

RECEIVING DOCUMENTATION

Departments can enter receiving information directly into TechBuy.

Step by step instructions

1. **Open** TechBuy and **Go** to **History Tab** and then enter the Purchase Order No. (PO)
2. **Click** on the PO (i.e. PHxxxx) and you will be on the **Status Tab**
3. Go to the right of the screen and **Click** on the **Down Arrow** in the **Available Actions** box and **choose** the appropriate receipt (Quantity or Cost)
4. **Click Go** (it is to the right of the Down Arrow)
5. On the Header Information screen:
 - **Enter** Receipt Date
 - **Enter** Packing Slip # if appropriate
 - **Enter** Carrier
 - **Enter** Tracking #
 - Add attachments if appropriate
6. On the Receipt Summary Screen
 - **Enter** Quantity received or Appropriate Cost
7. **Click** on select (found to the right of the screen) for each line item received
8. **Click** on **Complete**