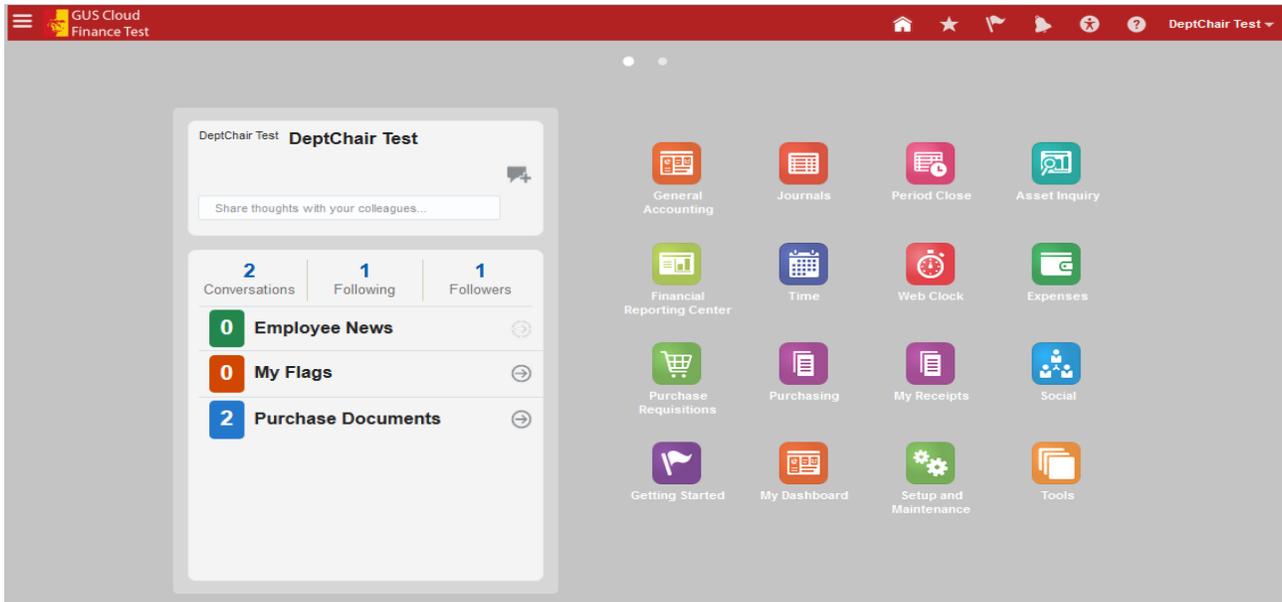


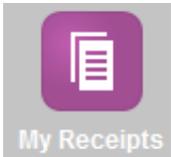
# Job Aid

## Gus Procurement- Receipting



This Job Aid walks through the process of receipting your Purchase Orders.



Step	Action
1.	<p>Begin by clicking on the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b>.</p> 
2.	<p>Click on the <b>My Receipts</b> icon. If this task icon is not visible from your home page. Click on the <b>Procurement</b> icon which will reveal your task icons within the Procurement module.</p> <p>Click the <b>My Receipts</b> icon.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>My Receipts</p> </div> <div style="text-align: center;"> <p><b>Procurement Icon</b></p>  <p>Procurement</p> </div> </div>

# Job Aid

## Gus Procurement- Receipting



Step	Action
3.	<p><b>My Receipts page:</b></p>
4.	Search by your PO number, or run a basic search by using “Anytime” and “PSU Business Unit”.
5.	<p>Locate and select your REQ by clicking in the far left cell to highlight the row. Select multiple rows at once by using the control key while selecting lines. Click the <b>Receive</b> button.</p>
6.	Use the <b>Show Receipt Quantity</b> or enter the amount/quantity received manually.
7.	Add your attachments by clicking on the <b>+</b> Attach the invoice, a packing slip, waybill, shipment confirmation, etc.
8.	Click <b>Submit</b> .
9.	Confirmation including <b>Receipt number</b> is displayed. Click <b>OK</b> .
10.	<p>Congratulations!</p> <p>You have reached the end of this tutorial.</p> <p><b>End of Process.</b></p>