



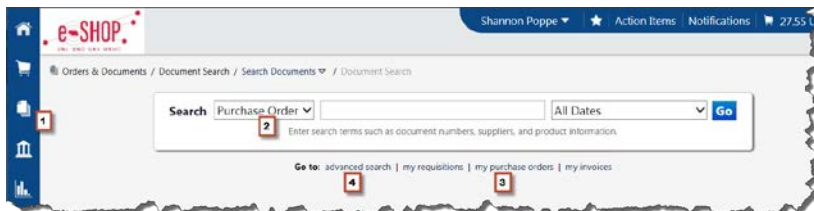
# Goods Receipt – Creating (UNK, UNL, and UNO only)

**UNMC ONLY:** Forward email notices to [shipandreceiving@unmc.edu](mailto:shipandreceiving@unmc.edu) indicating if any/all of the items listed have been received. General Supply will enter receipts into eSHOP for you.

A goods receipt is an indication that the items you have ordered have been satisfactorily received and the invoice can be paid. You can create a partial receipt if only part of the order has been received. Goods receipts are required for: **1.** Any purchase order (not shopping cart) total over \$5,000; **2.** All orders from a Science Catalog supplier (indicated by ); or **3.** All non-catalog orders (indicated by .

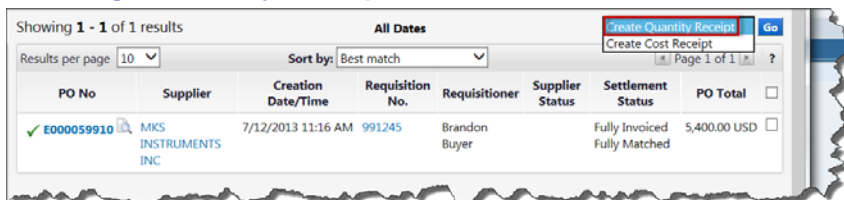
## Searching for a Purchase Order

1. Click the **Orders & Documents** menu  and click on Search Documents.

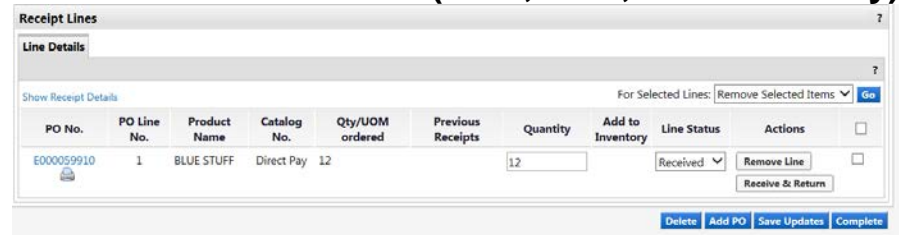


2. If you know the PO number, choose Purchase Order from the Search drop-down box and enter the PO number in the number field.
3. If you don't know the PO number and it belongs to you, click "my purchase orders".
4. If you don't know the PO number and it doesn't belong to you, you can use the Advanced Search options to search for it.
5. Click on the Document Number to open the PO.

## Creating a Quantity Receipt

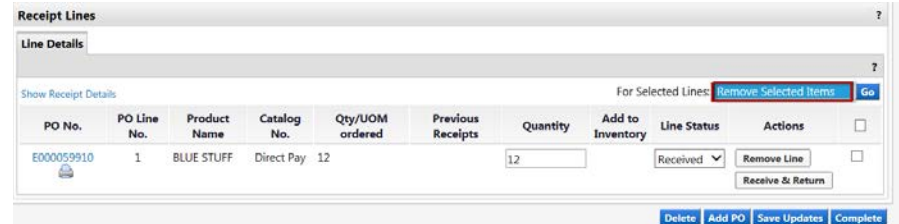


1. Choose Create Quantity Receipt from the Available Options drop-down and click **Go**.



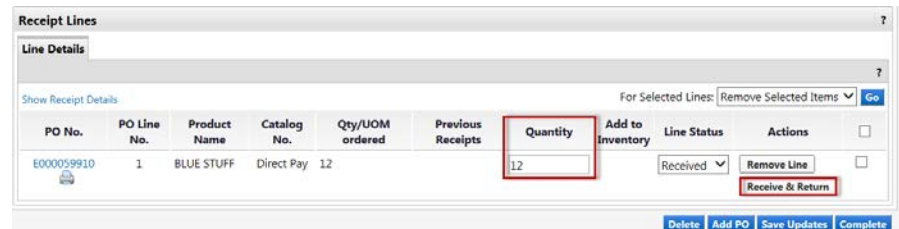
2. In the Receipt Lines section, if necessary, enter the Quantity received if it is different from the quantity ordered. If not all of the items were received, see below.
3. Click **Complete**.

## Creating a Partial Receipt



1. Check the box beside the lines that have not been received.
2. Choose "Remove Selected Items" from the drop-down and click **Go**.
3. Click **Complete**.

## Creating a Receipt for Returned/Cancelled Items



1. Change the Quantity to match the quantity received.
2. Click **Receive & Return**.
3. Click **Complete**.
4. If you plan to receive the remaining quantity, then do another quantity receipt for the remainder after it's received.
5. If you do not plan to receive the remaining quantity (item is backordered or you don't want to wait), then complete a "Change Order Request" form to have the quantity on the original PO changed.