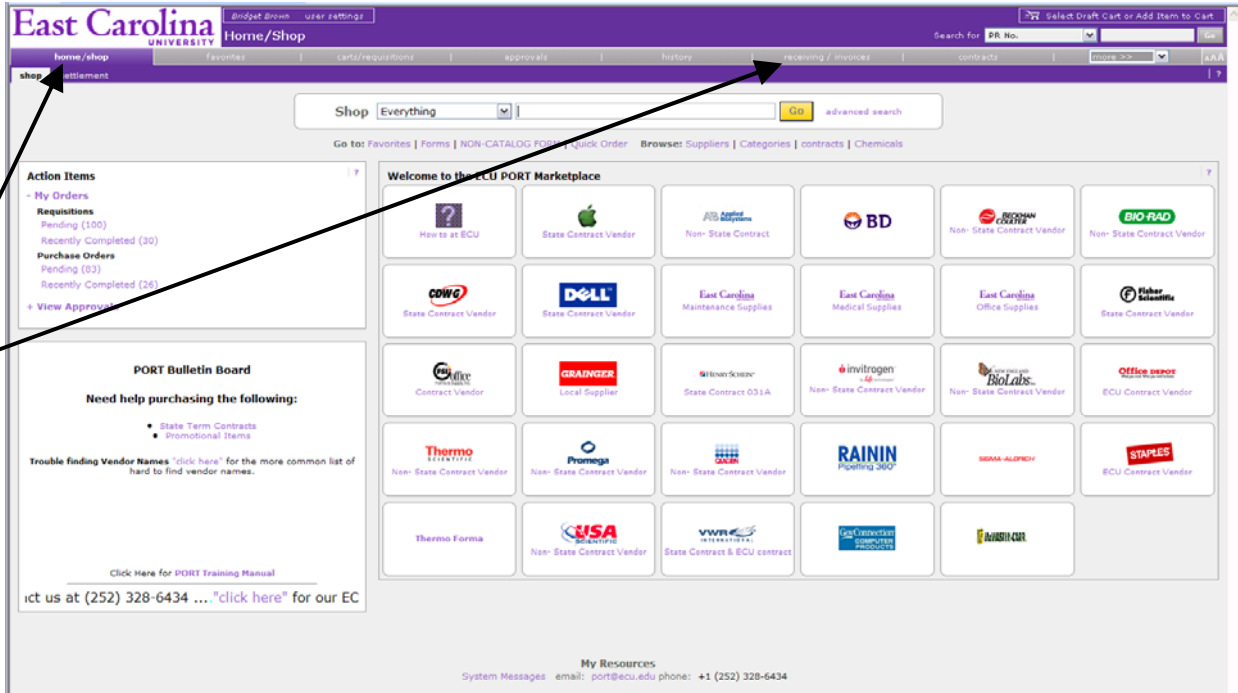
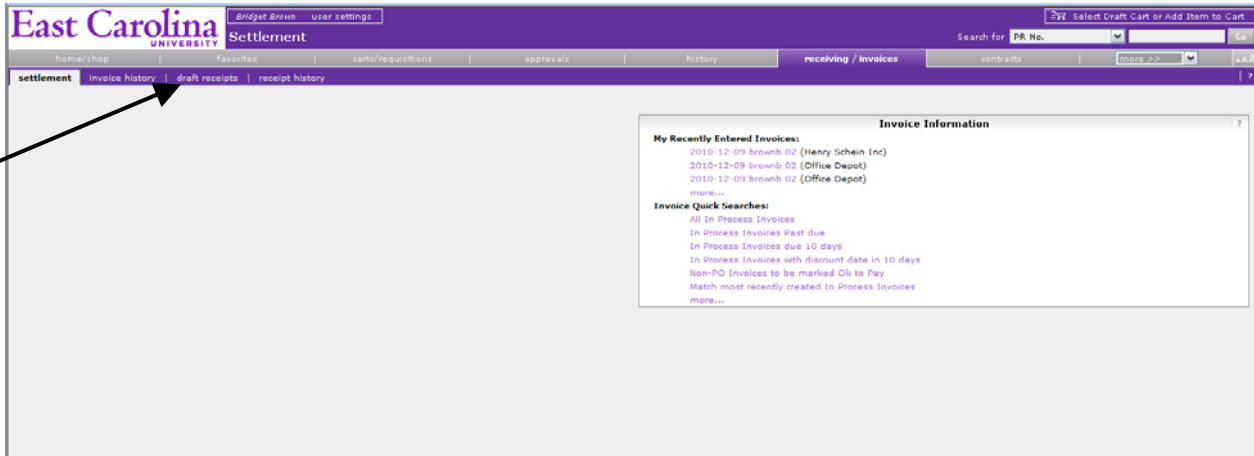


