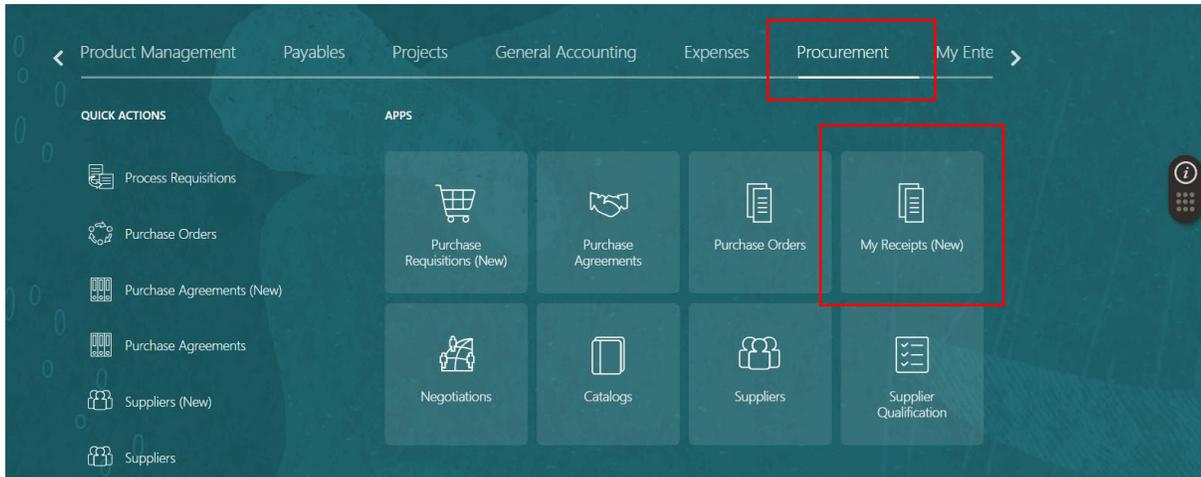


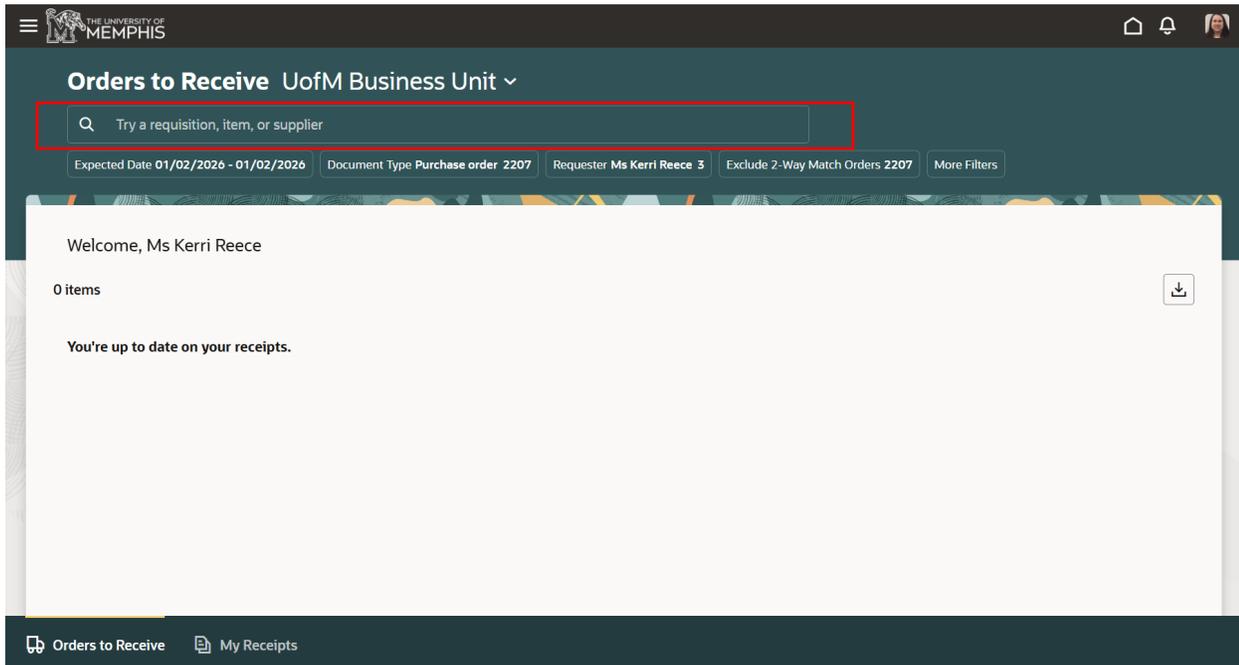
# How to – Receive an order / Create a Receipt

