

About PO Receiving

Receiving is required when a Purchase Order (PO) total is over \$5,000, regardless of the amount of each invoice. It is performed by someone with the Requestor or Receiver role within CU Marketplace.

Accessing CU Marketplace

1. Log into [your campus portal](#).
2. Locate the top navigation bar and use the **Business Tools** dropdown menu to select **CU Marketplace**.

Locating POs

One way to do this is to use the Quick Search.

1. Click in the Search box located in the upper right corner of your screen.
2. Use the dropdown to select *Purchase Order Number*.
3. Enter the PO number in the next field.
4. Click the **Search** button (magnifying glass).



Entering Receiving (Creating Quantity Receipts)

1. Locate the PO (see above).
2. From the **Available Actions** dropdown located in the upper right corner, select *Create Quantity Receipt*.
3. Click the **Go** button.
4. Record the items that arrived, or the portion of services performed, in the **Receipt Lines** section located in the bottom part of your screen.
 - Verify the **Quantity** of each line and update as needed.
 - If a line is not part of this receipt, remove it by clicking the **Remove Line** button.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
1100001554	1	EasyTides TM ATP, [gamma-32P]-, 1mCi (37MBq)	BLU5022001MC	2 EA		2		Received	Remove Line
1100001554	2	PolyScreen ^{RTM} PVDF Hybridization Transfer Membrane, 1 (28.5cm x 3.75m) Roll, Catalog Number NEF1002	NEF1002001PK	6 RL		6		Received	Remove Line
1100001554	3	AlphaScreen ^{RTM} Histidine (Nickel Chelate) Detection Kit, 500 assay points	6760619C	13 KT		13		Received	Remove Line
1100001554	4	MicroScint TM -20, 1L	6013621	22 EA		22		Received	Remove Line
1100001554	5	Multi-Element Ca-Zn Lumina Hollow Cathode Lamp, Diameter: 50mm (2in.)	N3050203	3 EA		3		Received	Remove Line

5. Click the **Complete** button located in the lower right corner of the page.
6. A confirmation page will appear noting the receipt and PO numbers.

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Entering Returns (also used to fix erroneous receiving)

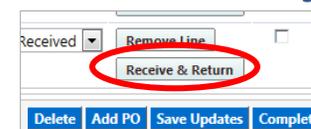
Don't forget to contact the supplier to coordinate the return! This process is similar to entering receiving.

1. Locate the PO (see left).
2. From the **Available Actions** dropdown located in the upper right corner, select *Create Quantity Receipt*.
3. Click the **Go** button.
4. If needed, enter **Notes** regarding the return.
5. Record the returned items in the **Receipt Lines** section located in the bottom part of your screen.
 - Indicate the returned **Quantity** and, from the **Line Status** dropdown, select *Returned*.
 - If a line is not being returned or received, remove it by clicking the **Remove Line** button.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
1100001554	1	EasyTides TM ATP, [gamma-32P]-, 1mCi (37MBq)	BLU5022001MC	2 EA		2		Returned	Remove Line
1100001554	2	PolyScreen ^{RTM} PVDF Hybridization Transfer Membrane, 1 (28.5cm x 3.75m) Roll, Catalog Number NEF1002	NEF1002001PK	6 RL		6		Received	Remove Line
1100001554	3	AlphaScreen ^{RTM} Histidine (Nickel Chelate) Detection Kit, 500 assay points	6760619C	13 KT		13		Received	Remove Line
1100001554	4	MicroScint TM -20, 1L	6013621	22 EA		22		Received	Remove Line
1100001554	5	Multi-Element Ca-Zn Lumina Hollow Cathode Lamp, Diameter: 50mm (2in.)	N3050203	3 EA		3		Received	Remove Line

6. Click the **Complete** button located in the lower right corner of the page.
7. A confirmation page will appear noting the receipt and PO numbers.

Simultaneous Receiving & Returns



This process is similar to entering receiving. To receive and return an item in the same step, click the **Receive & Return** button. You will then see two rows for the line: one to indicate the receipt, the other to indicate the return.

Viewing Receipt Status

You can view the receipt status for each line on the **PO Status** page, with details available on the **PO Receipts** page. Steps to locate the PO are detailed on the left.

Supplier	Perkin-Elmer LLC							
Status	Purchase Order	Revisions	PO Approvals	Receipts	Invoices	Comments (1)	Attachments	History