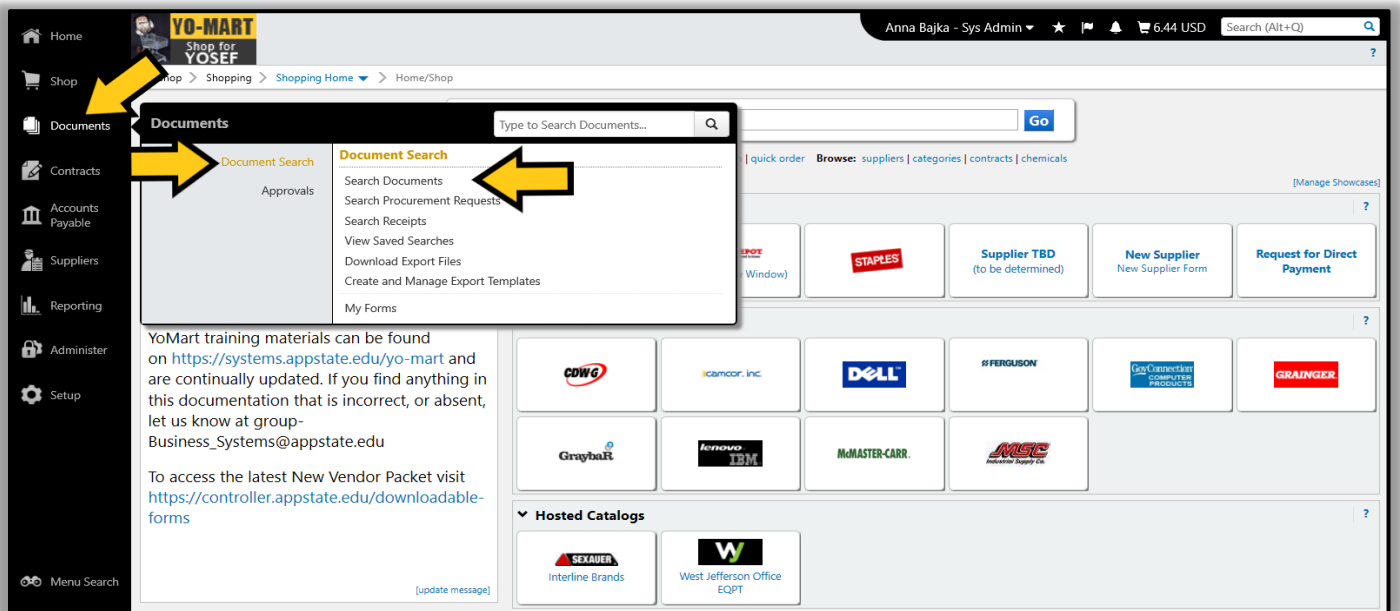


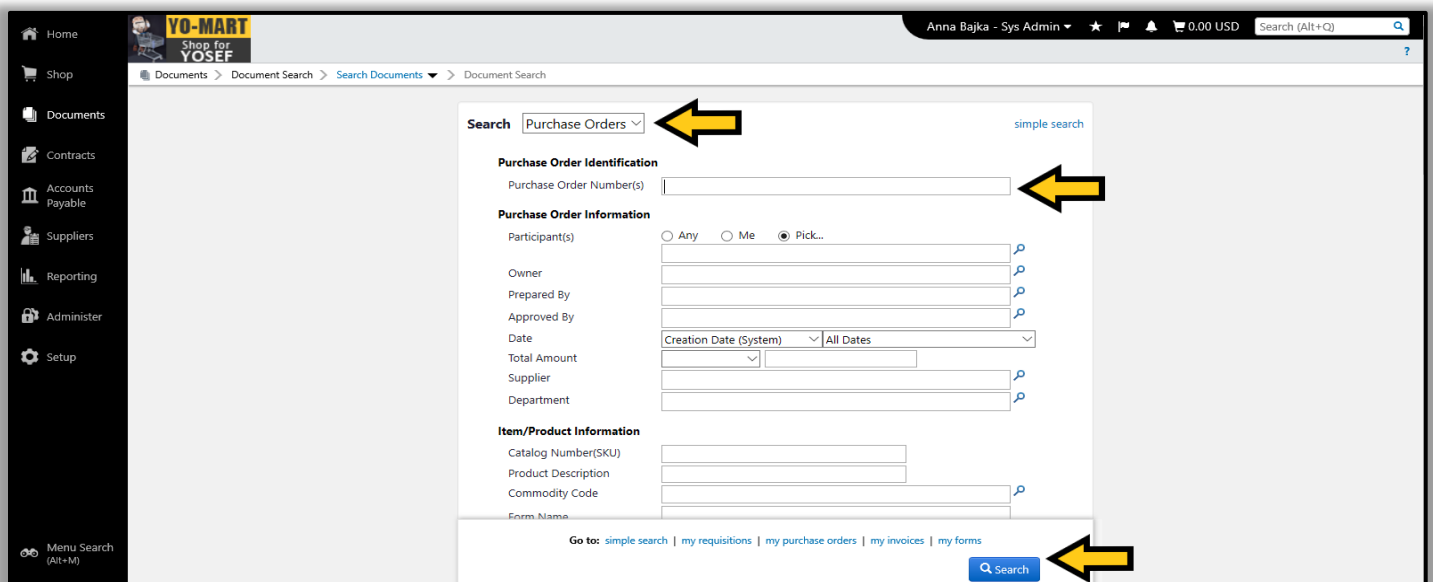


# Receiving

1. Login to Yo-Mart and select **Documents > Document Search > Search Documents** from the left-hand menu



2. Change the **Search** to **Purchase Order** > Enter the **Purchase Order #** > Click **Search**



### 3. Click on the PO Number

The screenshot shows the 'Document Search' page in the YO-MART system. The search results table contains one entry:

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
95298953	Staples Advantage	6/18/2019 2:36 PM	119599741	Nancy Baird	Sent	No Matches	268.08 USD

A yellow arrow points to the PO number '95298953' in the first column of the table.

### 4. Select Create Quantity Receipt from the Available Action from the right-hand menu > then click Go

The screenshot shows the 'Status - PO 95298953' page. The 'Available Actions' menu is open, and a yellow arrow points to the 'Create Quantity Receipt' option.

**Available Actions:**

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt**
- Print Fax Version
- Close PO

**General Information:**

- PO/Reference No.: 95298953 Revision 0
- Supplier: Staples Advantage
- Supplier Name: Staples Advantage
- Purchase Order Date: 6/18/2019
- Total: 268.08
- Requestor Name: Nancy Baird
- Requestor Phone: +1 828-262-2110
- Requestor Email: bairdnj@appstate.edu
- Requisition Number: 119599741

**Document Status:**

- A/P status: Open
- Workflow: Completed (6/18/2019 2:36 PM)
- Distribution: The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration) Manual
- Distribution Date/Time: 6/18/2019 2:36 PM
- Supplier: Sent To Supplier

**Line Item Status:**

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
✓ Brother TN 433BK Black Toner Cartridge, High Yield	2697999	EA	78.99	2 EA	157.98 USD	Sent To Supplier	none	none	No Matches
