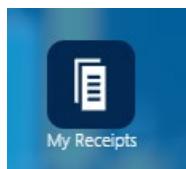


## Instructions

1. Log into Aggie Enterprise and click on Procurement



2. Click on My Receipts\*

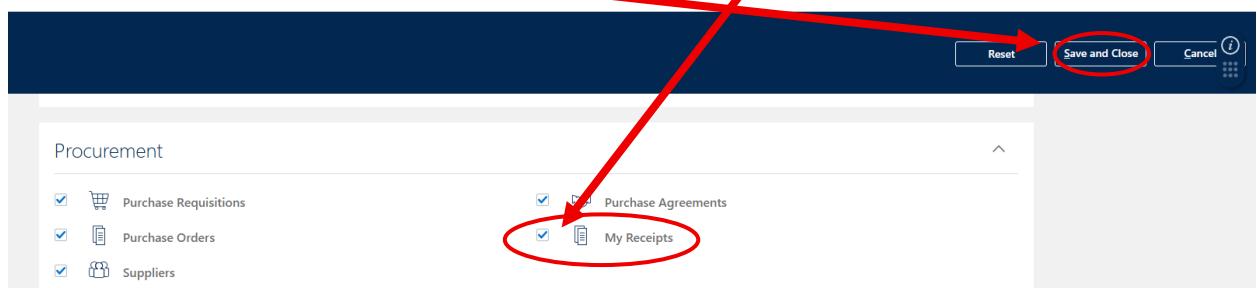


\*If you don't see My Receipts on your Procurement dashboard:

- 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 ②

▲ Search

** Requester	Roman, Tracy	Requisitioning BU	UCDPO00213326
** Entered By		Purchase Order	UCDPO00213326
Requisition		Transfer Order	
Items Due	Last 7 days		

Items Due: Last 7 days

Items Due dropdown menu:

- 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, Bluetoo...	AMAZON COM ...	10/20/25	1	Each		UCDPO00213326	

Rows Selected 1 Columns Hidden 13

8. Click on the Receive Button

Receive Items ②

▶ Search

Search Results

View ▾ Format ▾ Freeze Detach Wrap **Receive**

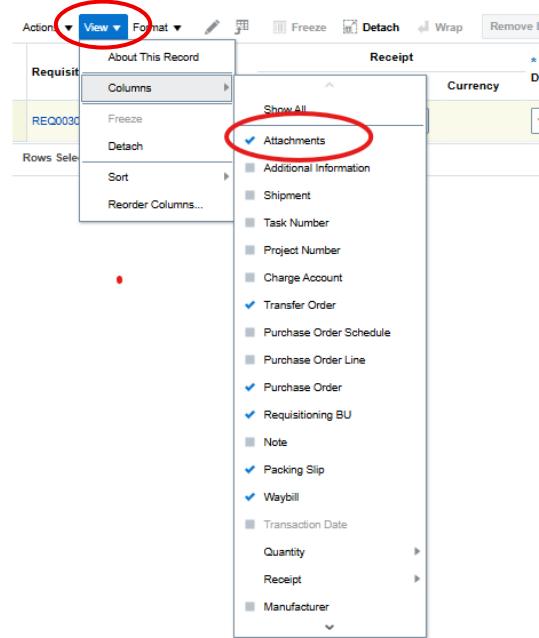
Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
UCD REQ Busi...	REQ00308194	1	Wireless Earbuds, Bluetoo...	AMAZON COM ...	10/20/25	1	Each		UCDPO00213326	

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.

Create Receipts [?](#)



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 1:15		114-6444168-85	UCD REQ Busi...	UCDPO00213326		Requisition Invoice Example 2

Rows Selected 1 Columns Hidden 15

15. Click Submit

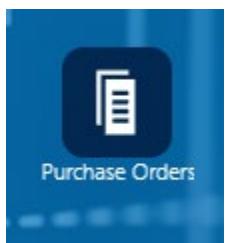
16. Save Confirmation number for records

**To see the attachments**

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  Order  Advanced Manage Watchlist Saved Search

Procurement BU  Requisition

Supplier  Status

Buyer  ▾

Include Closed Documents  No



## 7. Click Yes for Include Closed Documents

Overview [Manage Orders](#) x

## Manage Orders

[Headers](#) [Schedules](#)

**Search**

Keywords  \*\* At least one is required

Procurement BU

Supplier  

Buyer

Order  \*\* At least one is required

Requisition

Status

Include Closed Documents  Yes 

[Advanced](#) [Manage Watchlist](#) [Saved Search](#) [All My Orders](#) [Done](#)

[Search](#) [Reset](#) [Save...](#)

8. Click on the PO#

Search Results							
	Actions		View		Format		
	Sold-to Legal Entity	Order	Description	Supplier	Ordered	Credit	Discount
	UC Davis Campus	UCDPO00213326	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				
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																											
<p>Supplier: AMAZON COM LLC</p> <p>Shipment</p> <p>Shipped Date</p> <p>Shipping Method</p> <p>Number of Supplier Packing Units</p> <p>Supplier Site: <a href="#">Punchout Only</a></p>																											
► Additional Information																											
Lines																											
<p>Actions ▾ View ▾</p> <table border="1"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Item Description</th> <th rowspan="2">Document Type</th> <th rowspan="2">Document Number</th> <th colspan="4">Quantity</th> <th rowspan="2">UOM Name</th> <th rowspan="2">Currency</th> <th rowspan="2">Receipt Date</th> <th rowspan="2">Attachments</th> </tr> <tr> <th>Ordered</th> <th>Returned</th> <th>Net Received</th> <th>Rejected</th> </tr> </thead> <tbody> <tr> <td>Wireless Earbu...</td> <td>Purchase order</td> <td>UCDPO00213328</td> <td></td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>Each</td> <td>10/13/25 11:10 ...</td> <td><a href="#">Requisition Invoice Example 2</a></td> </tr> </tbody> </table>	Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Attachments	Ordered	Returned	Net Received	Rejected	Wireless Earbu...	Purchase order	UCDPO00213328		1	0	1	0	Each	10/13/25 11:10 ...	<a href="#">Requisition Invoice Example 2</a>
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