



## Purchasing Department

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### How to Receive a Purchase Order (yellow copy of the PO) – Full / All Items:

1. Log in to Banner, and go to screen FPARCVD
  - a. Type FPARCVD in the Search box; or
  - b. Click the Applications icon (9 squares, on top-left of screen), and move through Purchasing and Procurement > Receiving Processing > Receiving Goods
2. In the Receiver Document Code box, type “NEXT”, then click Go
3. Choose “Receiving Method” and enter the “Receiving Date”
4. Click the down arrow  (bottom-left of screen)
5. In the “Packing Slip” field, either type in your packing slip number or the Bill of Lading number
6. Click the down arrow  (bottom-left of screen)
7. In the “Purchase Order” field, type your PO number
8. Select the Tools menu (top-right of screen) > Options > Receive all Purchase Order items
9. Make sure to write down the Receiver Number (E.g., Y00000000) on the yellow copy of the Purchase Order
10. Click the down arrow  (bottom-left of screen) until you get to Complete.
11. Sign the yellow copy of the Purchase Order with the Receiver Number written on it, and send to the Controller’s Office / Accounts Payable

**If you have questions, contact the Purchasing Department at x5211.**

# #TAKEFLIGHT