**DESKTOP RECEIVING**

**What is desktop receiving?**

a. Receipts are created to indicate what goods or services have been received. Accounts Payable uses this information to determine what to pay a supplier.

b. You can process receiving in WrightBuy for anything that does not go through Shipping/Receiving (for example, services or items received at your desktop). (You do not have to process desktop receiving for items ordered through a punch-out catalog.)

c. If you use desktop receiving in WrightBuy, you won’t need to use a hardcopy/fax Payment Approval Receiving Report Form for A/P to manually update invoice.

**How do I process desktop receiving?**

a. Locate the PO

b. From “Available Actions” select “Create Quantity Receipt” and click “Go”

When the receipt displays, information from the purchase order is populated in the receipt. Additional information can be entered, or you can validate that the quantity requested is actually the quantity that was received. Select “Complete” and the receipt has been created. (The receipt number will display on the screen after you select “Complete”.)