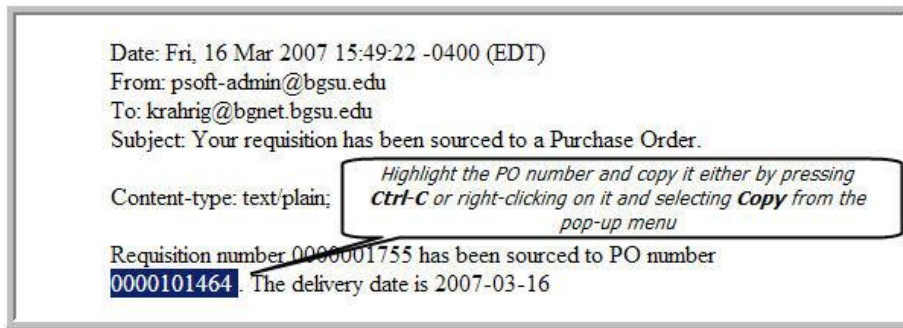
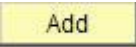



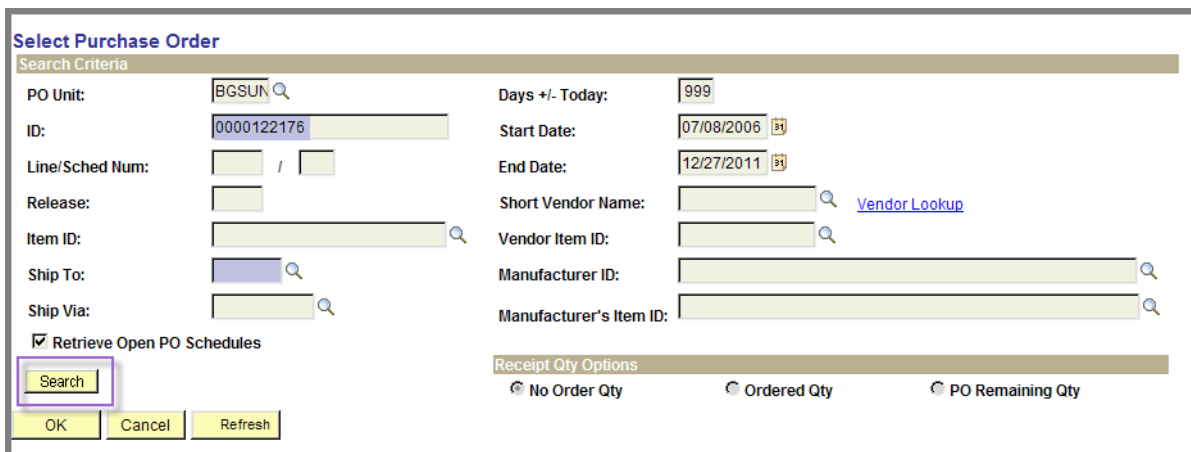
 *Express Steps: Creating PO Receipts*

Purchasing > Receipts > Add/Update Receipts

1. When you receive the e-mail notifying you that your requisition has been sourced to a Purchase Order, save this email. When you receive the goods or the service has been performed, copy the PO number from the e-mail by highlighting it and either pressing **Ctrl-C** or right-clicking it and selecting **Copy** from the pop-up menu.



2. From the **Menu Pagelet** select **Purchasing > Receipts > Add/Update Receipts**.
3. The **Receiving** page is displayed. Make sure **Add a New Value** is the active tab. Click .
4. The **Select Purchase Order** page is displayed. Paste the PO number you just copied into the **ID** field. Either click the **ID field** to select it and press **Ctrl-V** or right-click in the **ID** field and select **Paste** from the pop-up menu.
5. Just in case you did not use your default **Ship To** location for this requisition, delete the entry in the **Ship To** field.
6. Click .



FMS Requester User Guide

7. At the **Retrieved Rows** section, click the **SEL** checkbox for the desired **PO ID**.

Selected Rows	Shipping Related	More Details						
<input checked="" type="checkbox"/>								
SEL	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
<input checked="" type="checkbox"/>	BGSUN	0000122176	1	1		01/09/2009		Sebo Rubber Flooring Replaceme

Select All Clear All

OK Cancel Refresh

8. Click .

9. The **Receiving** page is displayed. If you are receiving goods, enter the **Receipt Qty**.

Maintain Receipts

Receiving

Business Unit: BGSUN Receipt Status: Open

Receipt ID: NEXT

Header Details

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Sebo Rubber Flooring Replaceme	16544.00000		EA		Open			EA	

Interface Receipt [Interface Asset Information](#)

Save Notify Refresh Add Update/Display

10. If you are receiving dollars from a **Blanket Requisition**, enter the **Price** (the amount of this single purchase).

Line	Item	Description	Price	Receipt Qty
1		Blanket for Women's Tennis - M		1.0000

11. Click .