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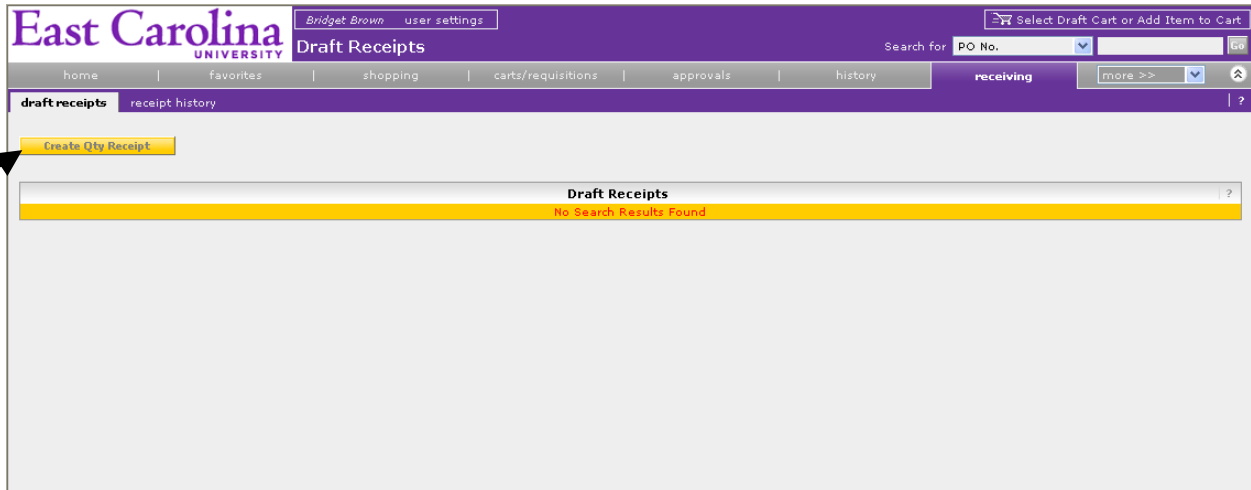
1. Ensure that you are on the **Home** tab. **Important Note:** You do not complete receiving for the following orders: **Staples, Office Depot, Direct Payments, Central Storeroom** orders, or **Medical Storeroom** orders. Also, you do not complete **Returns** in PORT. **Returns** are completed on the Return Authorization form on Materials Management's web site: [http://www.ecu.edu/purchasing/return\\_authorization\\_form.htm](http://www.ecu.edu/purchasing/return_authorization_form.htm).
2. Click on the **receiving / invoices** tab.



