

# Receiving Part of a Purchase Order

How to Receive Partial Orders

1 From the Purchase Order, click "Receipts"

Order • **Staples Inc** • PJ000642

Summary

Confirmations

Shipments

Receipts

Invoices

Comments

Attachments

Information

...

Shipping Information

No. **PJ000642**

ShipTo Address Code **A**

**Staples Inc**

Ship To

2320 Thain Rd  
Lewiston, Idaho 83501 United States

Attn: Diana Higgins  
Bldg/Rm: ADM 104  
Mailstop:  
500 8th Ave.  
Lewiston, ID 83501  
United States

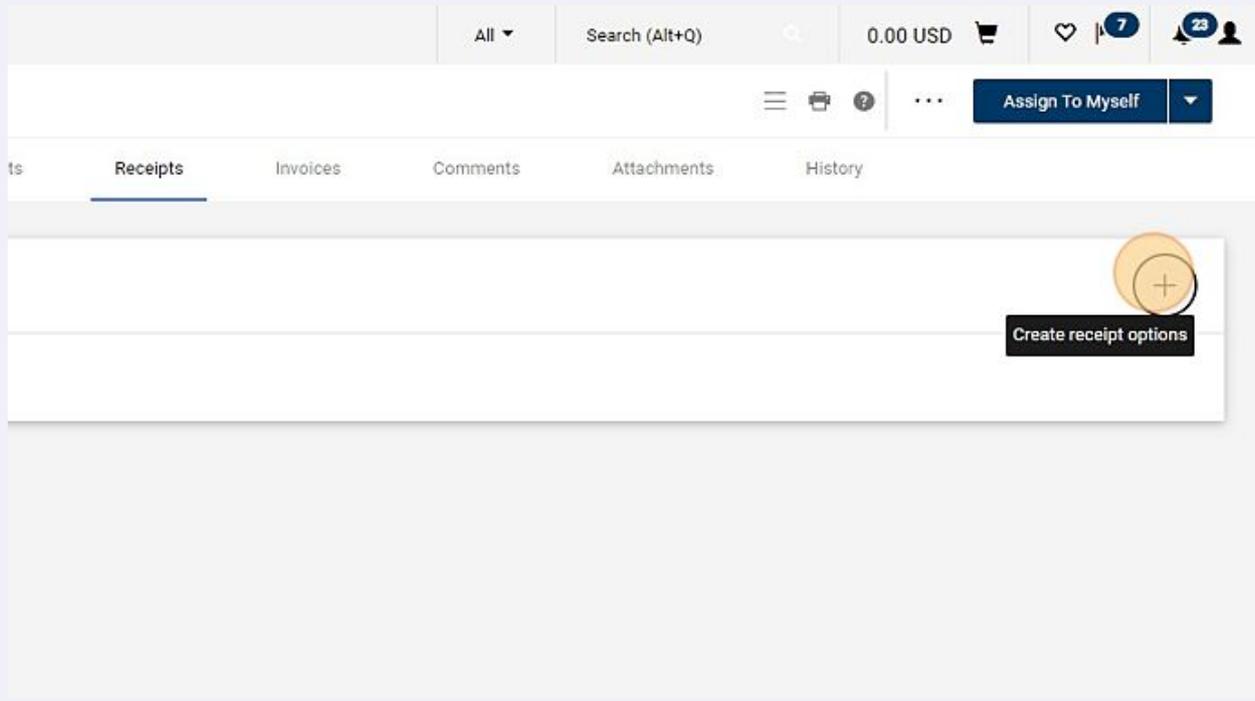
+1 000-743-0514

o. +1 000-743-0844

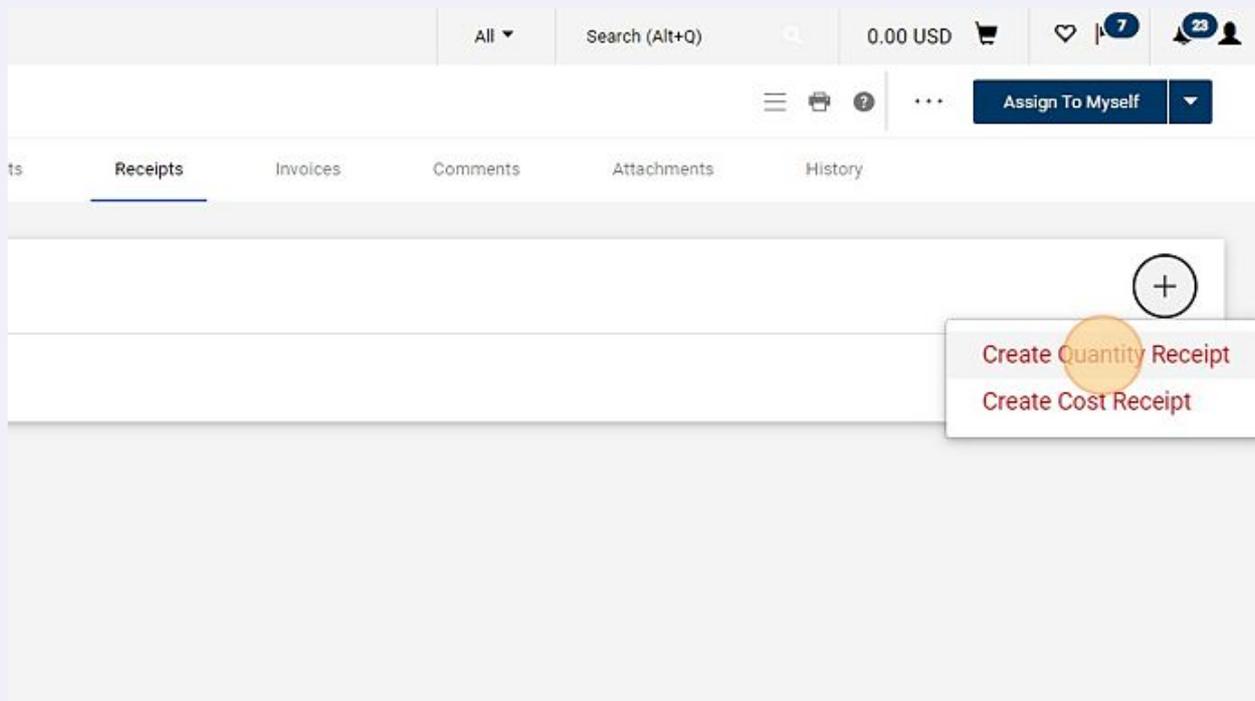
Order Date 5/12/2023

Delivery Options

2 Click the + to add a receipt.



3 Click "Create Quantity Receipt"



4

For the item(s) that you are NOT receiving, click the trashcan to delete them from the receipt.

The screenshot shows a receipt draft interface. On the left, there is a table with one line item. The line item has a quantity of 1 and a status of 'Received'. To the right of the line item is a trashcan icon with a tooltip that says 'Remove Line'. On the right side of the interface, there is a summary panel with the following information:

- Draft**
- Details**
- Creation Date: 5/12/2023 11:40
- Source:
- Supplier: Sta
- Received by: Diana
- Total (63.59 USD)**
- Related Documents**
- Purchase Order: PJ000642

5

Repeat for all lines that are NOT being received.

The screenshot shows a receipt draft interface, similar to the one above. The line item has a quantity of 1 and a status of 'Received'. To the right of the line item is a trashcan icon with a tooltip that says 'Remove Line'. On the right side of the interface, there is a summary panel with the following information:

- Creation Date: 5/12/2023 11:40
- Source:
- Supplier: Sta
- Received by: Diana
- Total (47.13 USD)**
- Related Documents**
- Purchase Order: PJ000642

6

Once the remaining item(s) is/are all that is left on the receipt, click the check mark next to the line item(s) to select.

Quantity	Status
1	Received

Source: Mar  
Supplier: Staples  
Received by: Diana Hig

**Total (36.95 USD)**

**Related Documents**  
Purchase Order: PJ000642

7

Click "Complete" to submit.

