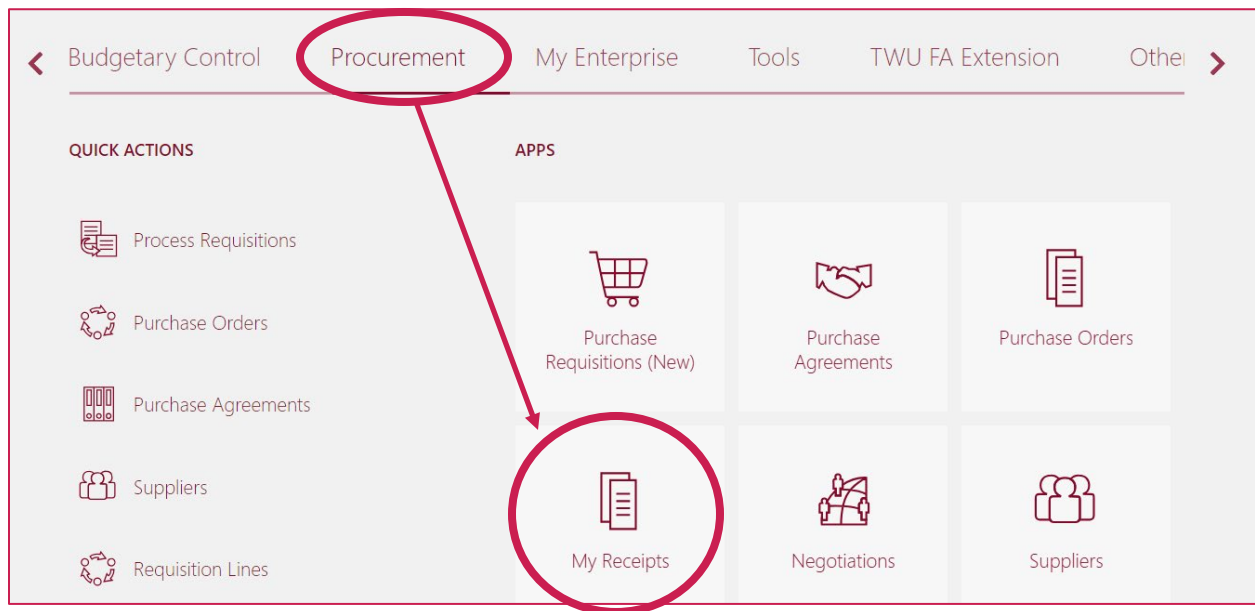


How to Receive in Oracle Cloud

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. At the top left, it says 'Receive Items' with a help icon. Below this is a 'Search' section with a magnifying glass icon. The form contains several input fields and dropdown menus, all of which are highlighted with red boxes. These include: 'Requester' (with a dropdown arrow), 'Entered By' (with a dropdown arrow), 'Requisition' (text input), 'Items Due' (with a dropdown arrow set to 'Last 7 days'), 'Requisitioning BU' (with a dropdown arrow), 'Purchase Order' (with a dropdown arrow), and 'Transfer Order' (with a dropdown arrow). At the top right, there are tabs for 'Advanced' and 'Saved Search', and a dropdown for 'Items Due in Last 7 Days'. Below these tabs is a note: '** At least one is required'. At the bottom right, there are three buttons: 'Search', 'Reset', and 'Save...'. 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	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	TWU24-79217		Game One			12/8/23	4	Each		0	4

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

TEXAS WOMAN'S UNIVERSITY

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					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.