Entering Receiving (Creating Quantity Receipts) for POs

1. Begin by accessing CU Marketplace via your campus portal. Locate your CU Resources section and, under the Business Applications area, select the CU Marketplace link.

2. Locate your PO using one of the following methods:

   **Method 1: PO/ Voucher # known**
   If you know the PO or voucher #, use the quick search area located in the upper right corner of your screen.
   Select PO No. (or Voucher No.) from the dropdown menu and enter the PO/voucher # in the next field; click Go.
   If searching by voucher #, the PO # is listed above the line items. Click the PO # to open the PO.

   **Method 2: PO/ Voucher # not known**
   If you do not know the PO or voucher #, use the document search tab within your top navigation toolbar.
   If needed, click the advanced search link in the upper right corner of your screen. Use the Search dropdown to search by Purchase Order (or by Requisition or Voucher). Enter your search criteria and click the Go button.
   A list of results will appear. Use the left side of your screen to refine your search by options such as date range, supplier, user, or SpeedType. Click the PO # to open the PO.

3. Once your PO is displayed, use the Available Actions dropdown (located in the upper right corner of the page) and select Create Quantity Receipt. Click the Go button.

4. On the draft receipts page, if needed:
   a. Enter a unique Receipt Name.
   b. Enter the Packing Slip No. and attach a scan of the packing slip for records purposes.
5. Record the items that arrived, or the portion of services performed, in the **Receipt Lines** section located in the bottom part of your screen.

   - Verify the **Quantity** of each line and update as needed.
   - If a line is not part of this receipt, remove it by clicking the **Remove Line** button.

6. Click the **Complete** button located in the lower right corner of the page.

7. A confirmation page will appear noting the receipt and PO numbers.

In some cases, a supplier might send multiple shipments to fulfill one PO. For example, an item could be on backorder, or a large order might be shipped in multiple boxes which could be separated during shipping. Because of this, it is possible to perform receiving more than once on a given PO.