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**