

CU Marketplace How-to: Entering Receiving (Creating Quantity Receipts) for POs ^[1]

Receiving is required when a Purchase Order (PO) total is over \$10,000, regardless of the amount of each invoice. It may be performed by someone with the Requestor or Receiver role within CU Marketplace.

Locate the Purchase Order

Once the PO is displayed, use the PO actions located in the top-right of the purchase order page and select **Create Quantity Receipt**:

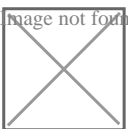


In the **Summary** tab of the receipt:

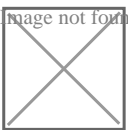
- 1) It is recommended to enter a unique **Receipt Name**
- 2) Enter the date that the goods/services were received
- 3) Enter a packing slip as applicable
- 4) Enter tracking information as applicable
- 5) Any attachments such as a packing slip should be attached to the receipt
- 6) Enter any notes as applicable



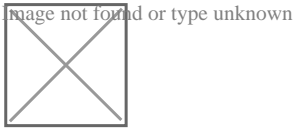
Below this section, in the receiving lines, record the items that arrived, or the portion of services received, in the 1) **Quantity** space of the receiving lines. If a line on the PO is not part of this particular receipt, use the 2) **trash** icon to remove the line from this receipt:



Click **Complete** in the top right of the receipt to finish this receiving:



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.

If any mistakes are made while receiving, or to return items, refer to CU Marketplace: Documenting Returned Items & Fixing Receiving Mistakes ^[2].

Source URL: <https://www.cu.edu/psc/cu-marketplace-how-entering-receiving-creating-quantity-receipts-pos>

Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-entering-receiving-creating-quantity-receipts-pos>

[2] <https://www.cu.edu/psc/cu-marketplace-how-documenting-returned-items-fixing-receipts-are-wrong>