(this is NOT the process for Student Guest travel receipts)

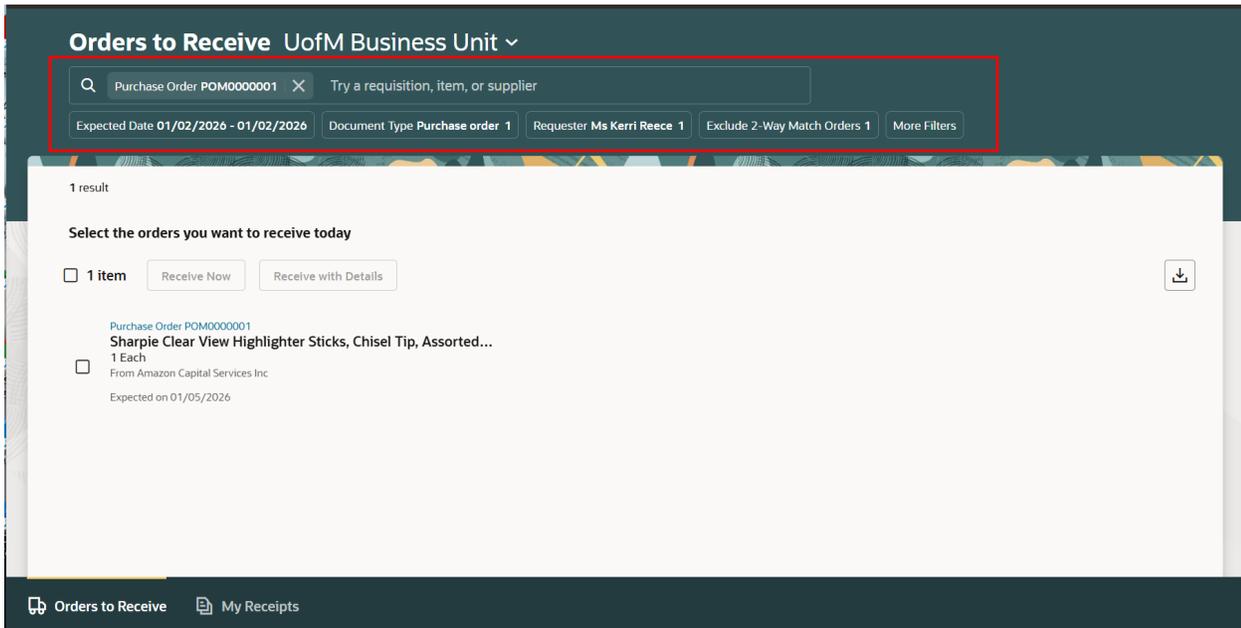
Navigate to **Procurement / My Receipts**



You will see a list of Orders ready to receive (this is based on expected date). If you don't see the PO you need, you can search for it.

