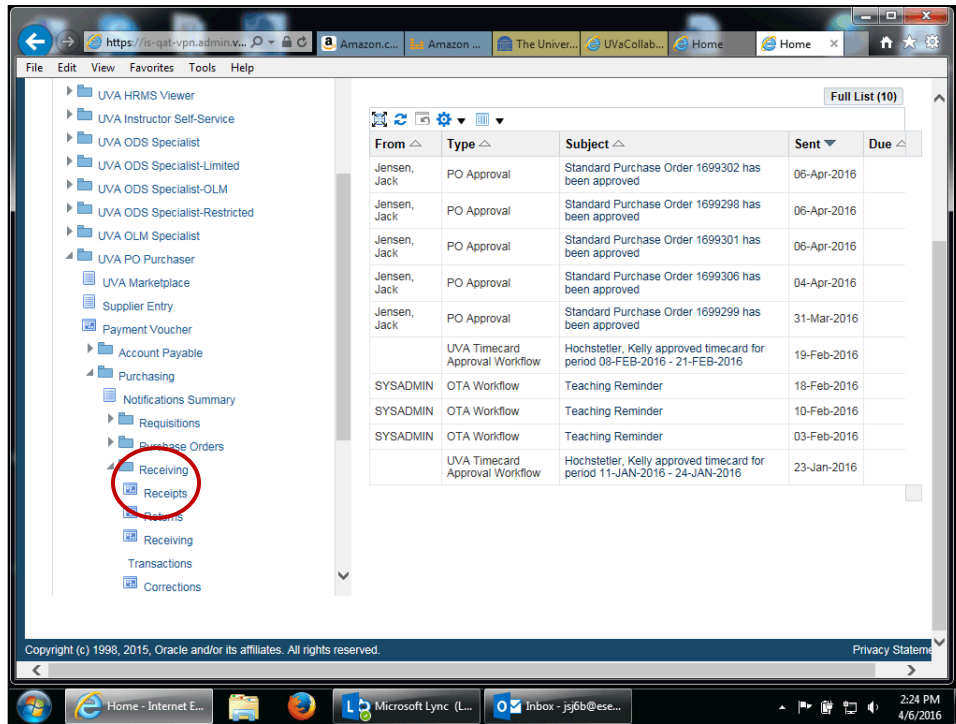
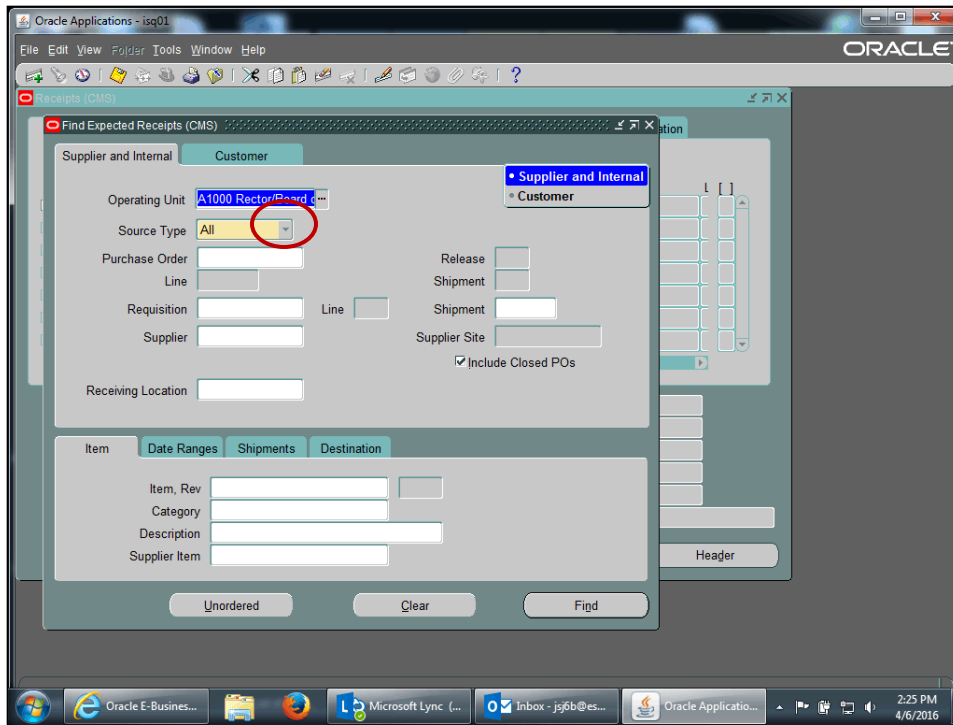