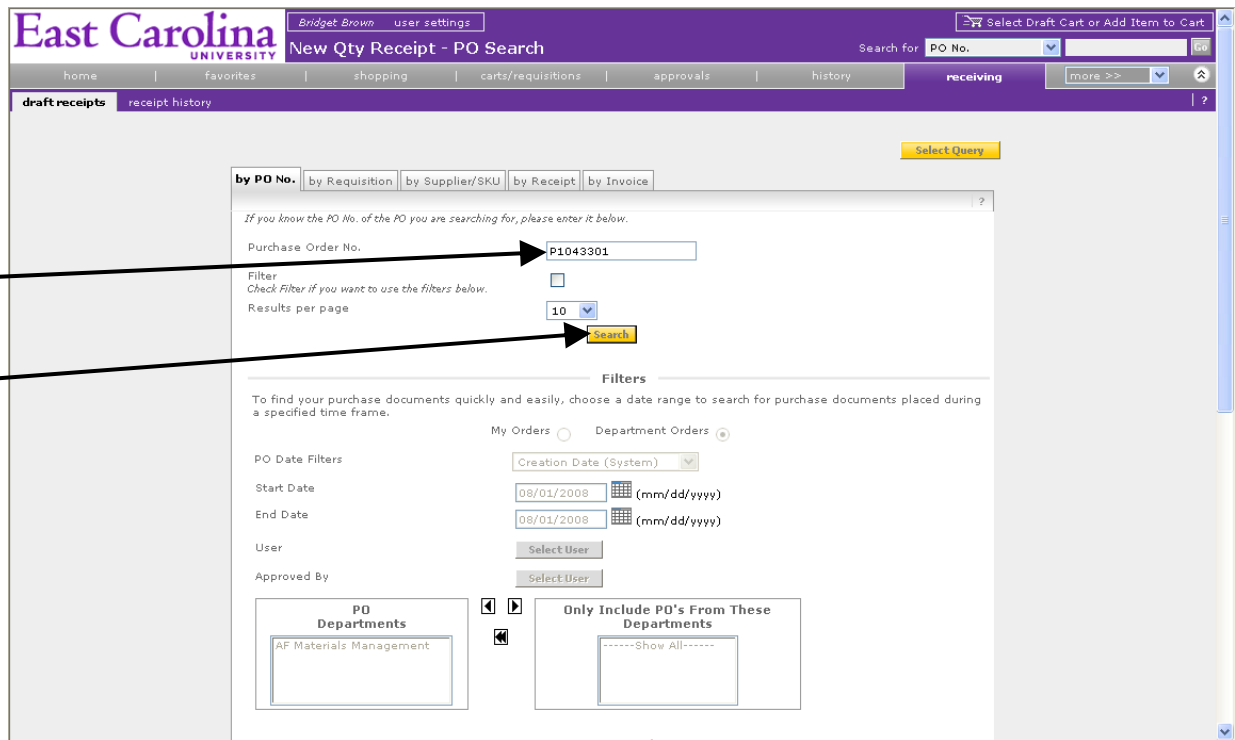
3. Click on **draft receipts** tab.

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4. Click on the **Create Qty Receipt** button.



5. Enter the PO # in the **Purchase Order No.** text box.  
6. Click the **Search** button.

# RECEIVING

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Exact Match: PO No. P1043301

**Header Information**

Receipt Name: 2008-08-01 brownb 02      Receipt Create Date: 8/1/2008 11:06:14 AM

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	8/1/2008 mm/dd/yyyy	21133454	Dell Marketing LP	Bridget Brown

**RECEIPT ADDRESS**

Location: [Dropdown]

Contact Name: Chuck Boulineau  
Phone: +1 (919) 328-1924  
Email: boulineauc@ecu.edu  
East Carolina University  
Materials Mgmt  
200 E First Street  
Greenville, NC 27858-4353  
United States

**DELIVERY**

Carrier: FedEx  
Tracking No.: 54564366444456  
Attachments: [Attach/Link]

Notes: (1,000 Chars. Max)

Save      For Selected Lines: [Dropdown] Go

**Receipt Summary**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
P1043301	1	laptop	na	2		2		Received	<input type="checkbox"/>
P1043301	2	laptop	na	2		2		Received	<input type="checkbox"/>

7. Enter the appropriate **Header Information** for the following: **Receipt Name, Packing Slip No., Carrier, Tracking No., Attachments, and Notes.** **Note:** This header information is optional.
8. Click the **Save Updates** button.

**Header Information**

Receipt Name: 2008-08-01 brownb 02      Receipt Create Date: 8/1/2008 11:06:14 AM

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	8/1/2008 mm/dd/yyyy	21133454	Dell Marketing LP	Bridget Brown

**RECEIPT ADDRESS**

Location: [Dropdown]

Contact Name: Chuck Boulineau  
Phone: +1 (919) 328-1924  
Email: boulineauc@ecu.edu  
East Carolina University  
Materials Mgmt  
200 E First Street  
Greenville, NC 27858-4353  
United States

**DELIVERY**

Carrier: FedEx  
Tracking No.: 54564366444456  
Attachments: [Attach/Link]

Notes: (1,000 Chars. Max)

Save      For Selected Lines: [Dropdown] Go

**Receipt Summary**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
P1043301	1	laptop	na	2		2		Received	<input type="checkbox"/>
P1043301	2	laptop	na	2		2		Received	<input type="checkbox"/>

9. Notice that the first time you complete a receipt on a PO, the system automatically defaults to the number of items ordered. **Note:** If you have received everything on the first shipment, proceed to steps 11 to complete the receipt. Also note that if you did not receive a quantity for an item, enter a 0 to indicate that no items were received in the shipment for that item.

