



# Receive Goods & Services

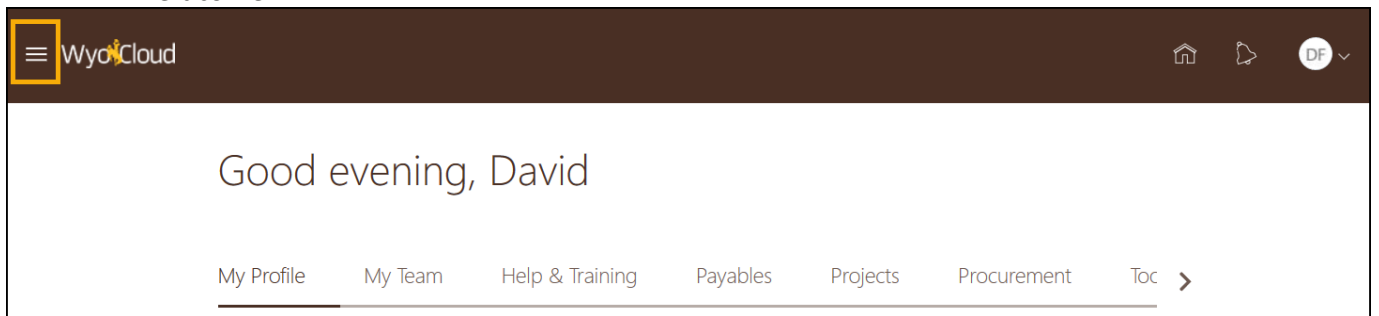
This guide will cover:

- *The process of receiving goods or services.*

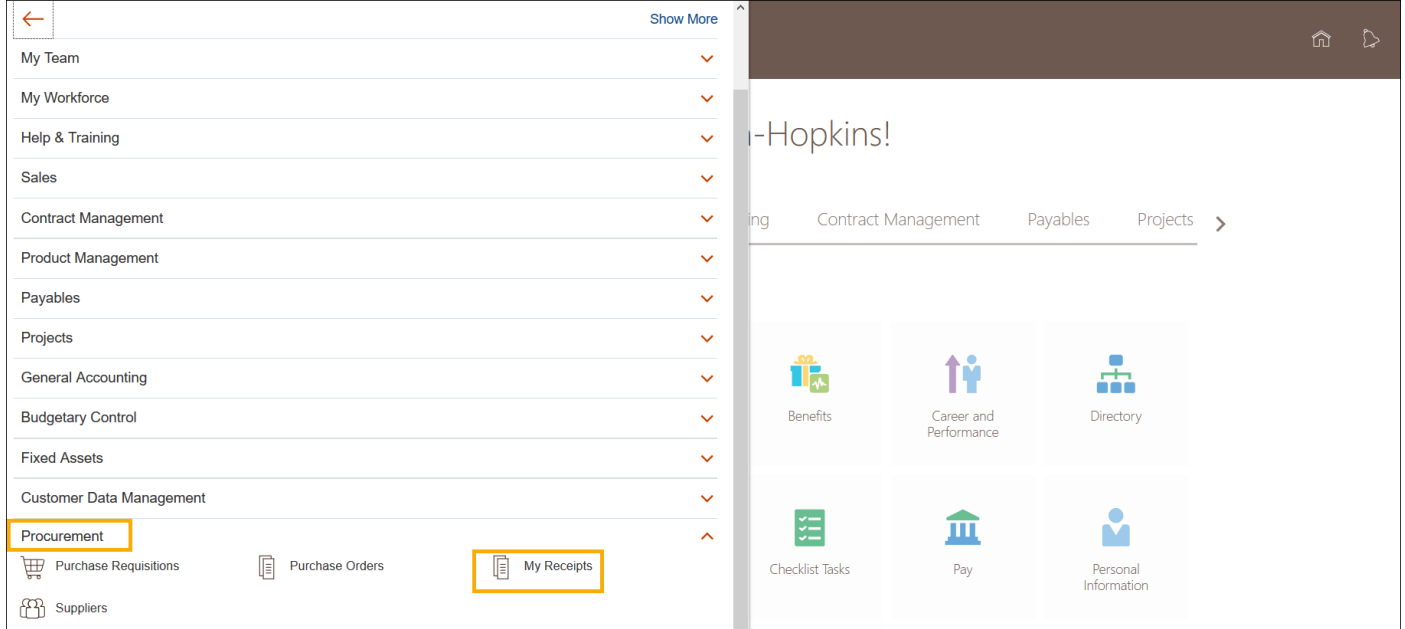
## Step One

Navigate to the Procurement area of WyoCloud from WyoWeb.

- From the WyoCloud homepage, click on the **Navigator** (three horizontal lines) in the upper left corner.



- First click **Procurement** to expand (you may have to scroll down within the navigator), then click **My Receipts**.



## Step Two

Search for a Requisition or Purchase Order, then receive the Requisition or Purchase Order.