Entering Receiving

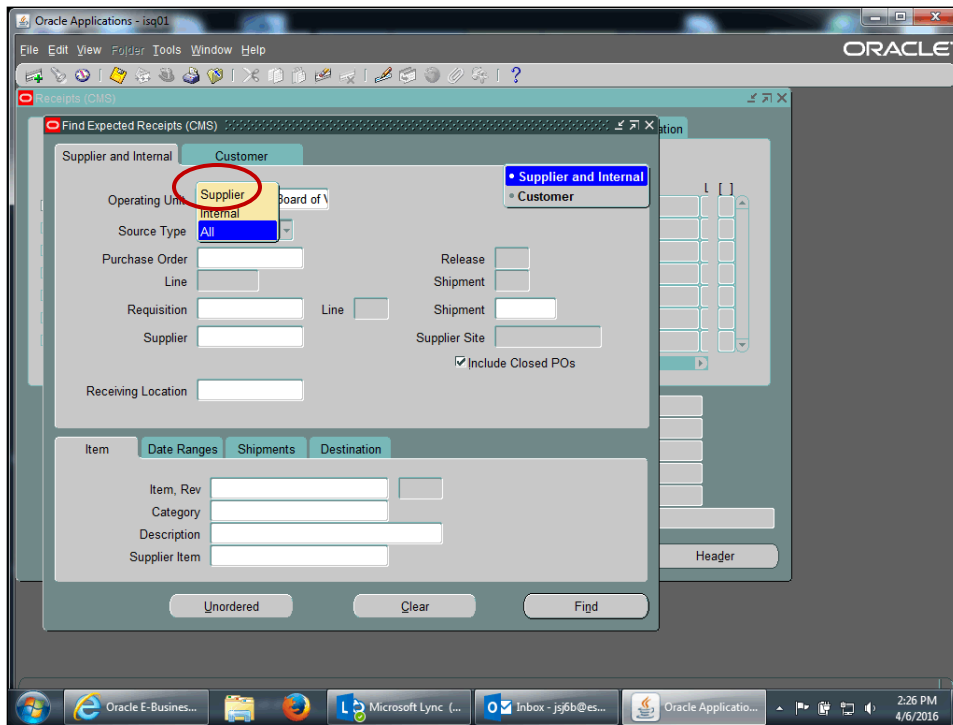
Step	Action
1.	From your Home page, navigate to the Find Expected Receipts screen. UVA PO Purchaser > Purchasing > Receiving, click the Receipts link.



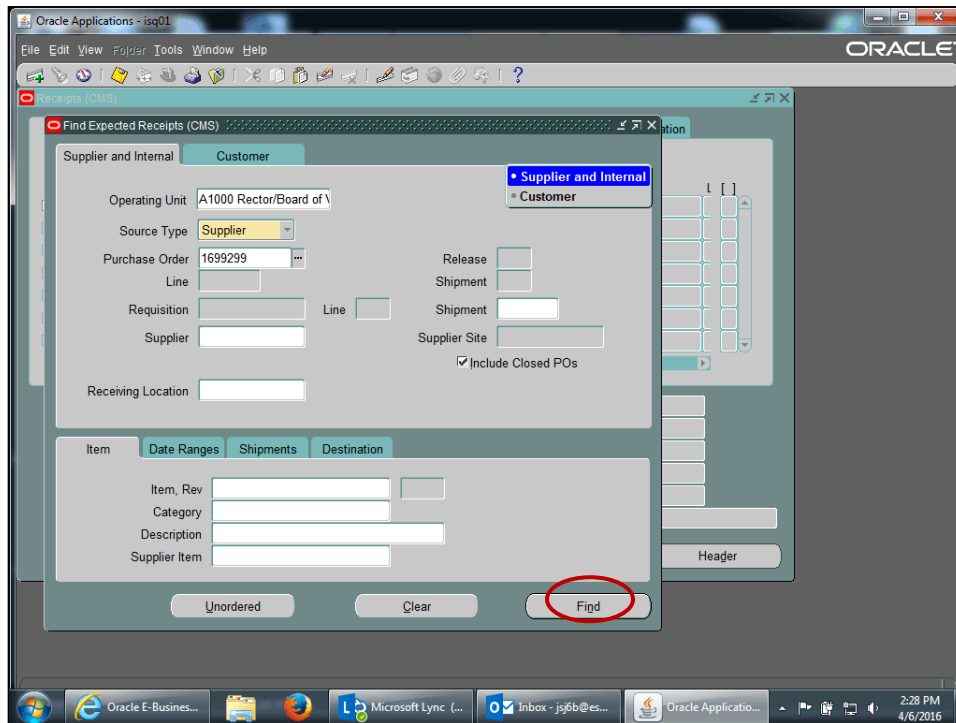
Step	Action
2.	The Find Expected Receipts screen displays. Choose the source type of Supplier . Click the Source Type list.



