Drafting Receipts

Once a Purchase Order (PO) has been acknowledged by a supplier and items have been partially or fully shipped to the State, a supplier can create an Advanced Shipping Notice (ASN) directly from the PO to initiate the receipt and approval processes.

If a quantity lesser than the entire quantity will be delivered, the supplier can open the line item and update the quantity of the items accordingly and then notify the receiver. The receiver will confirm the receipt once the goods have been received. The supplier can then initiate the invoicing process, described in detail in the Supplier Invoicing training materials.

This document is a quick-reference guide for suppliers creating receipts in the APP Supplier Portal. 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/ .
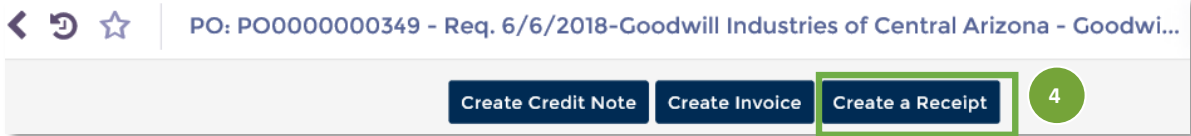
Creating a Receipt

1. Log in to your supplier account from the APP public landing page (app.az.gov).
2. Click on **Orders → Manage my Orders** to view all POs.
3. To create an ASN, select the PO by clicking on the **PO ID** or **edit** icon 🖉. Suppliers can only create an ASN for POs that have been previously acknowledged.
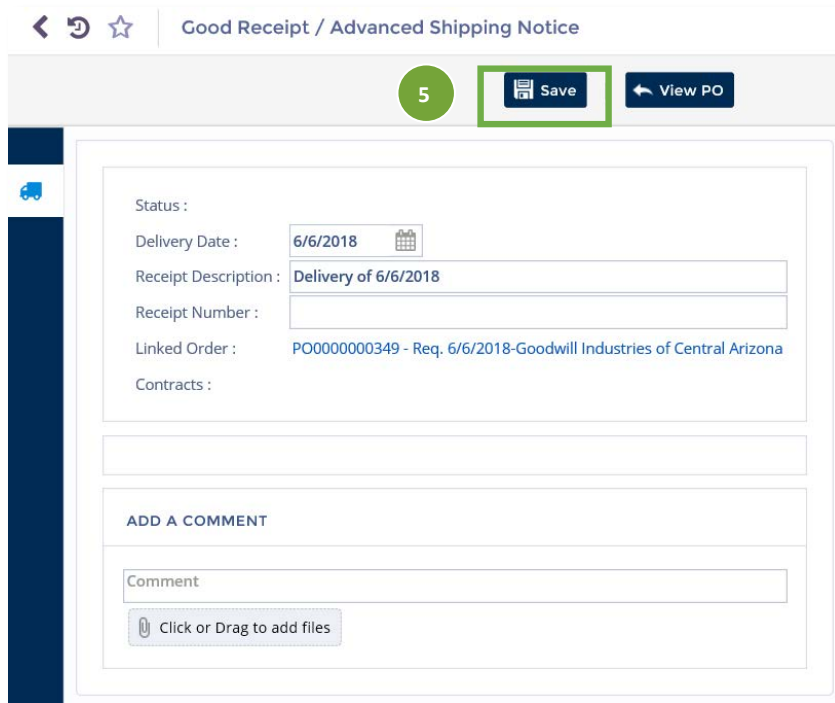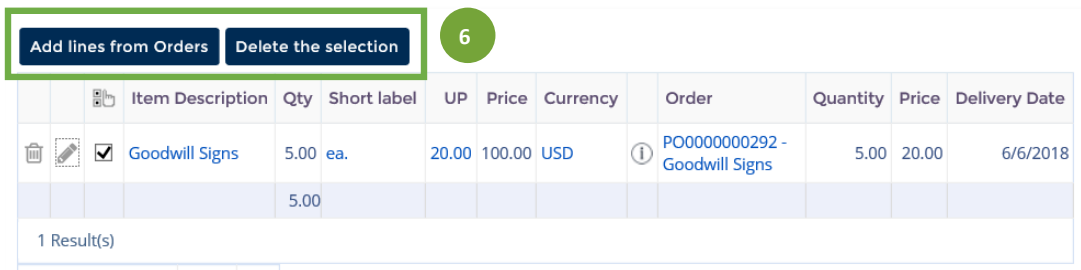

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4. Click **Create a Receipt** at the top of the page.

5. Enter information into optional fields as needed. Then click **Save**. Note: The Receipt Number (optional field) can reference internal codification created by the State or the supplier. It's simply a reference point for the receipt.

6. The line items from the PO will pre-populate at the bottom half of the ASN. To add additional PO line items, click **Add lines from Orders.** To delete the pre-populated items, select the checkbox of the line item, and click **Delete the selection**.

		🖪	Item Description	Qty	Short label	UP	Price	Currency		Order	Quantity	Price	Delivery Date
🗑	✏️	☑	Goodwill Signs	5.00	ea.	20.00	100.00	USD	ⓘ	PO0000000292 - Goodwill Signs	5.00	20.00	6/6/2018
				5.00									

1 Result(s)

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7. By default, when a receipt is created from an order, it will be initialized to the total amount of the order. In case of partial receipt, the line-item can be edited and quantity received can be updated to the quantity being received currently by clicking on the **edit** icon. The Edit delivery item pop-up window will appear to edit the quantity received and units. Once updated, click **Save & Close**.

Edit delivery item 🖨 ⧉ ✕

🖫 Save | **Save & Close** | Save & New | Close

Order : PO0000000292 - Req. 5/30/2018-Goodwill Industries of Central Arizona ⌄
Short Description : Goodwill Signs   Goodwill Signs
(7) Quantity Received : 5.00   Unit : Each   ⌄ ...

8. Click **Register Receipt** to send the ASN to the State receiver (i.e., PO requestor).

‹ 🕙 ☆ Good Receipt / Advanced Shipping Notice : REC000153 - Delivery of 6/6/2018

🖫 Save | Cancel | **Register Receipt** (8) ⌄ View PO