1. To create a receipt for goods and services received, you will need to locate the purchase order. To do this, hover over the Orders & Documents icon in the left navigation bar, and then select Search Documents.

2. From the Document Search page, click my purchase orders to view your purchase orders within the past 90 days. Click the check box that corresponds to the purchase order for which you will create a receipt.

3. Make sure the drop down selection in the upper right hand corner of the screen is Create Quantity Receipt and click Go.

4. This pulls up a receipt. Scroll to the bottom to find the Line Details where the Quantity defaults to the number of items ordered on the PO.

5. If items have been received but are damaged or unwanted for another reason, click on the Received & Return button.

6. This will bring up a new line on which to report the items to be returned. Modify the quantity on this line to reflect the number of items returned. Do not alter the quantity on the original “Received” line.

7. Above the left side of these lines, click on Show Receipt Details.
8. This brings up several editable fields. On the right you will see two fields:

a. Returned for with the drop down options of “Damaged, Not Ordered, Over Shipment”. You may select one of these to indicate the reason for your return.
b. RMA NO. You may enter your RMA number if you have one from the supplier.

9. When you have finished, click on Complete in the lower right hand corner of the receipt.