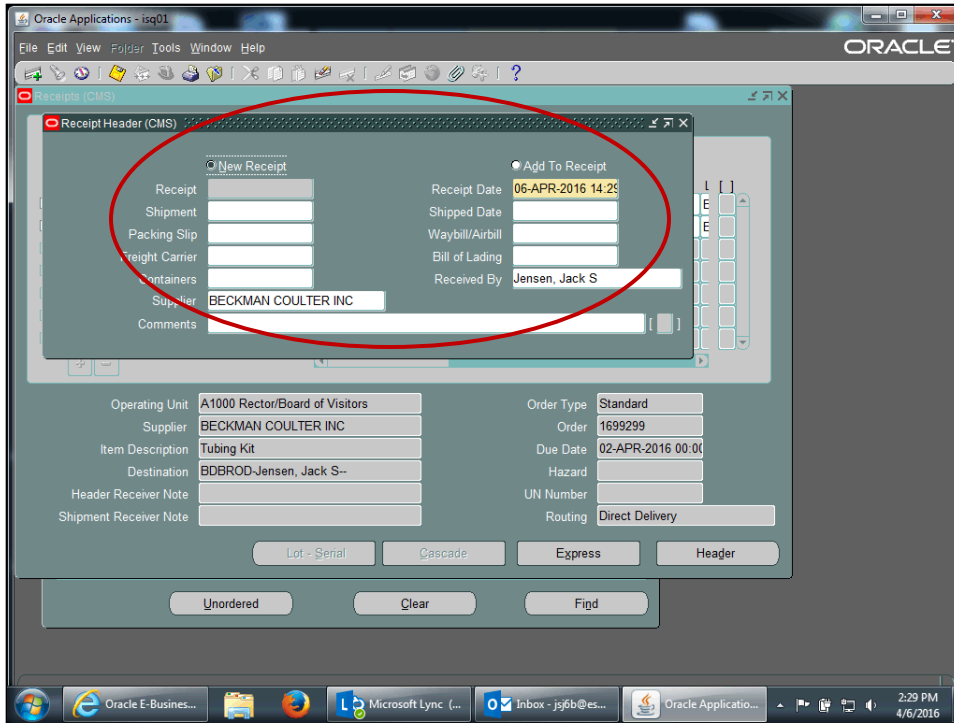
Step	Action
3.	Click the Supplier list item.



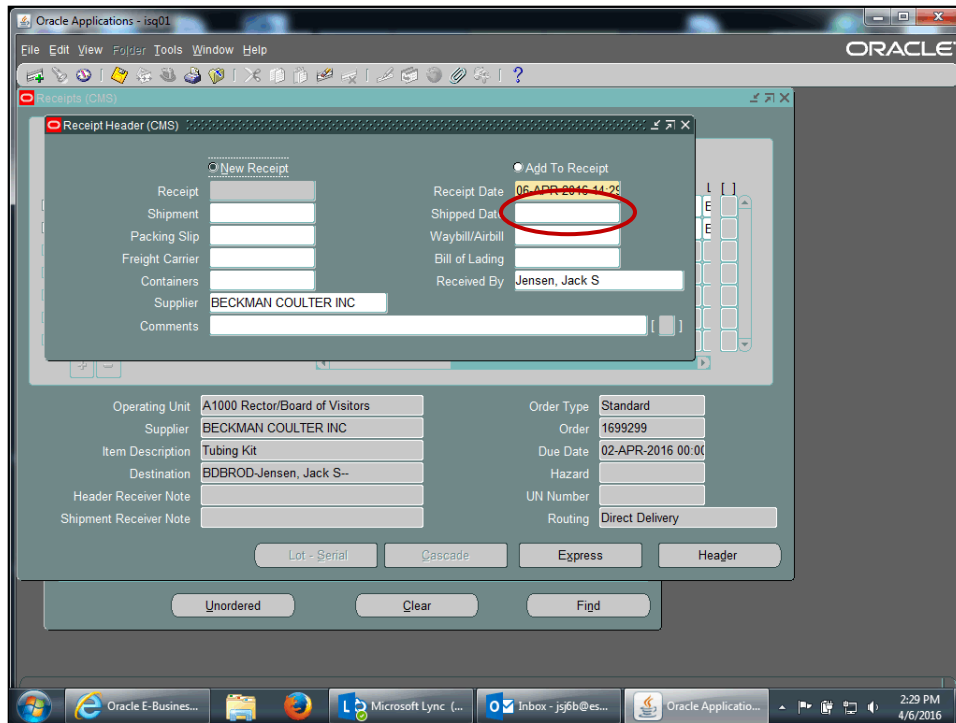
Step	Action
4.	<p>To narrow your search, enter search criteria in other fields as desired, including Purchase Order number, Supplier name, and Receiving Location.</p> <p>You can use the ellipsis (...) in any field to select from the LOV.</p> <p>Enter the desired information. Once done, click the Find button.</p>



