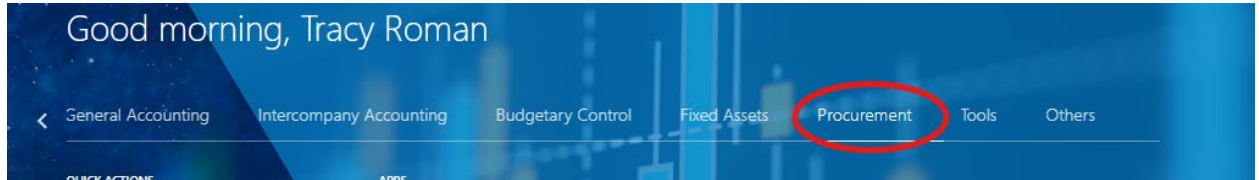
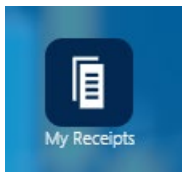


## Instructions

1. Log into Aggie Enterprise and click on Procurement

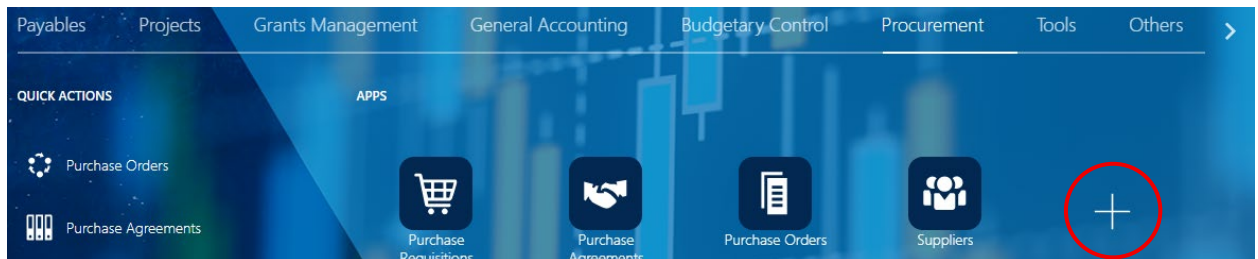


2. Click on My Receipts\*

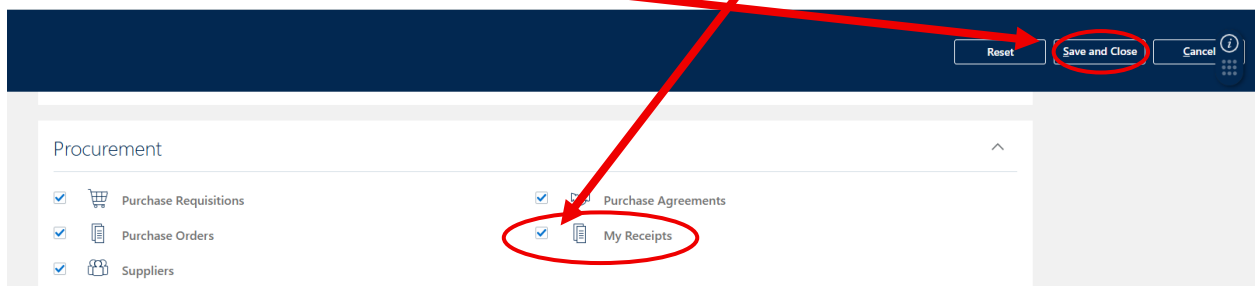


\*If you don't see My Receipts on your Procurement dashboard:

- a. Click the plus sign



- b. Scroll down to the Procurement section and check the My Receipts box
- c. Click on Save and Close



3. Remove your name
4. Update the Items Due to "Any Time" from the drop down
5. Enter the PO #

6. Click Search

Receive Items ?

Search

\*\* Requester: Roman, Tracy

\*\* Entered By:

Requisition:

Items Due: Last 7 days

Requisitioning BU:

\*\* Purchase Order: UCDP000213326

\*\* Transfer Order:

Items Due: Last 7 days

Last 60 days

Last 30 days

Last 7 days

Last 3 days

Yesterday

Today

Next 3 days

Next 7 days

Any time

7. Click on the lines you want to receive. You can click on multiple lines.

Search Results

View Format Freeze Detach Wrap Receive

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
UCD REQ Busi...	REQ00308194	1	Wireless Earbuds, Blueto...	AMAZON COM ...	10/20/25	1	Each		UCDP000213326	

Rows Selected 1 Columns Hidden 13

8. Click on the Receive Button

Receive Items ?

