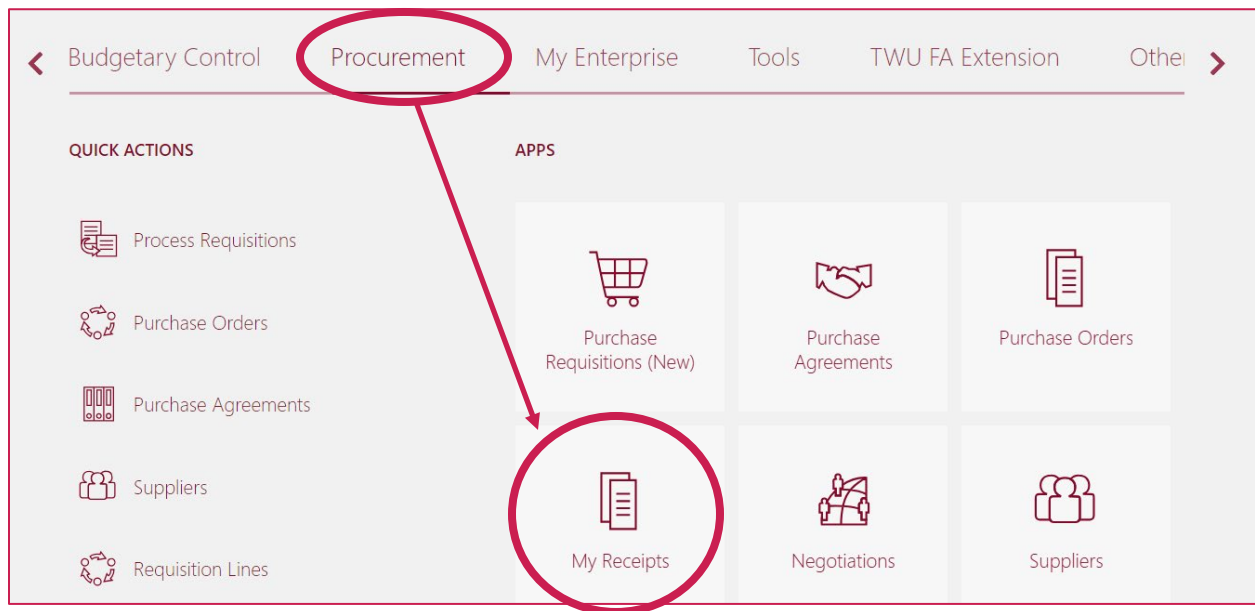


# How to Receive in Oracle Cloud

1. Navigate to **Procurement** > **My Receipts**.



2. Search for your Purchase Order (PO) using the following search parameters:
  - a. **Requester** = You
  - b. **Items Due** = Any Time
  - c. **Requisitioning BU** = Texas Woman's University BU
  - d. **Purchase Order** = Your PO#

Click **Search**.

The screenshot shows the 'Receive Items' search form. The form is titled 'Receive Items' with a help icon. It has a 'Search' button and a 'Reset' button. The form contains several search parameters, each with a red box around it: 'Requester' (set to 'Your Name'), 'Entered By', 'Requisitioning BU' (set to 'Texas Woman's University BU'), 'Purchase Order' (set to 'Your PO#'), and 'Items Due' (set to 'Last 7 days'). The 'Search' button is circled in red.

3. All lines from the PO will pull up. Highlight the line you'd like to receive on and click **Receive**.

TEXAS WOMAN'S UNIVERSITY

Receive Items ?

Search

Advanced Saved Search Items Due in Last 7 Days

Search Results

View Format Freeze Detach Wrap **Receive**

Requisitioning BU	Requisition	Description	Line	Item Description	Purchase Order	Supplier Item	Supplier	Manufacturer Part Number	Manufacturer	Need-by Date	Ordered Quantity	UOM Name	Currency	Received	Avg
Texas Woman's	24-90599	E-29 (Sports Med, Jess)	1	E-29 (Sports Med, Jess)	TWU24-79217		Game One			12/8/23	3	Each		0	3
Texas Woman's	24-90599	E-29 (Sports Med, Jess)	2	DV2799 Nike Legend SS	TWU24-79217		Game One			12/8/23	4	Each		0	4

4. Enter the quantity to receive then click **Submit**.

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Create Receipts ?

Actions View Format Freeze Detach Wrap Remove Line **Show Receipt Quantity**

Requisition	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Quantity	UOM Name	Currency	Ordered	Received	Invoiced	Ordered UOM	Transaction Date	Waybill	Packing Slip	Note
24-90599	E-29 (Sports Med, Je				<input type="text"/>	Each		3	0	0	Each	2/29/24 2:40			

- ★ Alternatively, you can click **Show Receipt Quantity** to autofill the quantity field with the full remaining amount to be received.