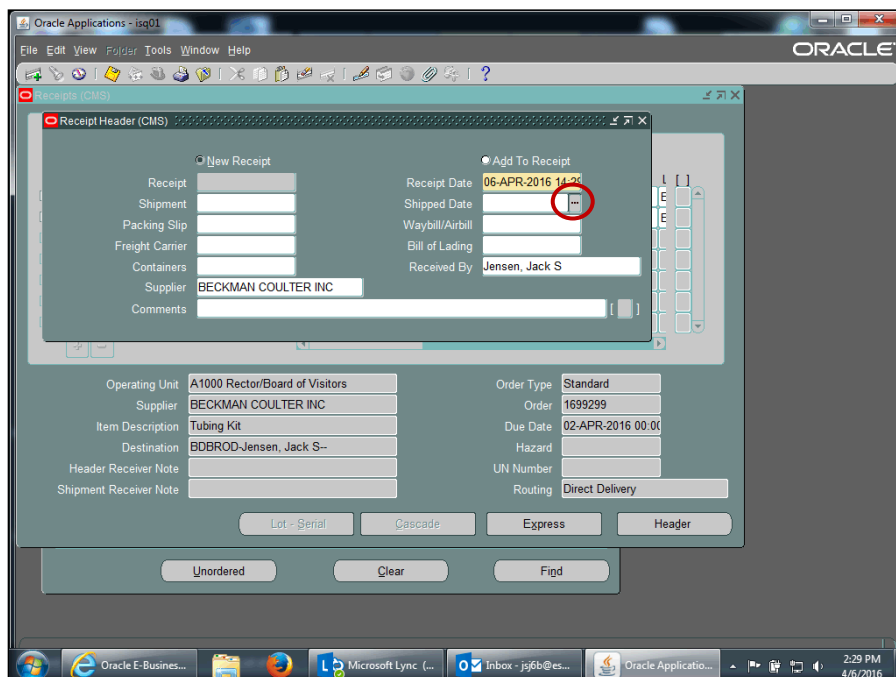
Step	Action
5.	<p>The Receipt Headers screen displays. Enter receiving information in any of the following fields:</p> <ul style="list-style-type: none"> • Packing Slip (optional) - Enter a packing slip name or number • Freight Carrier (optional) - Select from the LOV • Receipt Date - Defaults to the current date, which you can change • Shipped Date (optional) - Use the calendar to enter the date the goods or services were shipped