✓ HP 902XL Magenta Ink Cartridge, High Yield (T6M06AN#140)	2140568	EA	22.98	1 EA	22.98 USD	Sent To Supplier	none	none	No Matches
✓ HP 902XL Cyan Ink Cartridge, High Yield (T6M02AN#140)	2140573	EA	22.98	1 EA	22.98 USD	Sent To Supplier	none	none	No Matches

**5. For each PO Line Number, fill in the Quantity to receive and continue to next step. If items are to be returned > click Receive & Return. If there is nothing to receive for the PO Line Number > click Remove Line (you cannot “receive” zero items).**

The screenshot shows the 'New Qty Receipt' interface with three line items. Each item has a 'Quantity' field and an 'Actions' column. Yellow arrows point to the 'Quantity' fields and the 'Remove Line' and 'Receive & Return' buttons for each item.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
95298953	1	Brother TN 433BK Black Toner Cartridge, High Yield	2697999	2 EA		2		Received	Remove Line Receive & Return
95298953	2	HP 902XL Magenta Ink Cartridge, High Yield (T6M06AN#140)	2140568	1 EA		1		Received	Remove Line Receive & Return
95298953	3	HP 902XL Cyan Ink Cartridge, High Yield (T6M02AN#140)	2140573	1 EA		1		Received	Remove Line Receive & Return

**6. Once each PO Line has been Received or Returned or Removed > click Save Updates > then click Complete**

The screenshot shows the 'New Qty Receipt' interface with three line items. At the bottom right, there are three buttons: 'Delete', 'Save Updates', and 'Complete'. Two yellow arrows point down to the 'Save Updates' and 'Complete' buttons.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
95298953	3	HP 902XL Cyan Ink Cartridge, High Yield (T6M02AN#140)	2140573	1 EA		1		Received	Remove Line Receive & Return
95298953	4	HP 902XL Yellow Ink Cartridge, High Yield (T6M10AN#140)	2140567	1 EA		1		Received	Remove Line Receive & Return
95298953	5	HP 902XL Black High Yield Ink Cartridge (T6M14AN)	2140574	1 EA		1		Received	Remove Line Receive & Return