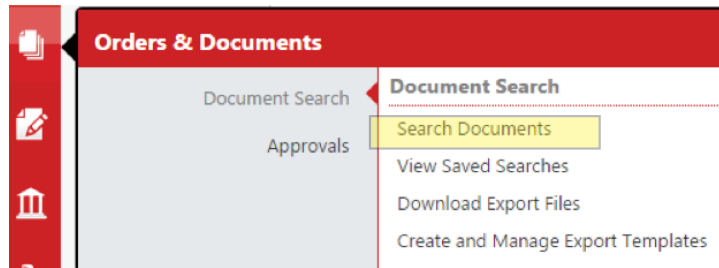1. To create a receipt for goods and services received, you will need to locate the purchase order. To do this, hover over the **Orders & Documents** icon in the left navigation bar, and then select **Search Documents**.


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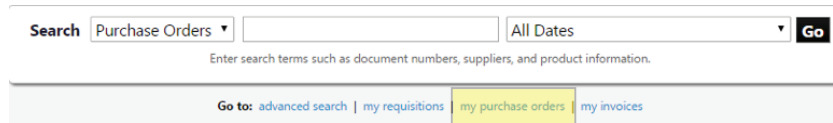
3. Make sure the drop down selection in the upper right hand corner of the screen is **Create Quantity Receipt** and click **Go**.
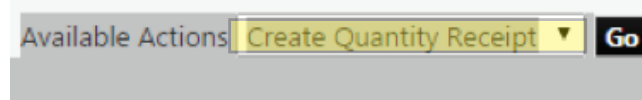

4. This pulls up a receipt. Scroll to the bottom to find the **Line Details** where the **Quantity** defaults to the number of items ordered on the PO.
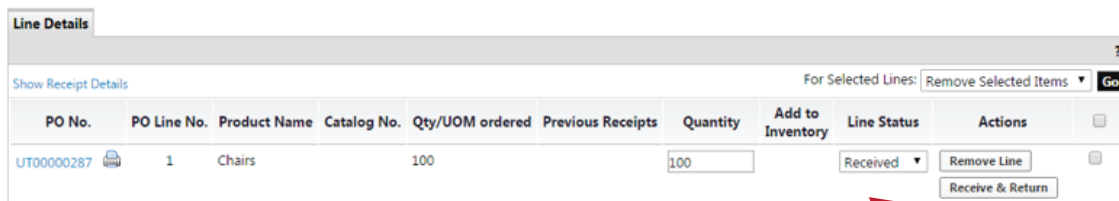
5. If items have been received but are damaged or unwanted for another reason, click on the **Received & Return** button.

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.**
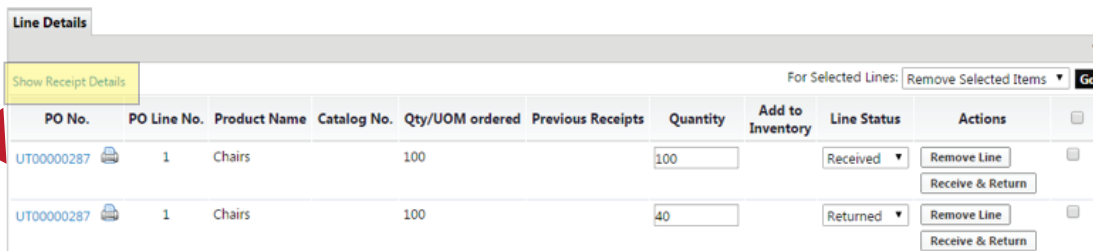
7. Above the left side of these lines, click on **Show Receipt Details**.

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.