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**Header Information**

Receipt Name: 2008-08-01 brownb 02      Receipt Create Date: [blank]

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
Not Yet Assigned	8/1/2008 mm/dd/yyyy	21133454	Dell Marketing LP	Bridget Brown

**RECEIPT ADDRESS**

Location: [dropdown]

Contact Name: Chuck Boulineau  
Phone: +1 (919) 328-1924  
Email: boulineau@ecu.edu  
East Carolina University  
Materials Mgmt  
200 E First Street  
Greenville, NC 27858-4353  
United States

Carrier: [dropdown]      DELIVERY: FedEx  
Tracking No.: 54564366444456  
Attachments: [Attach Link]  
Notes: (1,000 Chars. Max)

For Selected Lines: [dropdown] [Go]

**Receipt Summary**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
P1043301	1	laptop	na	2		2		Received	<input type="checkbox"/>
P1043301	2	laptop	na	2		1		Received	<input type="checkbox"/>

10. Change the # of items to the actual number that was received in the first shipment. **Note:** In this example, we will only receiving 1 of the 2 laptops for the 2<sup>nd</sup> line item in the first shipment.
11. Click the **Save** button.
12. Click the **Complete** button to complete the receipt for the 1<sup>st</sup> shipment.

**Confirmation Message:**

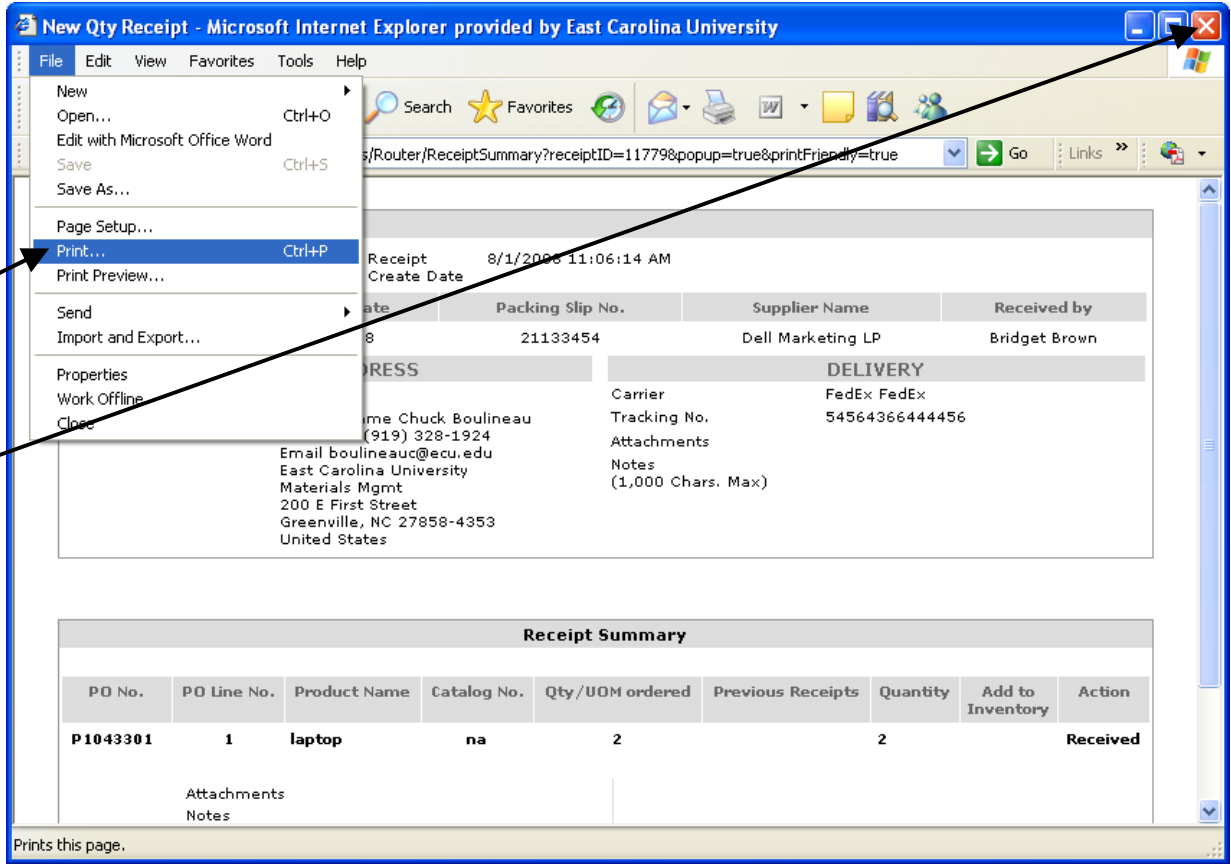
Receipt No. 11 has been created for the following PO No(s):