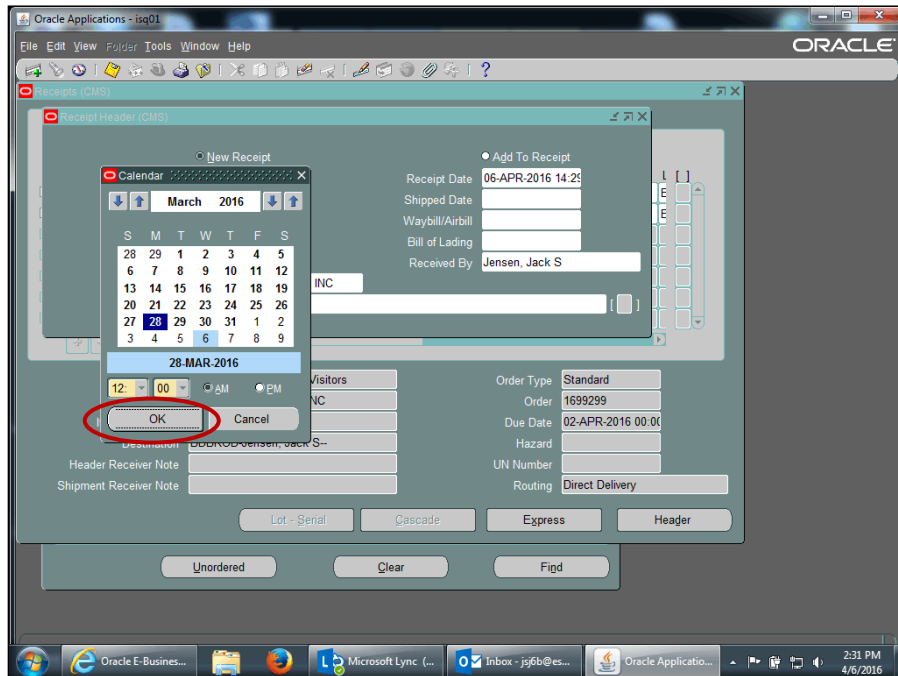
Step	Action
6.	Click in the Shipped Date field.



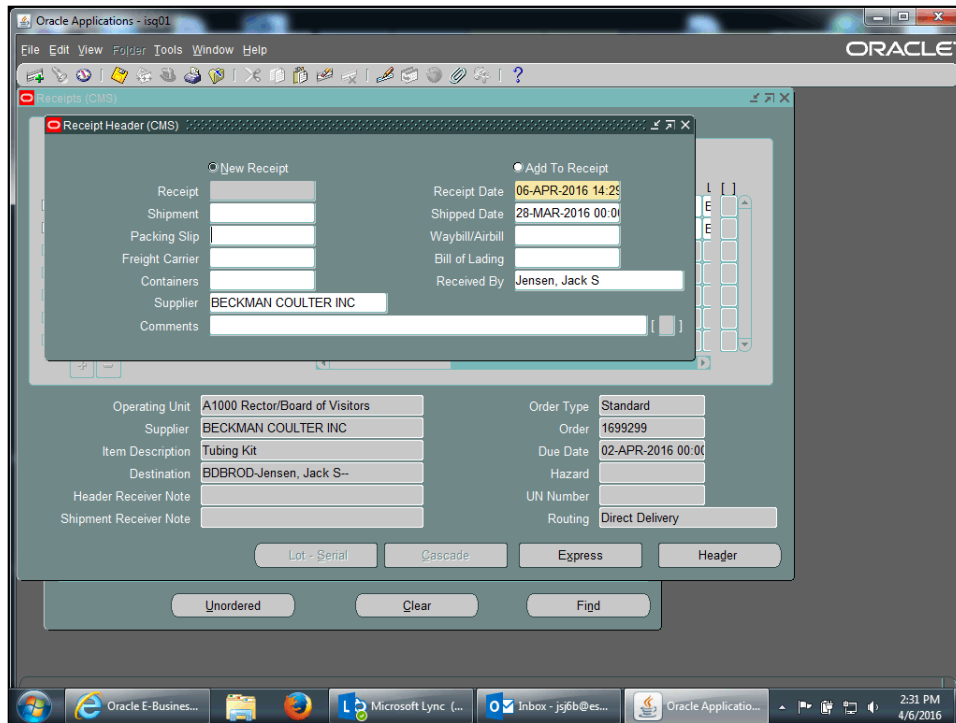
Step	Action
7.	Choose the date from the calendar. Click the Shipped Date ... button.



