

# Create Receipt to Purchase Order

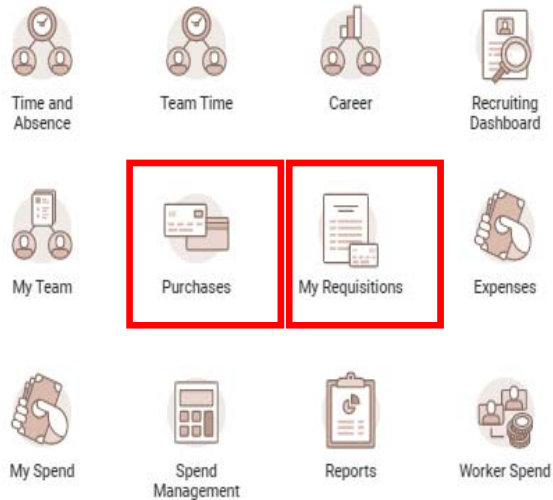
## QUICK TAKE: Create Requisition

### Create Receipt for Purchase Order

- Once all approvals are completed, requisition will route to Buyer for budget checks (if needed) and completing purchase order.
- Purchase Order will be created and submitted to Requestor via E-mail
- Requestor will then complete their order.
- If Purchase Order needs to be sent to Vendor by Buyer, please note this in the requisition memo section.
- **Once Invoice is received, Requestor will create a Receipt on the Purchase Order**

# Create Purchase Order Receipt

From Dashboard – click on either Purchases or My Requisitions



Time and Absence | Team Time | Career | Recruiting Dashboard

My Team | **Purchases** | **My Requisitions** | Expenses

My Spend | Spend Management | Reports | Worker Spend

### Purchases List

Actions

- Search Catalog
- Request Non-Catalog Items
- Connect to Supplier Website
- Add from Templates/Requisitions
- Select from My Procurement Favorites
- Request Project-Based Services
- Create Receipt**
- Create Supplier Request
- Create Template
- Edit Receipt

Less (5)

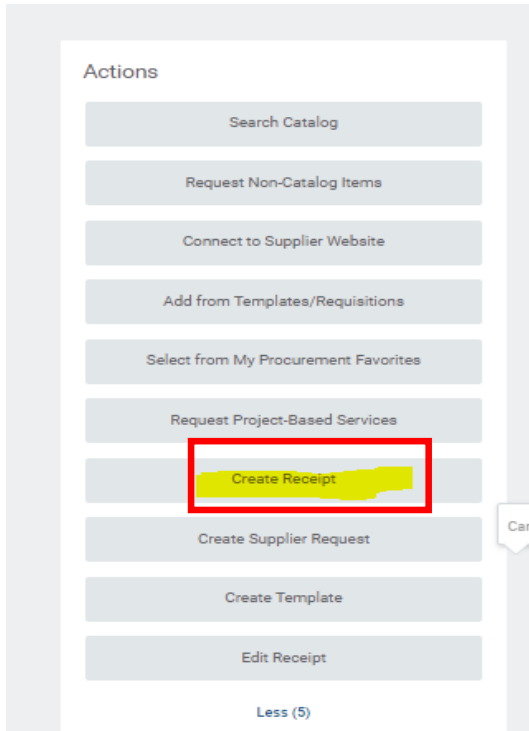
### My Requisitions

Requisition	Date	Memo to Suppliers	Internal Memo	Status
<a href="#">RQ-000037</a>	03/15/2021			Successfully Completed
<a href="#">RQ-000035</a>	03/05/2021			Successfully Completed
<a href="#">RQ-000036</a>	03/05/2021			Successfully Completed
<a href="#">RQ-000032</a>	02/17/2021			Successfully Completed
<a href="#">RQ-000024</a>	01/23/2021			Successfully Completed

[View More Details...](#)

# Create Purchase Order Receipt

To create a receipt – click on Create Receipt from Purchase Actions List  
Purchases List



Click on Purchase Order and Search for Vendor



Purchase order # will appear for Vendor  
Click Fully Received  
Then OK

# Create Purchase Order Receipt

Create Receipt RC-000014 for PO-000239

Purchase Order	Supplier	Status	Total Amount	Currency
PO-000239	Staples Advantage	Draft	\$500.00	USD

Information   Attachments   Lines

1 Item

Goods Lines	
Supplies	50/50 pens Box


### Line Information

Item Description: Supplies

PO Line: [PO-000239 - Line 1](#)

Quantity to Receive:

Unit of Measure: Box

Fully Receive:  

Quantity Ordered: 50

Ordered Quantity Invoiced: 0

Total Quantity Already Received: 0

Supplier Item Identifier: pens

Memo:

Additional Information

Commodity Code: (empty)

Spend Category: Supplies

Unit Cost: 10.00

Additional Information

Commodity Code (empty)

Spend Category Supplies

Unit Cost 10.00

Extended Amount 500.00

Deliver-To Main Campus

Ship-To Address 2807 N. Glebe Rd. Arlington, VA 22207 United States of America

Ship-To Contact Diana Vizquez

Worktags Cost Center: 3660000 Campus Programs & Leadership Development  
Fund: 10 Operating

Attachments

Drop files here

or

Select files

If Purchase is not fully received, then **do not** click on Fully Received – Input what has been received.

Next step upload invoice as an attachment> click Submit.

Receipt will be forwarded to A/P for processing