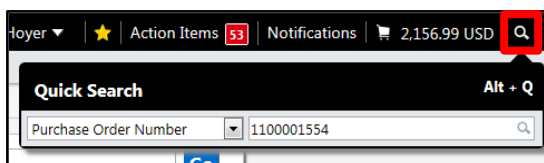


### Entering Receiving (Creating Quantity Receipts) for POs

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 located in the upper right corner of your screen.



Click the Quick Search icon.

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

**If searching by voucher #:** Use the dropdown to select *All* and enter the voucher in the next field; click the **Search** button. 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 **Orders & 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 **Go** 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.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
1100001554	1	EasyTidesRTM ATP, [gamma-32P]-, 1mCi (37MBq)	BLU502Z001MC	2 EA		2		Received	Remove Line Receive & Return
1100001554	2	PolyScreenRTM PVDF Hybridization Transfer Membrane, 1 (26.5cm x 3.75m) Roll, Catalog Number NEF1002	NEF1002001PK	6 RL		6		Received	Remove Line Receive & Return
1100001554	3	AlphaScreenRTM Histidine (Nickel Chelate) Detection Kit, 500 assay points	6760619C	13 KT		13		Received	Remove Line Receive & Return
1100001554	4	MicroScintTM-20, 1L	6013621	22 EA		22		Received	Remove Line Receive & Return
1100001554	5	Multi-Element Ca-Zn Lumina Hollow Cathode Lamp, Diameter: 50mm (Zin.)	N3050203	3 EA		3		Received	Remove Line Receive & Return

Buttons at the bottom: Delete, Add PO, Save Upd., **Complete**

- 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.