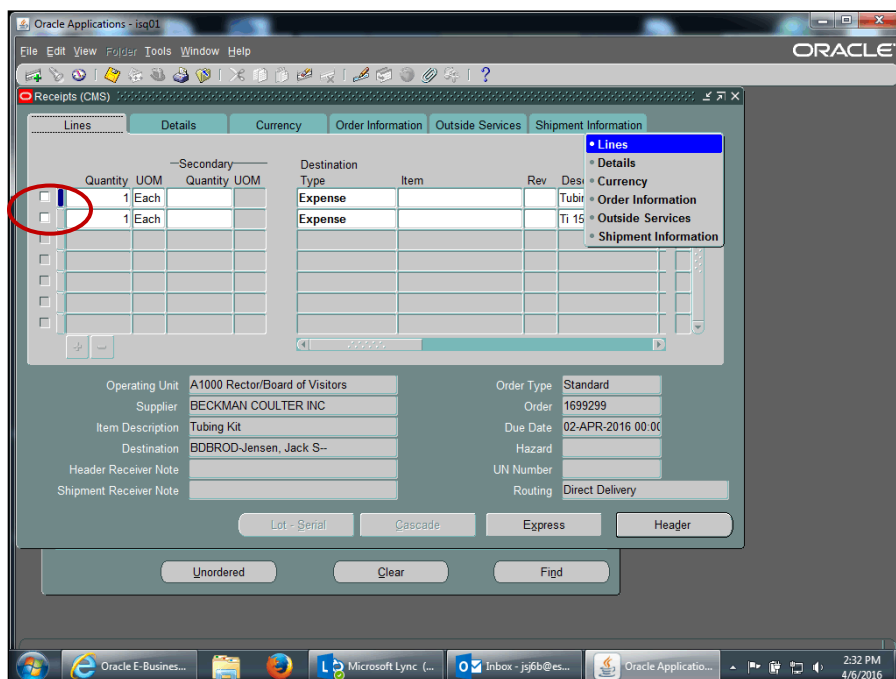
Step	Action
8.	Choose the appropriate date and click the OK button.



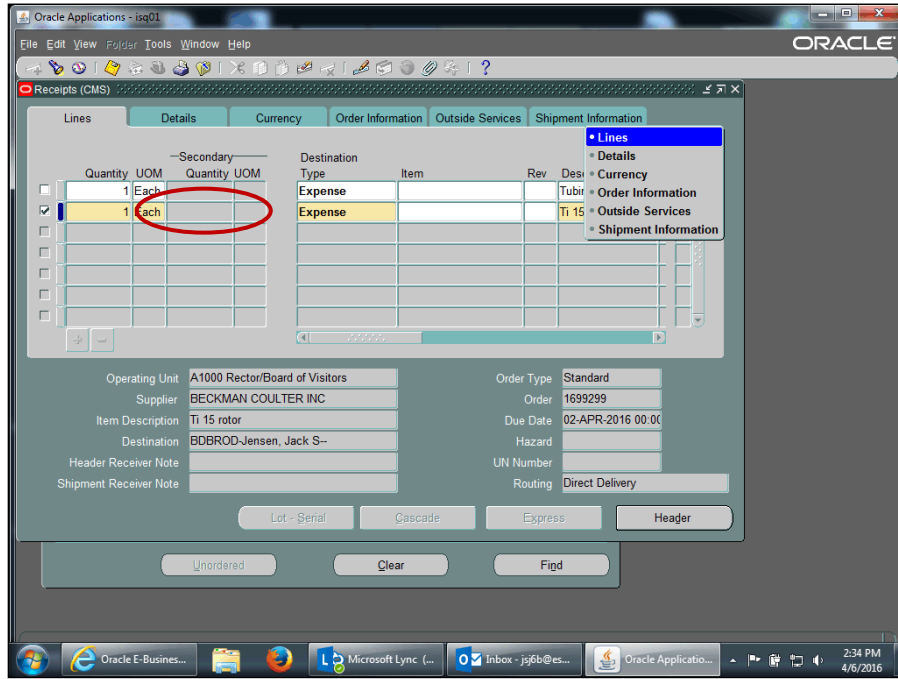
Step	Action
9.	Enter any other information as desired, including optional text in the Comments field. Next, click anywhere on the Receipt form (which opens behind the Receipt Header) to navigate to the appropriate receipt.