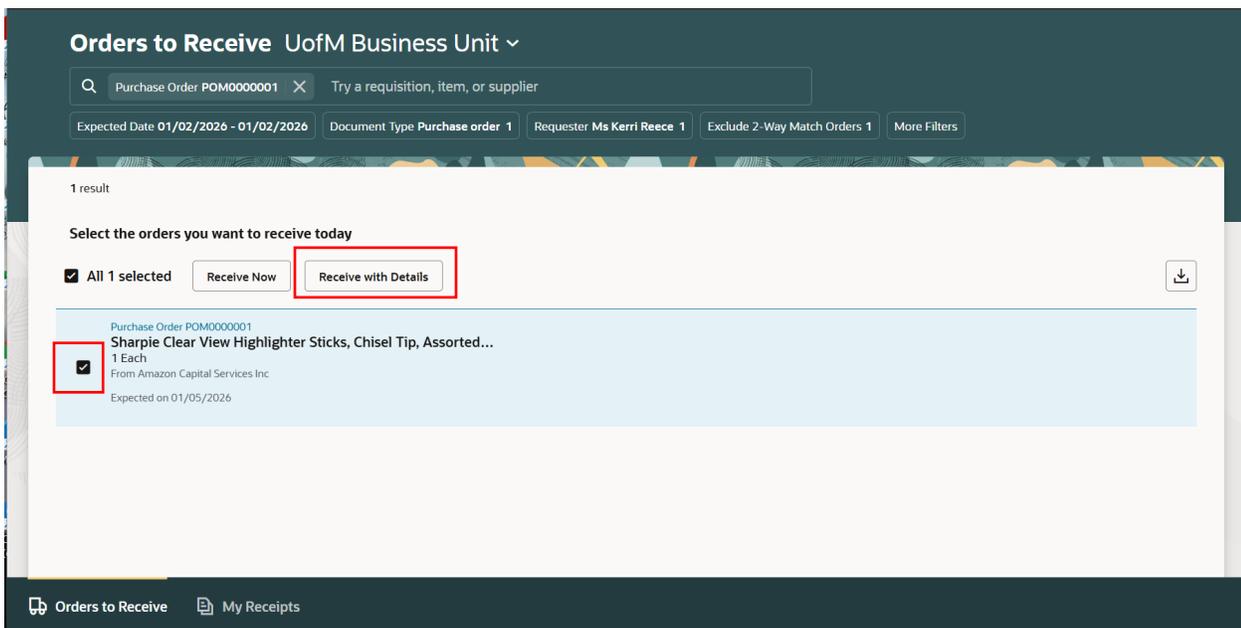


Enter your PO number or any other field you want to search for. There are suggested filters under the search bar with item counts. If you want to use those, you can click them.



When you find your order, **click the box** in front of it the lines you need to receive to select them and click **Receive with Details**.

Receive.Now.will.receive.EVERYTHING.left.on.the.order.without.letting.you.view.it; We.recommend.you.always.use.Receive.with.Details.to.prevent.errors.and.overpayments.that.are.difficult.to.undo;



For each line, check the **quantity** and adjust if needed to reflect what you have physically received. If you want to keep a copy of a packing slip or other document, you can attach it here.

When the lines are correct, click **Submit**.

**New receipt**  
1 of 1

**Some issues need your attention**

**Sharpie Clear View Highlighter Sticks, Chisel Tip, Assorted Fluorescent, 8 Count - School, Home, and Office Use, Teacher Supplies**

Supplier Amazon Capital Services Inc	Order Quantity 1 Each	Quantity Received to Date 0 Each
Remaining Quantity 1 Each	Invoiced Quantity 0 Each	

**Add details of your receipt**

Receipt Quantity: 1 (with up/down arrows)

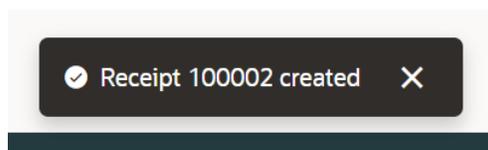
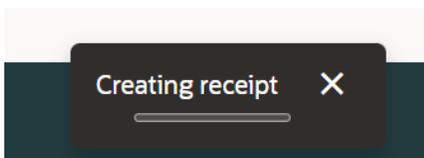
UOM: Each (dropdown menu)

**Attachments**

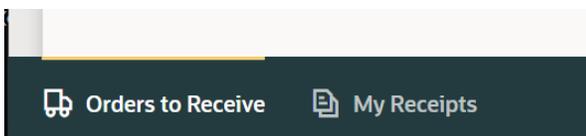
**Drag and Drop**  
Select or drop files here.

URL:  Add URL:

The bottom of the screen will show the receipt is being created, then give you your receipt number.

