






Purchasing Department

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How to Receive a Purchase Order (yellow copy of the PO):

1. Log in to Banner, click the Applications icon (9 squares, on top-left of screen)
2. Click "Purchasing and Procurement" > "Receiving Processing" > "Receiving Goods"
3. In the Receiver Document Code box, type "NEXT", click Go
4. In the Packing Slip box, either type in your packing slip number or the Bill of Lading number
5. In the Purchase Order box, type in P0001234 (your PO# in that format)
6. Hit 'tab' button **twice**. This will turn the PO# blue.
7. When the PO is in blue, go to the Tools menu > Select Purchase Order Items [FPCRCVP]
 - a. Choose "Receive All" if you are ready to receive everything – go to step 16 when done
 - b. Do not "Receive All" if you are only receiving select items – go to step 8 and follow to end
8. This will take you to another screen where all PO items are listed. Click * to Select Purchase.
9. Double-click the first box under "Add Item" which will put a check in the box, then continue clicking in each add item box until you have selected all the items you are receiving.
10. Click Save (bottom-right of screen). Click X in upper, left hand corner to close screen.
11. Click the down arrow  (bottom-left of screen) and X out of the screen.
12. Click the down arrow  (bottom-left of screen) to get to the Commodity Code section.
 - a. In the list of items to receive, click the box in the "Final Received" column, then enter the number of how many you are receiving in the "Current" box, SAVE.
 - b. If you have more than one item, continue to click the box in the "Final Received" column, and enter the number in the "Current" box for each item until all your items have been received. SAVE.
13. Print or write down the Receiver Document number (Yxxxxxxx).
14. Upon **final delivery/receipt** of merchandise/services, receive in Banner. Write the receiver number (Y#), sign and date the yellow/gold copy of the Purchase Order/Change Order (if applicable) and send to AP. Please notate any changes and initial and date the change.
15. Upon **partial delivery/receipt** of merchandise/services, receive in Banner. Using a Partial Delivery Receiving Report Form, write the receiver number (Y#), list the items, quantity, and amounts that have been received, and sign and date and send to AP.
16. Click the down arrow  (bottom-left of screen) then in the Completion section, click the "Complete" button. This will take you to the first screen to start receiving your next PO.

If you have questions, contact the Purchasing Department at x5211.

#TAKEFLIGHT