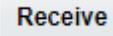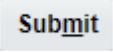UNIVERSITY *of* MARYLAND
THE FOUNDING CAMPUS

Searching for a Purchase Order & Creating the Receipt

Step	Action
1.	Quantum's Receiving is a confirmation showing physical receipt of goods or services within a department or unit. The person conducting Goods Receiving affirms that ordered items are correct, in good condition, and in accordance with requirements of the purchase order.
2.	**Key Changes:** - **ANYONE** with the Receiver role can receive on behalf of all other users. - Regardless of the price, all items **MUST** be received. There is no longer a $5,000 minimum for receiving.
3.	Click the **Procurement** icon.
4.	Click the **My Receipts** icon.
5.	This the **Receive Items** page where the user can search for the Purchase Order they need to create a receipt for. Refer to the **Requisition Inquiry** Topic for more detailed information on how to use Quantum's search fields.
6.	**Clear all fields before begriming the search!** In order to find newly converted Purchase Orders, please **empty all fields first**. Follow this tutorial step by step to find your **exact** Purchase Order.
7.	Click the **Items Due** dropdown menu. Last 7 days ▼

Step	Action
8.	Use the **Items Due** dropdown list to select the requisitions that are due in a certain timeframe (for example: last 30 days, last 7 days, Today, Next 30 days, Any Time). The due date is calculated based on the **Requested Delivery Date** selected when the Purchase Order was created. To allow for a broad search, select **Any time.** Any time
9.	If the user is **only** a receiver and not a requester/preparer, they would enter the Purchase Order number found on the packing list. Click and enter the desired information into the **Purchase Order** field. Enter a valid value e.g. "**100000049**".
10.	**NOTE:** Your screen should look identical to this one. All fields should be blank **EXCEPT** for the **Purchase Order** field and the **Items Due = Any Time**. Click the **Search** button. Search
11.	Select the **Purchase Order** you wish to create the Receipt for.
12.	Click **Receive** button to create the receipt. Receive
13.	Enter the **Quantity** that was actually, physically delivered from the supplier. Enter the desired information into the **Quantity** field. Enter a valid value e.g. "**2**".
14.	The **Transaction Date** is the date the receipt is created.
15.	There will be instances where only part of an order is received. When this happens it is important to only receive on the goods that have been counted so that a **Partial Receipt** can be recorded. When the remaining goods are received, they can be entered in the system in order to have the PO fully received. If the user was creating a Partial Receipt, they would enter a smaller value than the actual value expected. **NOTE:** The system can generate multiple receipts for one PO.
16.	Another option for filling in the **Quantity** field is to select **Show Receipt Quantity.** This will automatically populate the quantity as it was entered on the Requisition.
17.	**Receiving for Services** When receiving for services, the user would enter the dollar amount of services received. Ex: Receiving only $10,000 worth of $100,000 in maintenance services" **NOTE:** Currency should always be USD.

Step	Action
18.	Once the required information has been entered, click **Submit**. Submit
19.	Your confirmation number appears along with the receipt number. Click **OK** to close the confirmation window and return to the Receive Items page. OK
20.	**Returning Items** The Receiver **cannot** return items in Quantum. A Receiver should enter a receipt into eUMB for all items that have been physically delivered to them in satisfactory condition and that they are accepting. If any items are damaged or the vendor sent wrong items, you should notify the Buyer in the Strategic Sourcing and Acquisition Services Office via email that there are goods that need to be returned.
21.	You have successfully completed the process for Receiving Goods. **End of Procedure.**