Search

Search Results

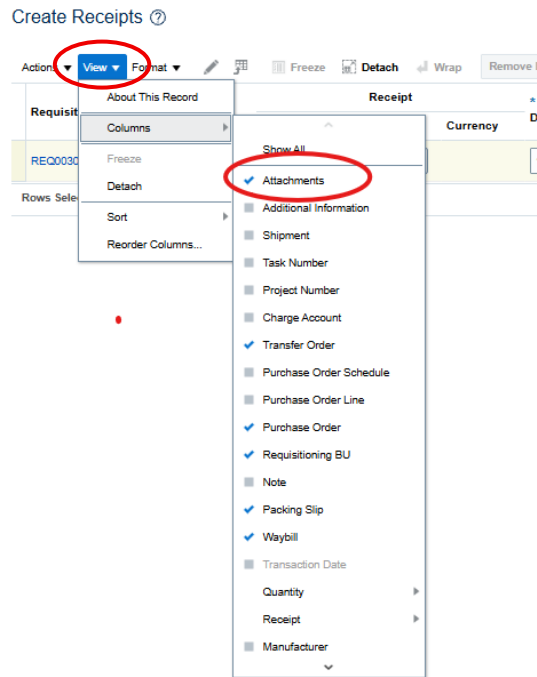
View Format Freeze Detach Wrap Receive

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
UCD REQ Busi...	REQ00308194	1	Wireless Earbuds, Blueto...	AMAZON COM ...	10/20/25	1	Each		UCDP000213326	

Columns Hidden 13

9. Click on View

10. Go to Columns and put a check mark next to Attachments. This will add the option to attach back up.



11. Enter the Quantity (match the invoice).

12. Enter the transaction date – Can be the date of the invoice

13. Enter the invoice number in the Packing slip box

14. Attach the invoice

Requisition	Item Description	* Quantity	UOM Name	Currency	* Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order	Attachments
REQ00308194	Wireless Earbuds, Bl...	1	Each		10/13/26 1:00		114-6444168-85	UCD REQ Busi...	UCDPO00213328		Requisition Invoice Example 2 +X

Rows Selected 1 Columns Hidden 15

15. Click Submit

16. Save Confirmation number for records

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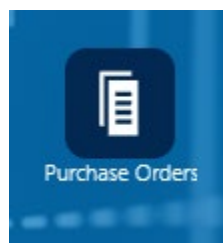
**To see the attachments**

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1. Go to Procurement



2. Click on Purchase Order



3. Click on the sheet of paper on the right side



4. Click on Manage Orders



5. Remove your name from Buyer Box

6. Enter PO #

Manage Orders ⓘ

Headers Schedules

Search

\*\* Keywords

Procurement BU

\*\* Supplier

\*\* Buyer

\*\* Order

\*\* Requisition

Status

Include Closed Documents

Advanced Manage Watchlist Saved Search

Search Results

7. Click Yes for Include Closed Documents

Overview Manage Orders x

Manage Orders ⓘ

Headers Schedules

Search

\*\* Keywords

Procurement BU

\*\* Supplier

\*\* Buyer

\*\* Order

\*\* Requisition

Status

Include Closed Documents

Advanced Manage Watchlist Saved Search All My Orders

\*\* At least one is required

Search Reset Save...

8. Click on the PO#

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Description	Supplier	Ordered	Credit	Discour
UC Davis Campus	UCDP000213326	BOC - office supplie...	AMAZON COM ...	16.99		

9. Click on View Details on the far-right corner of the screen in the Order Life Cycle Box



10. Scroll to Receipts and click on the Receipt

Receipts				
Actions ▾ View ▾ Format ▾    Freeze  Detach  Wrap				
Receipt	Receipt Date	Shipment	Ship Date	Packing Slip
103704	10/13/25 11:1...			114-6444166-8548248
Columns Hidden: 3				

11. Click on the item under attachment to download the invoice

Receipt: 103704

Summary

Supplier: AMAZON.COM LLC

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site: FzPunchout Only

► Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Attachments
				Ordered	Returned	Net Received	Rejected				
	Wireless Earbu...	Purchase order	UCDPO00213326	1	0	1	0	Each		10/13/25 11:10 ...	Requisition Invoice Example 2