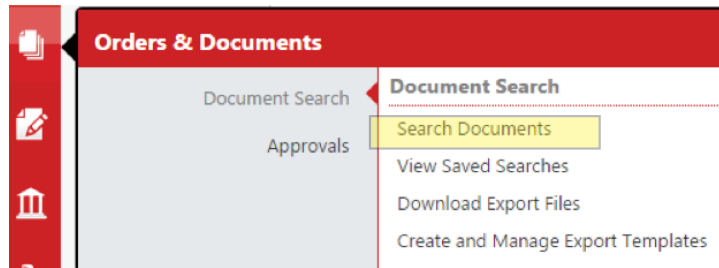
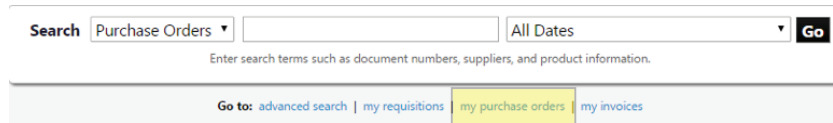


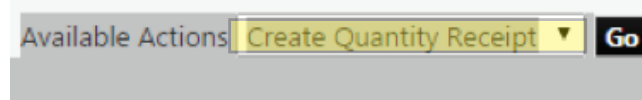
1. To create a receipt for goods and services received, you will need to locate the purchase order. To do this, hover over the **Orders & Documents** icon in the left navigation bar, and then select **Search Documents**.



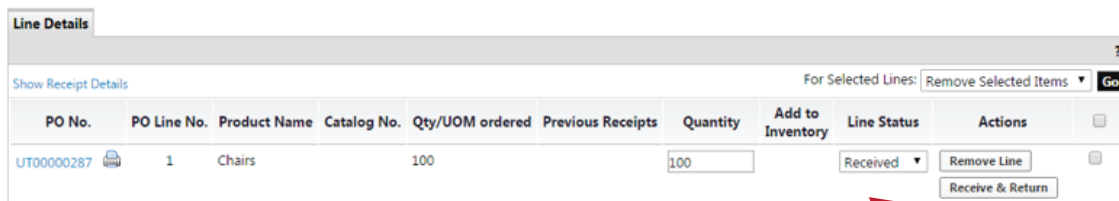
2. From the Document Search page, click **my purchase orders** to view your purchase orders within the past 90 days. Click the **check box** that corresponds to the purchase order for which you will create a receipt.



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

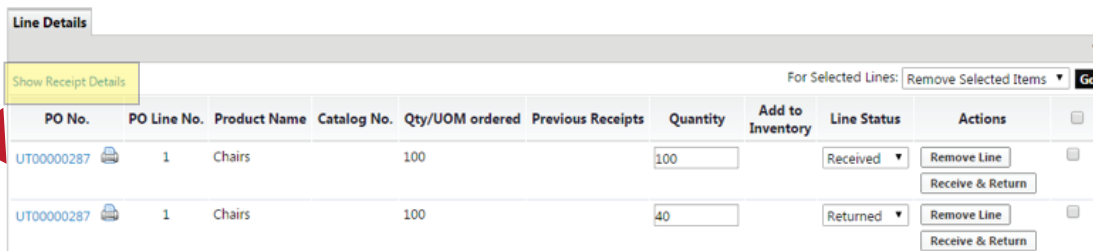


4. This pulls up a receipt. Scroll to the bottom to find the **Line Details** where the **Quantity** defaults to the number of items ordered on the PO.



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

The screenshot displays the 'Receipt Lines' interface. It features a table with columns: PO No., PO Line No., Product Name, Catalog No., Qty/UOM ordered, Previous Receipts, Quantity, Add to Inventory, Line Status, and Actions. Two line items are visible, both for PO No. UT00000385 and Product Name Chairs.

Line 1 (Received):

- PO Line No.: 1
- Product Name: Chairs
- Catalog No.: MA-042
- Qty/UOM ordered: 100
- Quantity: 100
- Line Status: Received
- Actions: Remove Line, Receive & Return

Line 2 (Returned):

- PO Line No.: 1
- Product Name: Chairs
- Catalog No.: MA-042
- Qty/UOM ordered: 100
- Quantity: 0
- Line Status: Returned
- Actions: Remove Line, Receive & Return

Below the table, there are fields for Contract No. (MA-042), Flex Field 2, Attachments (Attach/Link), and Notes (1000 characters remaining, expand | clear). The 'Returned For' dropdown menu is open, showing options: Damaged, Not Ordered, Over Shipment.

At the bottom right, there are buttons: Delete, Add PO, Save Updates, and Complete.

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