All Search (Alt+Q) 0.00 USD Save Updates Complete

**Draft**

**Details**

Creation Date: 5/12/2023 11:40:49 AM  
Source: Manual  
Supplier: Staples Inc  
Received by: Diana Higgins

**Total (36.95 USD)**

**Related Documents**

8 To go back later and receive remaining item(s), click into the Purchase Order.

Orders > Search > Purchase Orders

### Search Purchase Orders

Quick Filters My Searches

Created Date: Last 90 days Quick search

Page 1 of 10 1-20 of 198 Results

PO Number	Supplier	Created Date/Time
PJ000642	Staples Inc	5/12/2023 11:40
PJ000641	NW Engraving Services LLC	5/11/2023 2:30
PJ000640	Hahn Supply	5/11/2023 2:17
PJ000639	ODP Business Solutions LLC	5/11/2023 2:09
PJ000638	Dell Marketing LP	5/11/2023 1:39
PJ000637	B & H Photo	5/11/2023 1:39

**Supplier**

- NW Engraving Services LLC (29)
- ODP Business Solutions LLC (16)
- Michael G. Collins (13)
- Amazon Capital Services Inc (11)
- Staples Inc (9)
- See More Show More

**PO Status**

- Completed (159)
- Pending (39)
- Show More

9 Click "Receipts"

Assign To Myself

Information Shipment Change Requests Receipts 1 Invoices Comments Attachments

**Shipping Information**

ShipTo Address Code A

**Ship To**

Attn: Diana Higgins  
Bldg/Rm: ADM 104  
Mailstop:  
500 8th Ave.  
Lewiston, ID 83501  
United States

**Delivery Options**

**Billing/Payment**

BillTo Address Code Accounts f

**Bill To**

Lewis-Clark State College  
Controller's Office  
500 8th Avenue  
Lewiston, ID 83501  
United States

**Billing Options**

10 Click the + to add a receipt.

The screenshot shows a web interface for managing receipts. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below this is a secondary bar with 'Assign To Myself' and '1 of 198 Results'. A tabbed interface shows 'Receipts' as the active tab. The main content area features a table with columns 'Cost Amount' and 'Received by'. A row shows a cost amount of '-' and 'Received by' as 'Higgins, Diana'. A yellow '+' button is overlaid on the table, with a tooltip that says 'Create receipt options'. Below the table is another table with columns 'Catalog No.', 'Unit Price', 'Qty/UOM', and 'Extended Price'. A row shows '2724465', '36.95 USD', '1 PK', and '36.95 USD'.

