

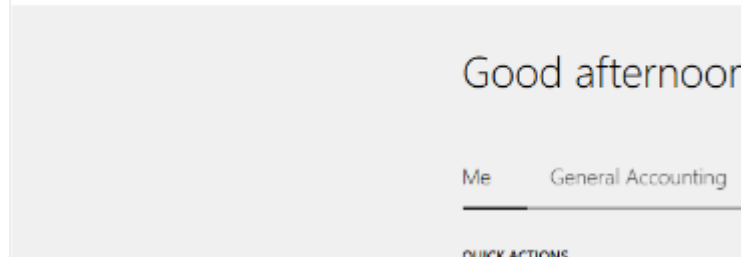
RECEIVING IN GOVS SUITE

Click to add text

RECEIVING

Creating receipts for purchase order items

RECEIVING



 Home

Me

Sales

General Accounting

Intercompany Accounting

Budgetary Control

Procurement



Purchase Requisitions (New)



My Receipts (New)

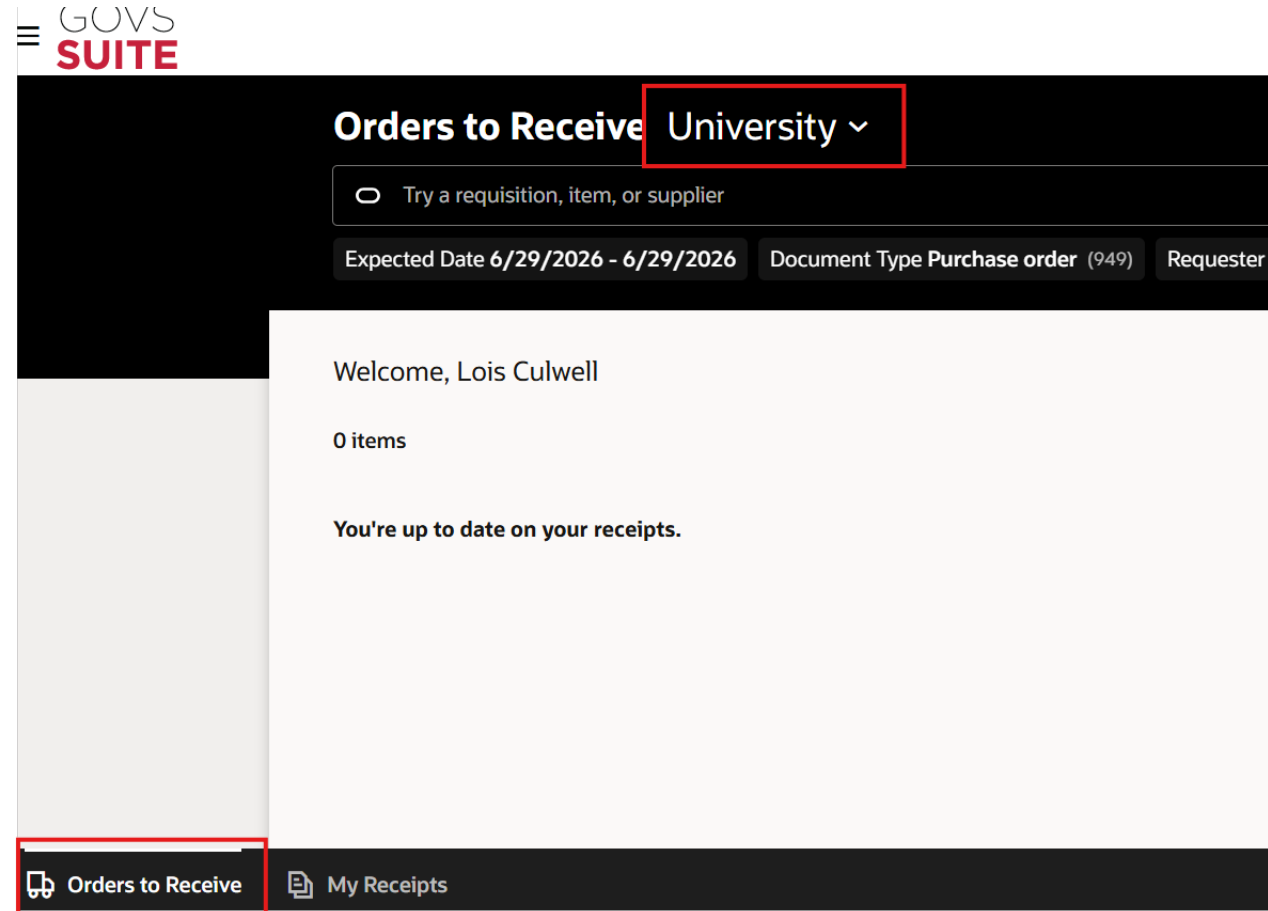
My Enterprise

Tools

- Navigator will open a list of various modules.
- Go to Procurement and My Receipts

RECEIVING

- Note the business unit in the top. You must switch between University/Foundation depending on the PO
- The “Orders to Receive” page is used to identify orders for which you have not created receipts.



RECEIVING

- If the line items you need to receive are not showing up, click on your name under the search bar and it will bring up all your line items that are open.
- You can also type in the supplier's name and choose it when it drops down to narrow the search.

Orders to Receive University ▾

○ Try a requisition, item, or supplier

Expected Date 6/23/2026 - 6/23/2026 Document Type Purchase order (3) Requester Shirley Woods (3)

Expected in the past

Orders to Receive University ▾

○ staples

Q staples

Supplier
Staples Business Advantage

RECEIVING

- All line items that are open will show up.
- The Receive Now button will receive the entire amount of the line item.
- The icon in the bottom right of the box is Receive with Details. If you need to partially receive this line, you could click on it.

Orders to Receive University ▾

Supplier Staples Business... × Try a requisition, item, or supplier

Expected Date 6/23/2026 - 6/23/2026 Document Type Purchase order (3) Requester Shirley Woods (3) ...

3 items

Expected on 6/3/2026

Brother TN660 Black High Yield Toner Cartridge, 2/Pack (TN6602PK)

Purchase Order POU0009374
From Staples Business Advantage
1 PK

Receive Now 

Expected on 6/3/2026

Expo Low Odor Tank Dry Erase Marker, Chisel Tip, Black, 12/Pack (80001)

Purchase Order POU0009374
From Staples Business Advantage
2 DZ

Receive Now 

Expected on 6/3/2026

Staples Whiteboard Cleaner, 8 oz., 12/Pack (ST63631)

Purchase Order POU0009374
From Staples Business Advantage
1 PK

Receive Now 

Expected on 6/3/2026

Brother TN660 Black High Yield Toner Cartridge, 2/Pack (TN6602PK)

Purchase Order POU0009374
From Staples Business Advantage
1 PK

Receive Now 

RECEIVING

- Receive with Details
- Change the quantity to how many you have received or the cost to the amount that needs to be paid.
- Click Create
- The line item will now show Partially received.
- If the supplier sent the invoice to you, forward it to Accounts Payable.

New ReceiptCancelCreate

Expo Low Odor Tank Dry Erase Marker, Chisel Tip, Black, 12/Pack (80001)

Supplier Staples Business Advantage	Order Quantity 2 DZ	Quantity Received to Date 0 DZ
Remaining Quantity 2 DZ	Invoiced Quantity 0 DZ	

Add details of your receipt

Receipt Quantity
1

UOM
DZ

Partially received

Expected on 6/3/2026

Expo Low Odor Tank Dry Erase Marker, Chisel Tip, Black, 12/Pack (80001)

Purchase Order POU0009374
From Staples Business Advantage
1 DZ

Receive Now