On the **Receive Items** page, complete the following fields and click **Search**:

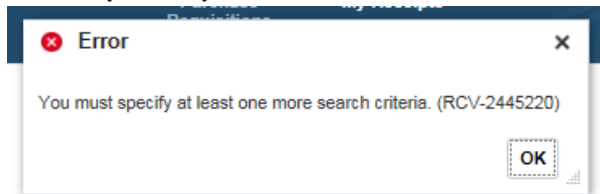
- **Requester** – Enter the person who has requested the goods or services **OR**
- **Entered By** – Enter the requester or the person who entering the request.
- **Requisitioning BU** – *Required*: Select **UWYO** from the drop-down.
- **Items Due** – *Required*: In the drop down, select the period of time you'd like to review requisitions from (**Any Time** is recommended).



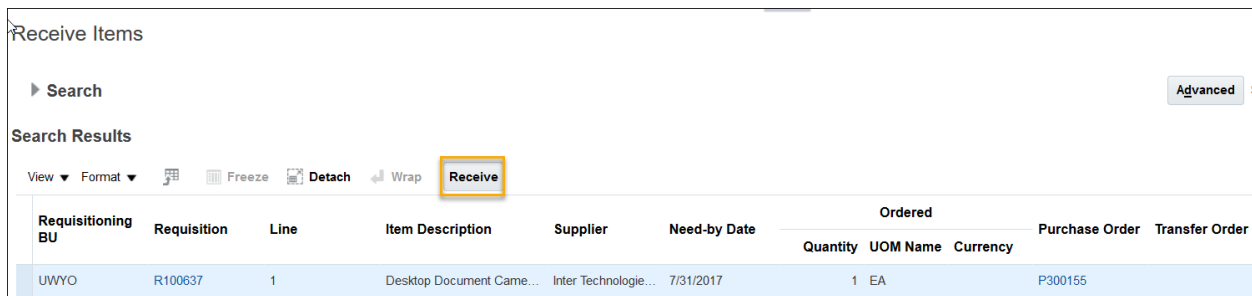
**Note:** When receiving goods/services whose PO was initially created in PISTOL, use the PISTOL requisition number when searching (including the zeros).



- If you receive the following error, ensure you have entered the **Requisitioning BU (UWYO)**.



- In the **Search Results**, click to the left of the desired **Requisition** to highlight it and click **Receive**.

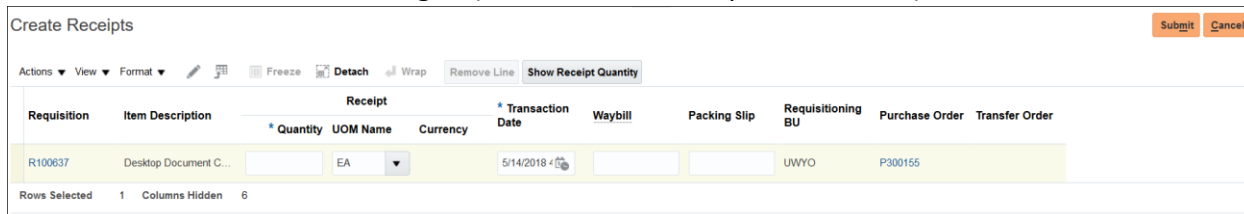


Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
UWYO	R100637	1	Desktop Document Came...	Inter Technolog...	7/31/2017	1	EA		P300155	

### Step Three

Enter the **Quantity** of goods you have received.

- On the **Create Receipts** page click **Show Receipt Quantity** to populate the **Quantity** field with the receivable quantity. The **Transaction Date** will automatically populate. This date should *not* be changed (it is not tied to the purchase date).



Requisition	Item Description	Quantity	UOM Name	Currency	Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order
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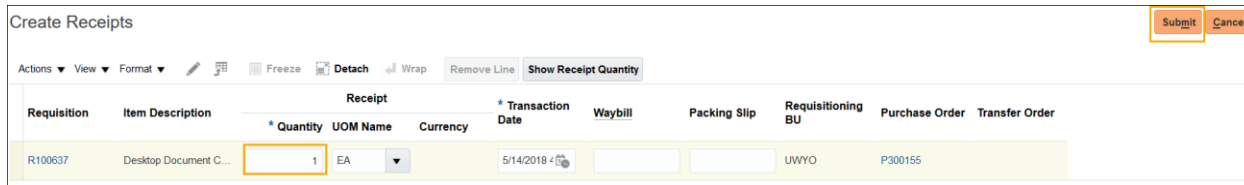
**Note:** **Show Receipt Quantity** will populate the **Quantity** field with the available quantity still *outstanding* on the Purchase Order.

- When entering for **services** received, you will enter the dollar amount of the service in the **Quantity** field.

### Step Four

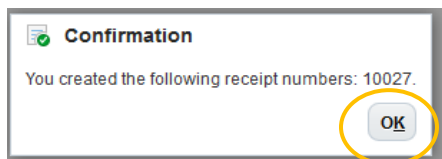
Enter the number of items you have actually received and submit the request to receive.

- On the **Create Receipts** page, enter the following information and click **Submit**:
  - Quantity** – Enter the quantity of items actually received.
  - When entering for **services** received, you will enter the dollar amount of the service in the **Quantity** field.
  - UOM** – Auto-populates based on the **Requisition** detail.



Requisition	Item Description	Quantity	UOM Name	Currency	Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order
R100637	Desktop Document C...	1	EA		5/14/2018			UWYO	P300155	

- Take note of the **Receipt Number** and click **OK** on the **Confirmation** pop-up.



**You have now completed the steps of Receive Goods/Services.**