Cost Amount	Received by
-	Higgins, Diana

Catalog No.	Unit Price	Qty/UOM	Extended Price
2724465	36.95 USD	1 PK	36.95 USD

11 Click "Create Quantity Receipt"

This screenshot is identical to the previous one, but with a dropdown menu open over the '+' button. The dropdown menu contains two options: 'Create Quantity Receipt' and 'Create Cost Receipt'. The 'Create Quantity Receipt' option is highlighted with a red border.

Cost Amount	Received by
-	Higgins, Diana

Catalog No.	Unit Price	Qty/UOM	Extended Price
2724465	36.95 USD	1 PK	36.95 USD

12

As before, for any line items that are NOT being received, click the trashcan to delete from the receipt.

The screenshot shows a receipt interface. On the left, there is a table with one line item. The first column contains the number '1'. The second column contains the text 'Received' with a downward arrow. To the right of this text are three icons: a document, a trashcan, and a square. A tooltip with the text 'Remove Line' is positioned over the trashcan icon. On the right side of the interface, there is a summary section with the following text: 'Total (26.64 USD)', 'Related Documents', and 'Purchase Order: PJ000642'.

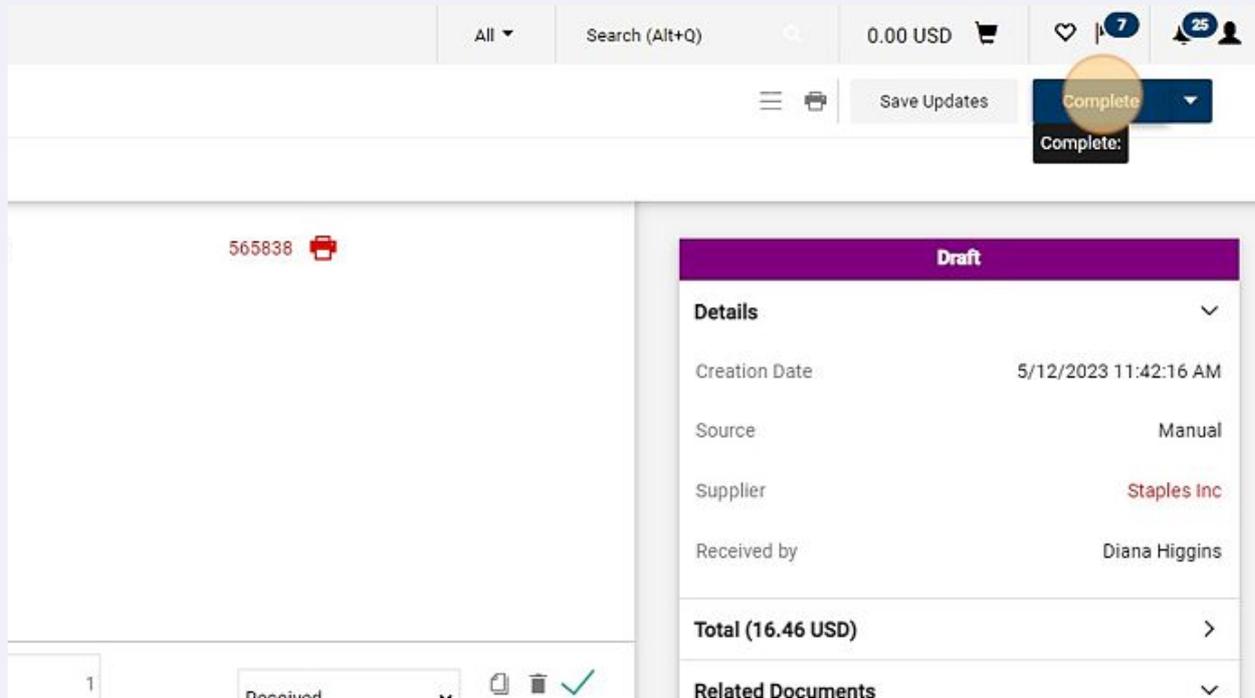
Powered by JAGGAER

13

Once the remaining item(s) is/are all that is left on the receipt, click the check mark next to the line item(s) to select.

The screenshot shows a receipt interface. On the left, there is a table with one line item. The first column contains the number '1'. The second column contains the text 'Received' with a downward arrow. To the right of this text are four icons: a document, a trashcan, a square, and a checkmark. The checkmark icon is highlighted with a yellow circle. On the right side of the interface, there is a summary section with the following text: 'Creation Date 5/12/2023 11:42:16 A', 'Source Mant', 'Supplier Staples I', 'Received by Diana Higgi', 'Total (16.46 USD)', 'Related Documents', and 'Purchase Order: PJ000642'.

14 Click "Complete"



15 Repeat as many times as necessary until all items have been received.