- Dell/Reference No. P1043301

13. Click on the Printer Icon if you need a printed copy.

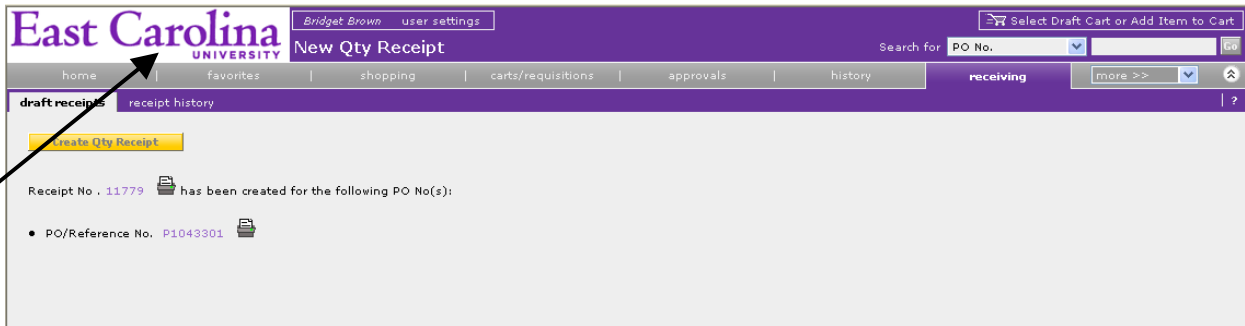
# RECEIVING

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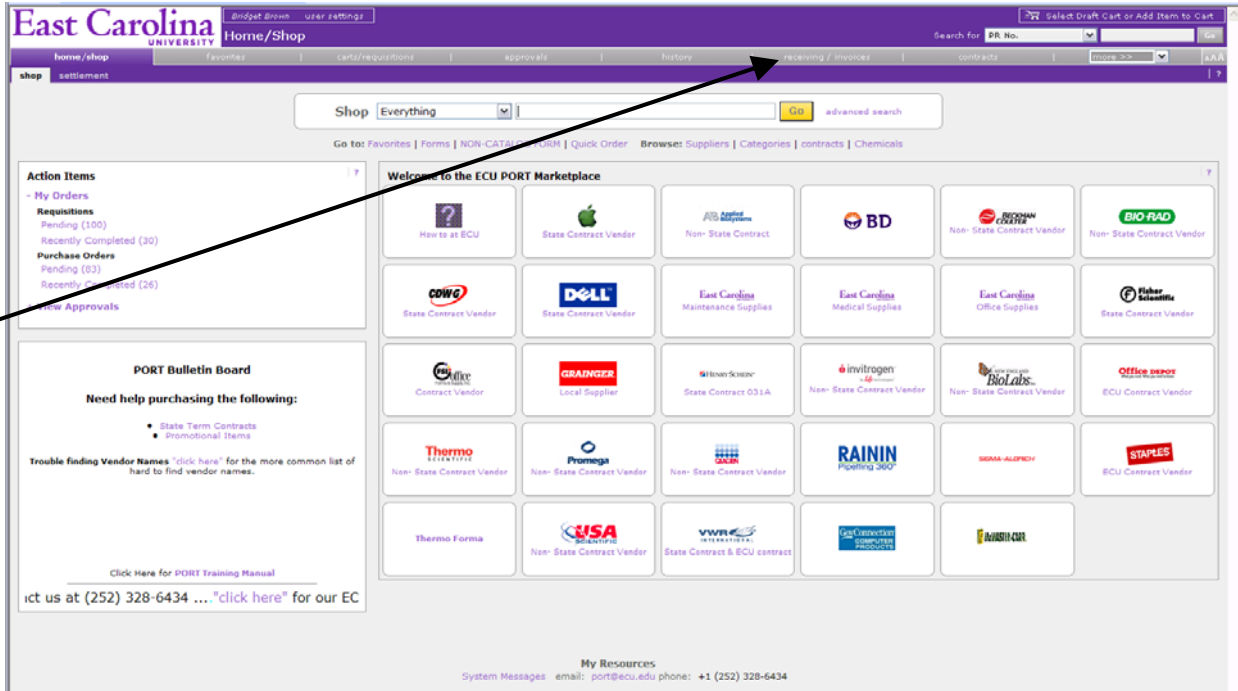
14. This brings up a printer friendly view of the receipt. Select **File** and **Print**.

