Receiving Goods and Services Ordered

HOW TO RECEIVE GOODS AND SERVICES ORDERED

As a worker, it is important to receive goods and services based on issued purchased orders. After guaranteeing items on the purchase order are received or services rendered, a receipt is necessary to generate payment by the Accounts Payable Office. Connect to Workday from the Google Apps icon within Email or Calendar.

Receive an Order

1. Go to your search bar and enter My Requisitions.
2. Fill in information to narrow search or click OK.
3. Find the requisition correlating to the received order. Click on the related action by the purchase order number.
4. From the Actions menu, hover over Receipt, and then click on Create.
5. On the create receipt page, the Purchase order should be populated.
6. Check Fully Receive ONLY if all items or services are complete.
7. Click OK.
8. Verify the quantities and amounts are correct then click Submit.
9. Click Done.
10. Or from the My Requisitions application, start from Step 3 to enter another receipt.

Receive a part of a Purchase Order

1. Go to your search bar and enter My Requisitions.
2. Fill in information to narrow search or click OK.
3. Find the requisition correlating to the received order. Click on the related action by the purchase order number.
4. From the Actions menu, hover over Receipt, and then click on Create.
5. On the create receipt page, the Purchase order should be populated.
7. Click OK.
8. Fill in Quantity to Receive for each line item.
9. Click Submit.
10. Click Done.
11. As additional line items are received, follow steps 1-10. Also, you can click Fully Receive when all line items on Purchase Order are received.

Note: Reconcile items/services received to final purchase order. Additionally, you can initiate a return using the same steps as receive, except selecting Return. Contact the Purchasing Department if you have specific questions.

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