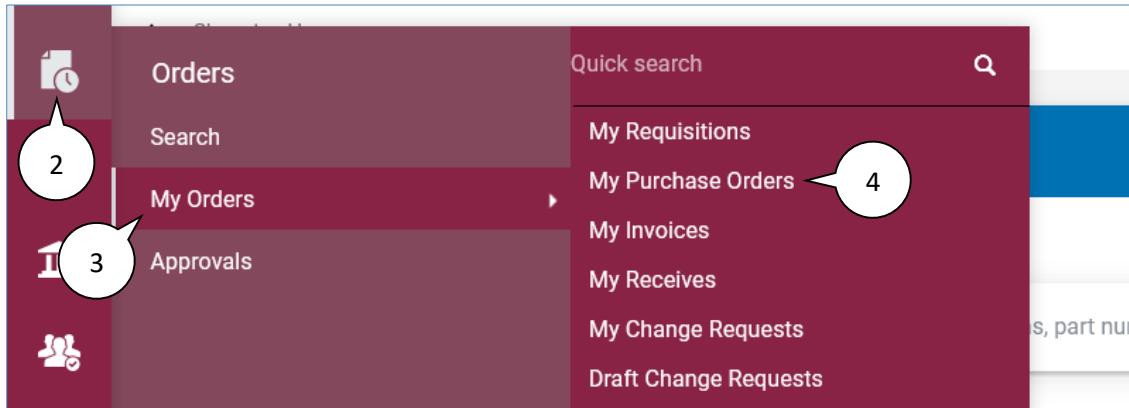


Quantity Receiving

Quantity Receiving is used for goods such as office supplies, books, or other tangible items.

1. Log in to **myNMSU** → Click on the **AggieMart** link  on the left side of the screen.



2. From the AggieMart home page → Click on the **Orders icon**.
3. Go to **My Orders**.
4. Click on **My Purchase Orders**.

The **My Purchase Orders** screen will be displayed:

Orders > Search > Purchase Orders

My Purchase Orders

Save As Pin Filters Export All

Quick Filters My Searches Created Date: Last 90 days Quick search Add Filter Clear All Filters

PO Owner: Stamm, Chris

1-3 of 3 Results 200 Per Page

PO Number	Vendor	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
CC000535	Staples Contract & Commercial Inc	8/4/2021 4:20:10 PM	Completed	3310683	Chris Stamm	Sent To Vendor	No Matches	555.82 US
P0205095	Riverside Technologies Inc	7/29/2021 2:24:19 PM	Completed	3293948	Chris Stamm	Sent To Vendor	No Matches	107.74 US
P0205092	Las Cruces Barricades	7/16/2021 10:51:09 AM	Completed	3291094	Chris Stamm	Sent To Vendor	No Matches	859.82 US

5. Use **Filters** to narrow or expand your search results if needed.
6. Click the **Purchase Order Number** you are going to receive on.

Purchase Order • P0205092 Revision 1

Status Summary Revisions 2

General Information

PO/Reference No. P0205092

Vendor Name Las Cruces Barricades

Vendor Number 800107665

Purchase Order Date 7/16/2021

- Add Comment
- Create Change Request
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receive
- Create Credit Memo
- Create Invoice
- Print Fax Version
- Close PO

Completed

Details

Vendor Status

Sent To Vendor

Vendor Las Cruces Barricades

Total (859.82 USD)

Subtotal 859.82

859.82

7. Click on the **Purchase Order** drop-down arrow.
8. Click **Create Quantity Receive**.

The Receive screen is divided into two sections: **Header Information** and **Receive Lines**.

Accounts Payable > Receives > Search For Receives > Summary - Receive 451106

Receive Create Date **8/5/2021 2:08:50 PM**
 Source **Manual**

Summary Comments (0) History

Exact Match: PO No. P0205092 9

Header Information ?

Receive Name: 2021-08-05 cstamm 01

Receive No	Receive Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	8/5/2021 <small>mm/dd/yyyy</small>		Las Cruces Barricades	Chris Stamm

RECEIPT ADDRESS: ATTN: Chris Stamm, DEPT: FINANCIAL SYSTEMS ADMINISTRATION, ROOM: 101, Academic Research A, 1620 Standley Dr, Las Cruces, NM 88003, United States

DELIVERY: Other

Receive Lines ?

Line Details

Show Receive Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receives	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P0205092	1	Brackets for 96-in boards	BRCKT96	12 EA		12		Received	Remove Line Receive & Return	<input type="checkbox"/>
P0205092	2	Reflective tape roll, 100-ft	REFT100	2 EA		2		Received	Remove Line Receive & Return	<input type="checkbox"/>
P0205092	3	Installation kit	KIT001	4 EA		4		Received	Remove Line Receive & Return	<input type="checkbox"/>

9. Header Information allows the user to capture receive details including the **Receive Date, Packing Slip No., Vendor Name, Received by, Receipt Address, and Delivery** information.

10. Scroll down to the **Receive Lines** section.




Important Note about Receive Lines

If you are not going to receive on a PO Line No., you must remove the line from receiving as shown below. This does not affect the PO; it is only for receiving. For example, if you have physically received items in line #2 but have not received items from line #1, then line #1 must be removed.

Receive Lines ?

Line Details ?

Show Receive Details For Selected Lines: Remove All Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receives	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P0205092 	1	Brackets for 96-in boards	BRCKT96	12 EA		<input type="text" value="12"/>		Received <input type="button" value="v"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>
P0205092 	2	Reflective tape roll, 100-ft	REFT100	2 EA		<input type="text" value="2"/>		Received <input type="button" value="v"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>
P0205092 	3	Installation kit	KIT001	4 EA		<input type="text" value="4"/>		Received <input type="button" value="v"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>

11. For lines with **no items** being received → Click the **Remove Line** button for those lines.
12. On lines to receive → Enter the **Quantity** you received. For example, if you purchased 5 items and received all 5, then you would enter 5 in the Quantity box. However, if you purchased 5 items but received only 3, then you would enter 3 in the Quantity box.
13. Click **Complete**.