15. Close the browser.

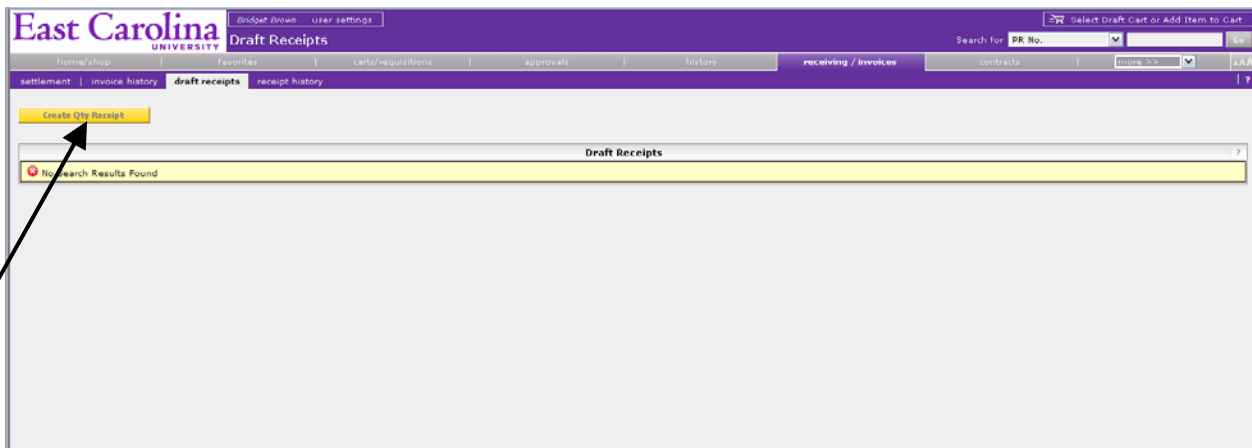


16. This completes the steps for this first receipt for a PO. Click the **East Carolina University** icon to go home.

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17. Click on the **receiving / invoices** tab. **Note:** In this example, we are simulating that a second shipment came in to complete receiving for the last laptop on the PO. **Important Note:** You will complete these steps for every shipment until all the items have been received.



18. Click on the **Create Qty Receipt** button.

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19.

20.

- 19. Enter the PO # in the **Purchase Order No.** text box.
- 20. Click the **Search** button.

21.

22.

- 21. Enter the appropriate **Header Information** for the following: **Receipt Name, Packing Slip No., Carrier, Tracking No., Attachments, and Notes.** **Note:** This header information is optional.
- 22. Click the **Save** button.

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**23.** Notice that the receipt now has a 1 quantity for the 2<sup>nd</sup> line item and 0 for the 1<sup>st</sup> line item. **Note:** PORT automatically calculates the remaining quantities to be received after the 1<sup>st</sup> receipt.

**24.** Notice our 1<sup>st</sup> receipt # listed in the **Previous Receipts** column.

**25.** Click the **Complete** button. **Note:** In this example, we are indicating that everything was received on the 2<sup>nd</sup> shipment. To continue completing receipts until all the items are received, repeat steps 16 – 24.

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26. To print a copy of the receipt, repeat steps 12 – 14. This completes the steps for completing receiving for this PO. Click the **East Carolina University** icon to go home.

**Important Note:** Receipts are loaded to Banner in a batch process early the next morning. AP will match your receipt with the Invoice and Purchase Order before making payments to the supplier.