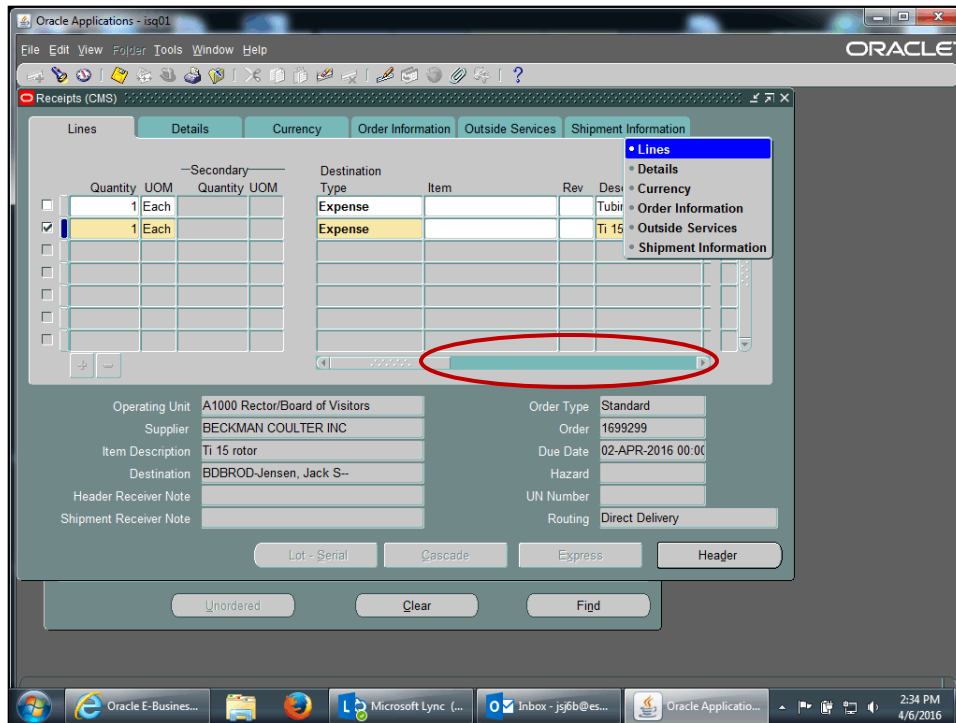
Step	Action
10.	Check the box next to the goods/service you are receiving. Click the Select Line option.



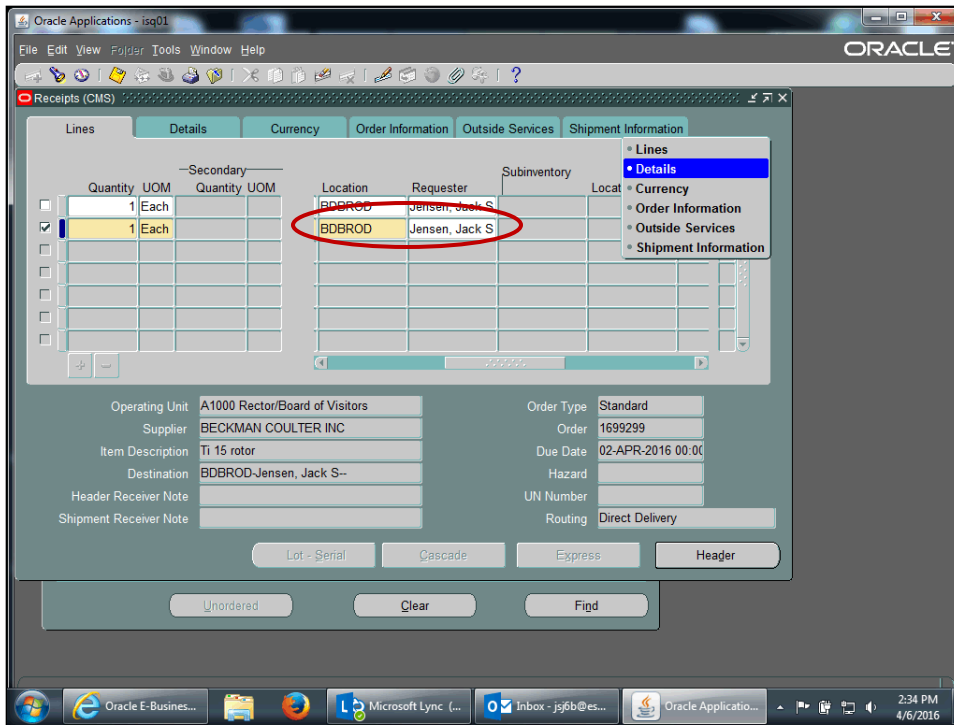
Step	Action
11.	The quantity defaults from the PO. You can change the quantity by clicking in the Quantity field and adjusting the number.



