

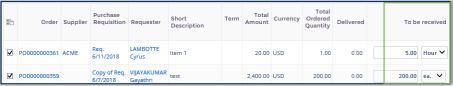
Creating a Mass Receiving Receipt From Multiple POs

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/.

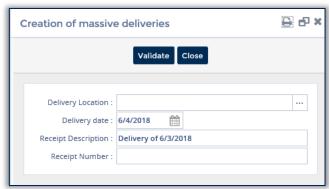
Requisitioners and Receivers are able to create a receipt from multiple purchase orders. For each line item, the user must specify the number of received goods compared to the number of expected goods.

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.



- 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.



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