

Buyer

Create Receipt/Create Receipt Adjustment

This is a step-by-step guide on how to create a receipt, and how to create a receipt adjustment, for a purchase order in the ERP system.

1. In the ERP system search bar, type in *Create Receipt* and then select **Create Receipt** task.



- 2. Select a Document Number.
- 3. To Fully Receive remaining quantities/amounts, check the Fully Receive checkbox.
- 4. Select OK.

Create Receipt		×
You are about to fully receive	e the remaining quantities/amounts. This doesn't apply to Project Based Servi	ce lines. Review your lines before you submit.
Document Number * ×	PO-1000000283 (DELL 💮 📰	
Fully Receive		
Tracking Number	:=	

Note: Alternatively, type in a Purchase Order Number (or PO-) and then select enter to search.

5. Review the Goods Lines (or Service Lines) by selecting an item from the left panel.

Create Receipt					
Purchase Orders Suppli	ier	Status Draft	Total Amount \$100.00	Currency USD	
Information Attachme	ents Lines				
2 items	Sort By: v	Line Inform	ation		
Gadget	1/1 Each	PO Line Quantity to Ree	ceive	1	
Service Lines		Unit of Measu	re	Each	
Gadget	50/50 USD	Quantity Order Ordered Quant	ed ity Invoiced	1 0	

6. Once ready to create a **Receipt**, select **Submit**.

This is a step-by-step guide on how to adjust a receipt for a purchase order in the ERP system.

1. In ERP system search bar, type in *Create Receipt Adjustment* and then select the **Create Receipt Adjustment** task.



- 2. To select a **Receipt to Adjust**, select the menu icon, select **Receipt by PO**, and then make your selection.
- 3. Select OK.
- 4. Review the Line Information.
- 5. From the left panel, select a Goods Line item or a Service Line item, and then make an adjustment.
- 6. Once an adjustment is made, select **Submit**.