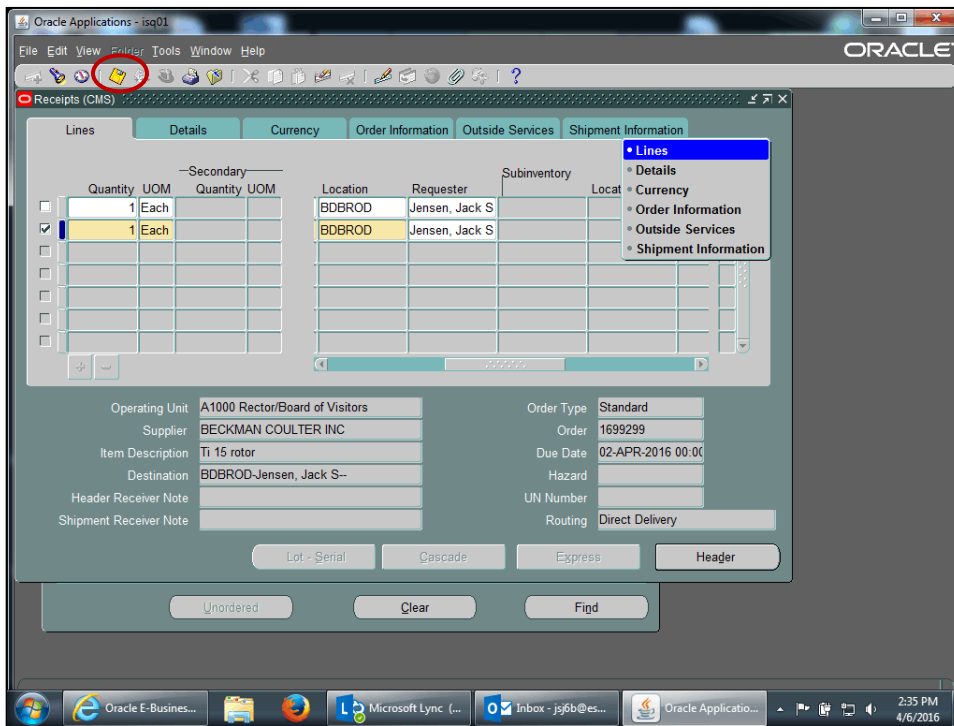
Step	Action
12.	Click the horizontal scrollbar.



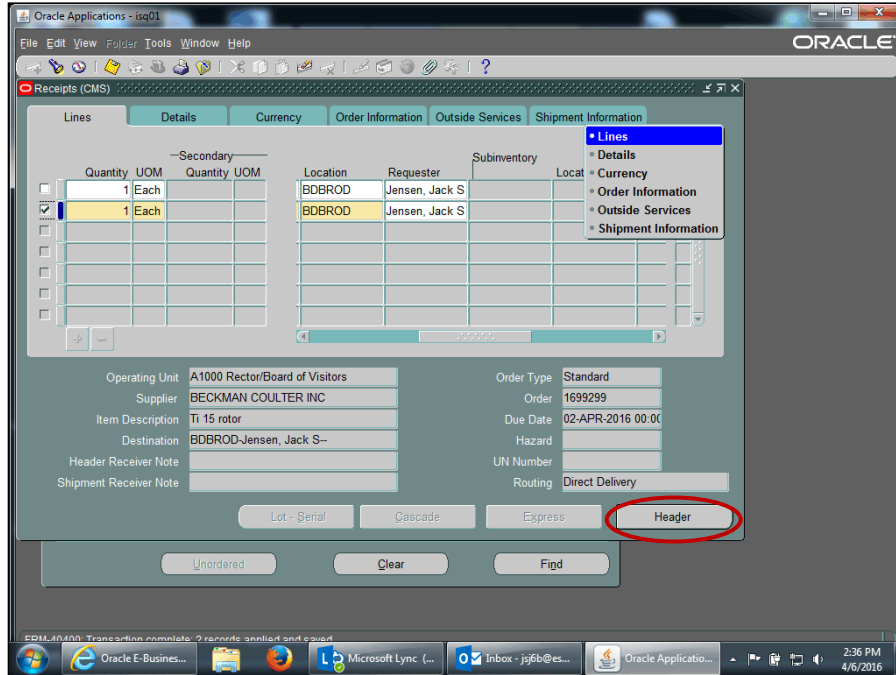
Step	Action
13.	<p>If blank, enter a delivery location code in the Location field (select from the LOV).</p> <p>If blank, enter a name in the Requester field. This required field is not free form and is case-sensitive.</p> <p>(1) Enter the last name, comma, and then the first initial of the first name.</p> <p>(2) Press [Tab]. The system validates the name you enter with the HR tables for each receiving line</p> <p>(3) Use [Shift] + F5 to copy the name to other lines if you are receiving against a multi-line PO.</p>



Step	Action
14.	When you have finished reviewing or editing all lines received, click the Save button.



Step	Action
15.	Click the Header button.



Step	Action
16.	<p>The number now displays in the Receipt field.</p> <p>Document the receipt number on your packing slip.</p> <p>Important Note: You must ensure that receiving documentation has been signed and dated by the person who received the goods into the department.</p>

