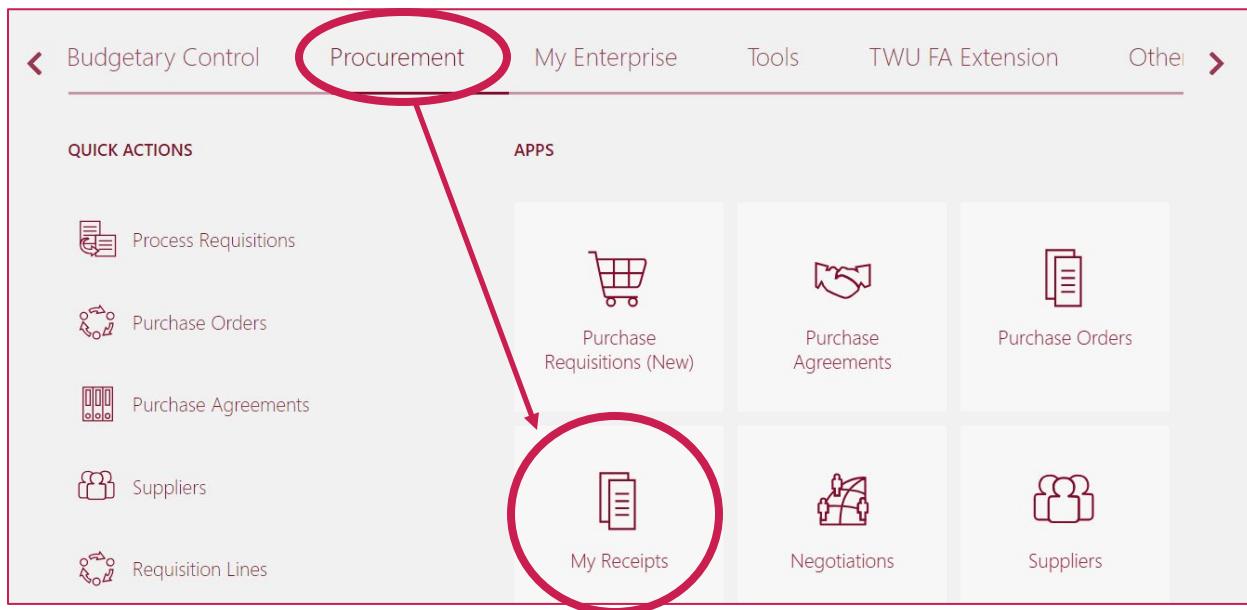


How to Receive in Oracle Cloud

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



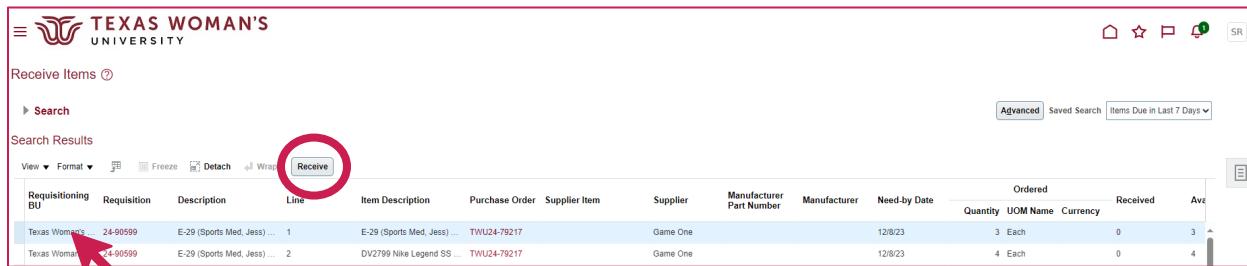
2. Search for your Purchase Order (PO) using the following search parameters:

- Requester** = You
- Items Due** = Any Time
- Requisitioning BU** = Texas Woman's University BU
- Purchase Order** = Your PO#

Click **Search**.

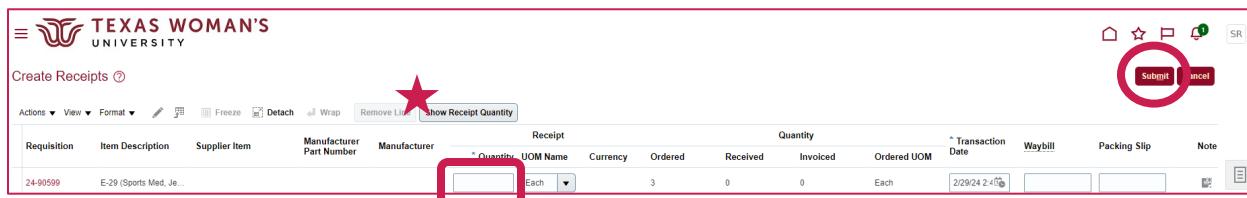
The screenshot shows the 'Receive Items' search interface. Several search parameters are set: 'Requester' is set to 'Your Name', 'Entered By' is empty, 'Requisition' is empty, and 'Items Due' is set to 'Last 7 days'. The 'Requisitioning BU' dropdown is empty, and the 'Purchase Order' dropdown is empty. The 'Transfer Order' dropdown is also empty. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons, with the 'Search' button circled in red.

3. All lines from the PO will pull up. Highlight the line you'd like to receive on and click **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	Ave
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 ...		DV2799 Nike Legend SS ...	Game One			12/8/23		4	Each	0	4	

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



Requisition	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Receipt	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
					* 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" value="3"/>	Each		3	0	0	Each	2/29/24 2:47:00					

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