High Level Description

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<td>Module</td>
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Revision Control

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Overview

Receiving instructions for taggable items. Note: Receiving does not have access to interface receipt.
Receive Taggable Item
For Receiving Taggable Item Without using Interface.

Navigate to Purchasing
> Receipts
> Add/Update Receipts

1. **Business Unit** should read **HW001**

2. **Receipt Number** is **NEXT**
   this is a default, don’t enter **N E X T**

3. Verify that the **PO Receipt** Check Box is checked

4. Click **Add**

5. Enter the PO number. In the receiving screen there is no limit of 10 digits so do not hold down the zero key, instead enter the 10 digit PO number

6. Click **Search**
7. Check the **Sel** box to select the row to be received

8. Click **OK**

9. Enter **Receipt Qty** in this example 12 of the 21

10. Click AM Status hyperlink.

   Note: Status should be **Pending**.

11. Click **Save**

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**Whom to Contact for Help?**
For additional help or to report problems with this functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk).