

Creating a Mass Receiving Receipt From Multiple POs

This document is a quick-reference guide for users who need to create mass-receiving receipts in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Requisitioners and Receivers are able to create a receipt from multiple purchase orders. For each line item, the user must specify the number of received goods compared to the number of expected goods.

Creating a Mass Receiving Receipt

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Pending Receipts**.
2. From the Pending Receipts Page, search for each PO for which you would like to create a receipt by using the search bar.
3. Select the **checkbox** next to each PO you would like to include in the receipt.
4. Enter the **quantity** that you would like to receive for the selected POs in **To Be Received** column.

<input type="checkbox"/>	Order	Supplier	Purchase Requisition	Requester	Short Description	Term	Total Amount	Currency	Total Ordered Quantity	Delivered	To be received	
<input checked="" type="checkbox"/>	PO0000000361	ACME	Req. 6/11/2018	LAMBOTTE Cyrus	Item 1		20.00	USD	1.00	0.00	<input type="text" value="5.00"/>	Hour ▾
<input checked="" type="checkbox"/>	PO0000000359		Copy of Req. 6/7/2018	VIJAYAKUMAR Gayathri	test		2,400.00	USD	200.00	0.00	<input type="text" value="200.00"/>	ea. ▾

5. Navigate to the banner at the top of the page. Select **Create Receipts**.
6. A pop-up window will appear. Fill in the **Delivery Location** and **Receipt Number**. Modify the **Delivery Date** as needed.

Creation of massive deliveries 🖨️ 🗑️

Validate **Close**

Delivery Location : ...

Delivery date : 📅

Receipt Description :

Receipt Number :

7. Click **Validate**.
8. Now, a receipt will be created with the selected PO line items.
9. Select **Submit Receipt**.