vendor. Click "Done"

Receiving Information - Item No: 0001

Quantity Accepted

Quantity Rejected

Amount Accepted

Warehouse

Complete

**Done**

- Upon completion of the "Manual" receiving information click **Save Changes**
- If there are additional comments, you can enter the comments within the Remarks section.