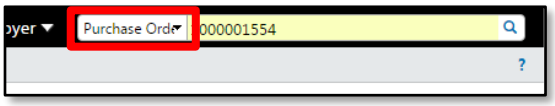
Entering Receiving (Creating Quantity Receipts) for POs

1. Begin by accessing CU Marketplace via your campus portal. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Locate your PO using one of the following methods:

Method 1: PO/Voucher # known

If you know the PO or voucher #, use the Quick Search.



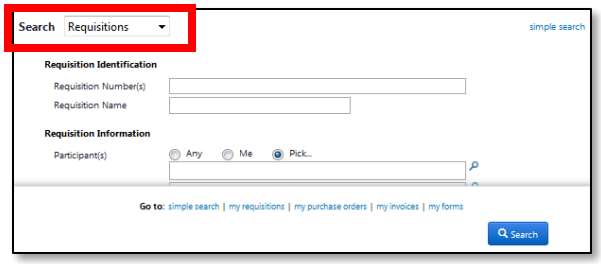
Click in the Search box, located in the upper right corner of your screen.

If searching by PO #: Use the dropdown to select *Purchase Order Number* and enter the PO in the next field; click the **Search** button (magnifying glass).

If searching by voucher #: Use the dropdown to select *All* and enter the voucher in the next field; click the **Search** button (magnifying glass). Select the PO from the resulting list.

Method 2: PO/Voucher # *not* known

If you do not know the PO or voucher #, perform a Document Search. Use your side navigation bar and go to **Documents > Document Search > Search Documents**.



If needed, click the **advanced search** link in the upper right corner of your screen. Use the **Search** dropdown to search by *Purchase Order* (or by *Requisition* or *Voucher*). Enter your search criteria and click the **Search** button.

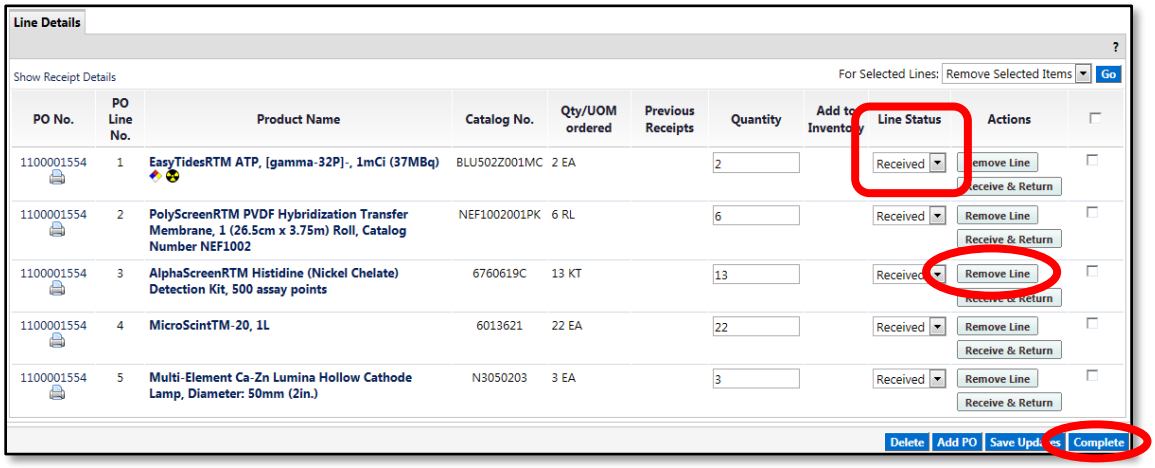
A list of results will appear. Use the left side of your screen to refine your search by options such as date range, supplier, user, or SpeedType. Select the PO from the resulting list.

3. Once your PO is displayed, use the **Available Actions** dropdown (located in the upper right corner of the page) and select *Create Quantity Receipt*. Click the **Go** button.

4. On the **draft receipts** page, if needed:
   a. Enter a unique **Receipt Name**.

b. Enter the **Packing Slip No.** and attach a scan of the packing slip for records purposes.

5. 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.

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.

> In some cases, a supplier might send multiple shipments to fulfill one PO. For example, an item could be on backorder, or a large order might be shipped in multiple boxes which could be separated during shipping. Because of this, it is possible to perform receiving more than once on a given PO.