

### 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.
6. Leave Fully Receive unchecked.
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.