This document conveys the process for submitting a receipt when not entering the receipt in conjunction with the PO invoice submission process.

Click on “Invoice”
Click on “Create New Request”
1) Type the PO Number in the “Purchase Order Search” field.

2) Click on the PO details that generate.
Click on the “Purchase Order” Tab
**Enter Invoice Details**

**PURCHASE ORDER 1000219604**

Transmitted to Vendor
Requested by G28852153

**Purchase Order Details**

<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>PO Payment Request Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Number:</td>
<td>1000219604</td>
</tr>
<tr>
<td>PO Type:</td>
<td>Standard</td>
</tr>
<tr>
<td>Description:</td>
<td>Attached is a Quote#441130 for 2018-2019 Student Athlete Handbooks/Req#258020/add line #2</td>
</tr>
</tbody>
</table>

**Vendor**

PREMIER AGENDAS, LLC

**Itemization Summary**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Expense Type</th>
<th>Description</th>
<th>Type of Activity</th>
<th>Region</th>
<th>PO Shipment</th>
<th>PO Release</th>
<th>Expenditure</th>
<th>Unit of Measure</th>
<th>Active Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>55511-NON GW PUBL/PERS</td>
<td>2018-2019 Student Athlete Handbooks/Req#258020/add line #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Code**

55511

**Distribution Code**

GL-559413

**Percentage**

100

**Net Amount**

$4,322

**Enter/Edit Received**

Received Quantity: 0

Click the “Enter” button on the line(s) that you would like to enter a receipt for.
Populate the applicable fields (Red = Required) and click “Save” after you have completed.

***If there are multiple lines on the PO that you need to receive, follow the same steps for each line***

If doing a return or correction, populate the original receipt number in the “Original Receipt #” field.
Receipt details added. Continue to enter receipts for additional lines on PO (if applicable)