Basic ProcureSU Receiving Process

Receiver

1. Receive Goods or Services
2. Locate Purchase Order
3. Goods or Services?
   - Goods: Go to Purchase Order Summary Page
   - Services: Go to Purchase Order Summary Page

4. Create Quantity Receipt
5. Enter Packing Slip No.
   - Damaged Goods?
     - Yes: Go to Purchase Order Summary Page
     - No: Enter Quantity of Cost
9. Create Cost Receipt
10. Receiving Complete
11. Return to Vendor