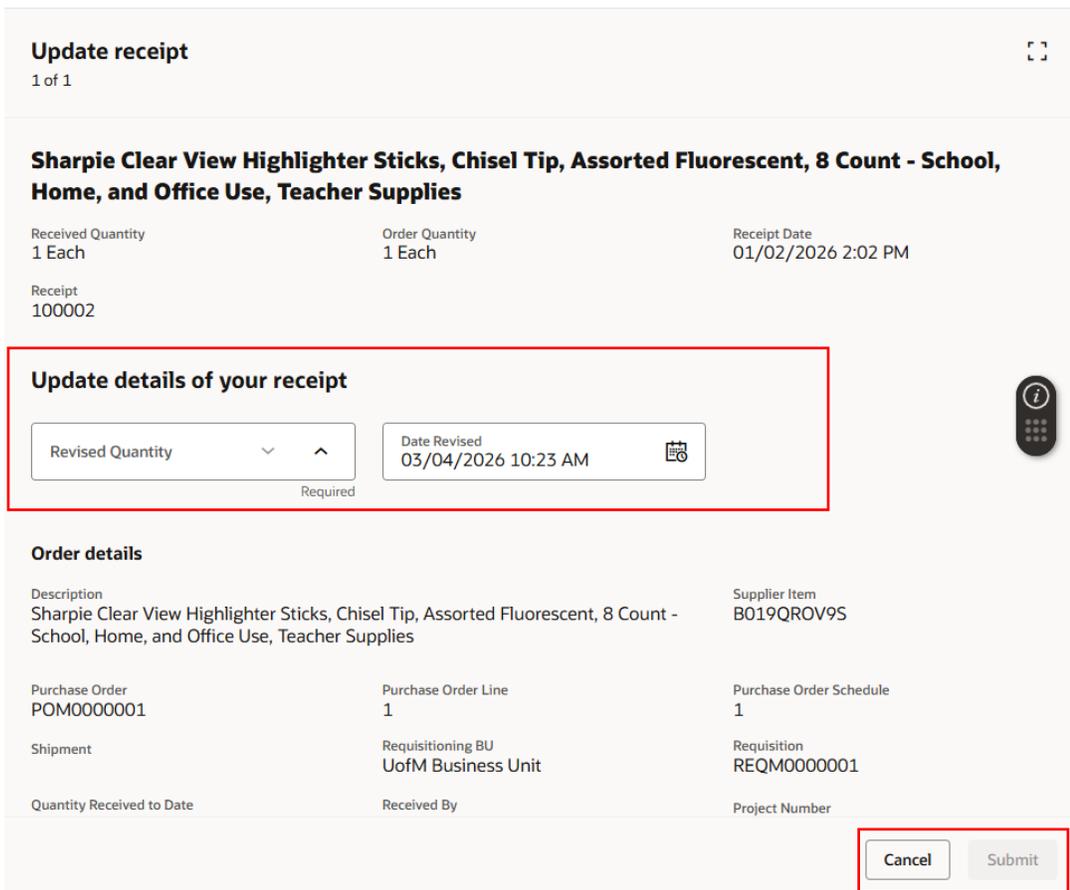
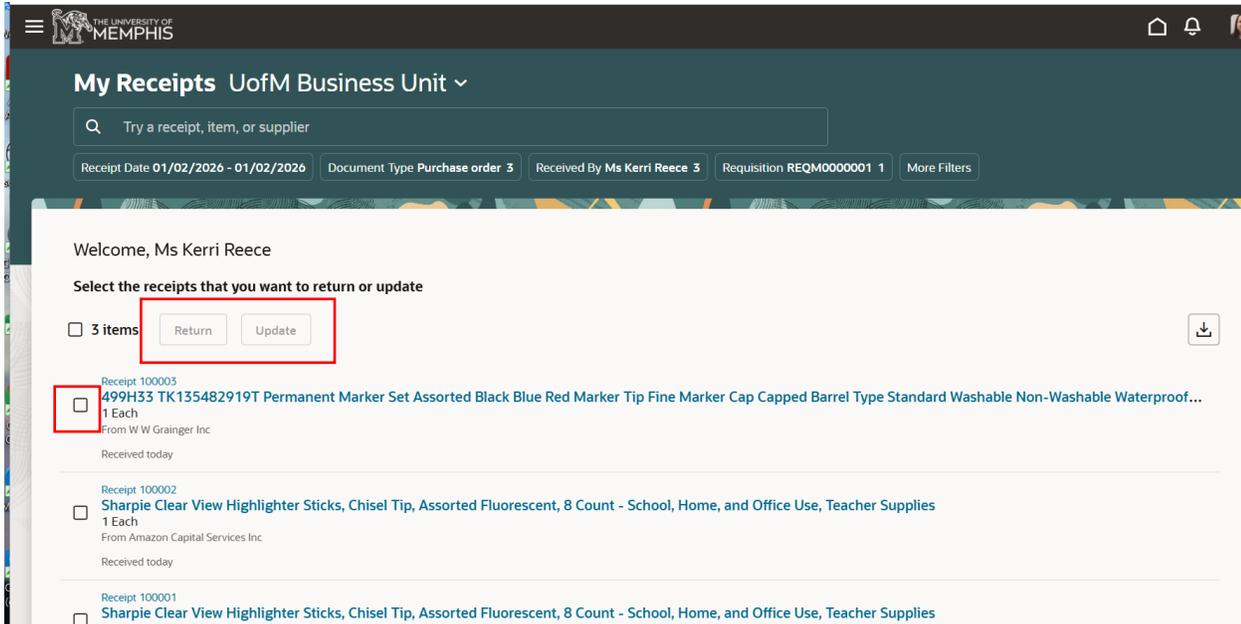


If you need to view or work with a completed receipt, click the **My Receipts** tab at the bottom of the page.



If you need to correct a receipt or make a return, **click the box** to select it and then click **Return** or **Update**.

**\*\*Please note that creating a return receipt DOES NOT communicate a request for return to the vendor\*\*** You must contact the vendor through their proper process to make a return.



## Return receipt

1 of 1



### Sharpie Clear View Highlighter Sticks, Chisel Tip, Assorted Fluorescent, 8 Count - School, Home, and Office Use, Teacher Supplies

Received Quantity  
1 Each

Order Quantity  
1 Each

Receipt Date  
01/02/2026 2:02 PM

Receipt  
100002

#### Add details of your return

Return Quantity



Required

Reason



RMA



Return Date

03/04/2026 10:23 AM



Return for credit

Create debit memo

Notes

#### Order details

Cancel

Submit