



Step 1: Log into My.MoreheadState.edu

Step 2: Select “Self-Service Link”

Step 3: Select “Financial Management”

Step 4: Select “Receive Goods and Services”

Step 5: Filtering options are available to quickly locate a Purchase Order or select from provided list

Procurement Receiving

Receive Goods and Services

Choose a Vendor and/or PO to filter lines shown:

Vendor: Purchase Order Number:

The following apply to all lines received

Packing Slip: Arrived Via:

Accept All

Vendor/ Document	Item	Quantity	Qty Accepted	MSDS Rcvd	Reject/ Return
Cincinnati Bell Technology Solution (0848516) P0067391	test	1.000 OZ	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="v"/>

A Purchase Order Details screen will display with overview and line items tabs. When reviewing line items, drill down for detailed information.

Purchase Order Details

P0067391

Overview Line Items

Description	Extended Price
1 <input type="button" value="v"/> test	\$2.00

Step 6: To receive items, fill in the quantity accepted

Vendor/ Document	Item	Quantity	Qty Accepted	MSDS Rcvd	Reject/ Return
Paradise Winds, LLC (1212043) P0067393	new line	1.000 EA	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="button" value="v"/>

Do not use the Reject/Return option. If items need to be returned, please contact Procurement Services.

Step 7: Select “Submit”