Receiving on an Order

This Quick Reference Guide contains steps needed to complete receiving on an order.

## A. Receiving an Order from the Purchase Order

- 1. Select the Procurement Tab
- 2. Select the Browse Orders option from the dropdown menu.

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3. Select the Purchase Order from the list.

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Requester *	1	•	P0000441	Dove Medical Supply, LLC	Reg. 12/3/2021	9.00		Initialized		86	• 🗐 • 🙀	USD	Ordered	<ul> <li>Small Business</li> <li>Women Owned Business</li> </ul>	
Commodity T	1	•	P0000428	Unrepistered Supplier	TK Validation	200.00		Initialized		86	• 🗿	USD	Ordered		
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4. Select Create Receipt.

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	PO Category	Purpose	23219 Richmond Virginia	
	R01 - Routine		UNITED STATES	
	Procurement transaction type			
	Equipment - Non-Technology			
	Pcard Flag	Bypass Integration?		
	✓ Items	0		0

- 5. Add any needed comments within the comments box.
- 6. Attach any related documents (i.e., Invoice Copy) and save.
- 7. Click Save.

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6	Comments Comment Comment Comment Save				

- 8. If you are receiving the total amount of the line item you can select the check box to the left of the line.
- 9. The click submit.

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10. If you need to receive a partial amount of the line item you will need to select the pencil icon.

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- 11. Edit the quantity that needs to be received.
- 12. The click Save and Close.

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## 12. Click Submit.

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	Location Received Contract	
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	Add Order Items Add Line Delete Selection	
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13. Click Save and Close.

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