

Desktop Receiving

This job aid is designed to help you perform 'desktop receiving' on the items you requested.

1. Log into _____.
2. Select _____ in the menu.
3. Select _____ in the menu.
4. Locate the _____ for the item(s) you have physically received and wish to create a receipt for, then select line(s) by checking the _____ checkbox(es).
5. Select the _____ button.
6. If the _____ is not the current date, change the date.
7. In the _____ field, enter the quantity received.
 - a. If you have only received a partial quantity of the total ordered, you will be able to create another receipt when you receive the remaining quantity.
8. If you need to enter comments to attach to the receipt, click the _____ icon.
 - a. Do not include any slashes (/) in your comments.
9. Click the _____ button.
10. Your Receipt Number is listed on the "Receipt Saved Successfully" page.