How to Receive a PO: On Quantity

1. Login to MOSAIC
2. Select the NavBar Icon at the top of the screen
3. Select **Navigator**, then **Finance**
4. Choose:
   a. Purchasing
   b. Receipts
   c. Add/Update Receipts.

You are now ready to receive the PO.
5. Click on the **Add a New Value** tab and select **Add**.

**Whenever you receive something always select **Add a New Value**, even if you have partially received the PO before. Each receipt is a new action. You would only select ‘**Find an Existing Value**’ if you wanted to look receipt you performed previously.**
6. Click on the magnifying box next to ID to find your purchase order number. **Remember- always receive on PO number**, not the requisition number. Once you have found the PO number and it populates in the ID field hit the Search button.

**Important:** Make sure the ‘Ship To’ field is cleared, that there isn’t a location listed in that field. The only field that requires information is the PO ID#.

7. Once you hit the Search button, the lines of the purchase order will populate below.
8. Next to each line checkmark the “Sel” box to ensure they are checked off for the lines you want to receive. If receiving all lines ensure “Select All” is checked off and select Ok.
9. A new box will open listing the purchase order lines.
   a. Fully Receive- If you want to receive the entire quantity hit **Save** and the lines will be fully received. A receiving number will be generated.
   b. Partially Receive- If you want to partially receive type over the **Receive Qty** with the quantity you want to receive and hit **Save**. A receiving number will be generated.

The receipt status will changed to Fully Received which means the quantity you just received is fully received, it **does not** necessarily mean that the purchase order has been completely received.