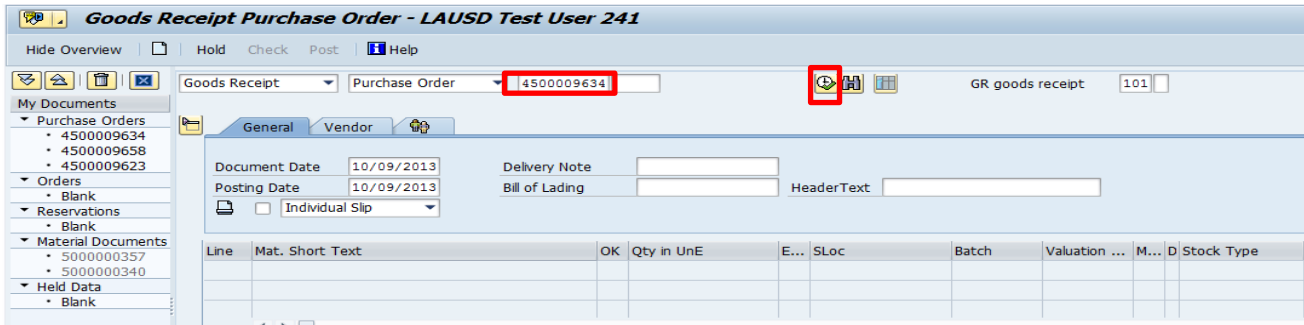
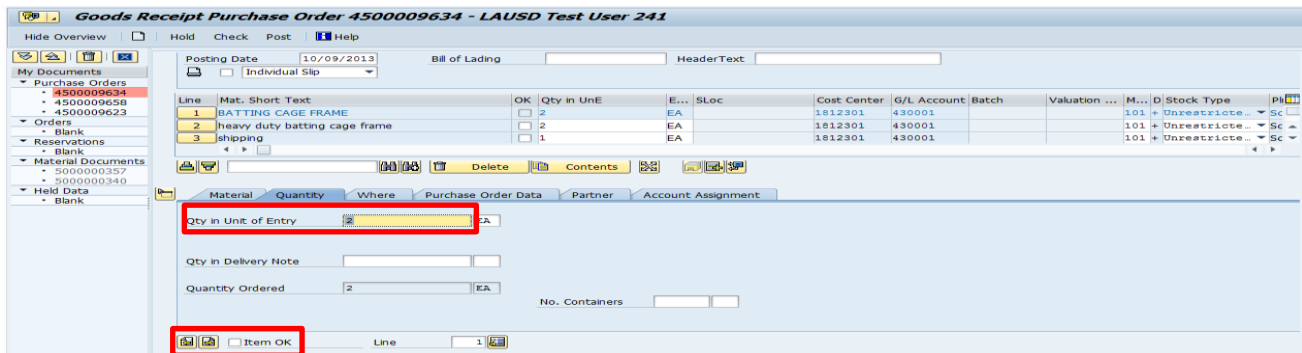


In a scenario in which a shipment of goods is received incomplete, a partial goods receipt must be posted for the items that were received. A partial goods receipt is also the method used to pay a service with installment payments as the service is rendered. Note: For services that require multiple goods receipt, please make the quantity the dollar amount and make the Unit Price equal to \$1.00

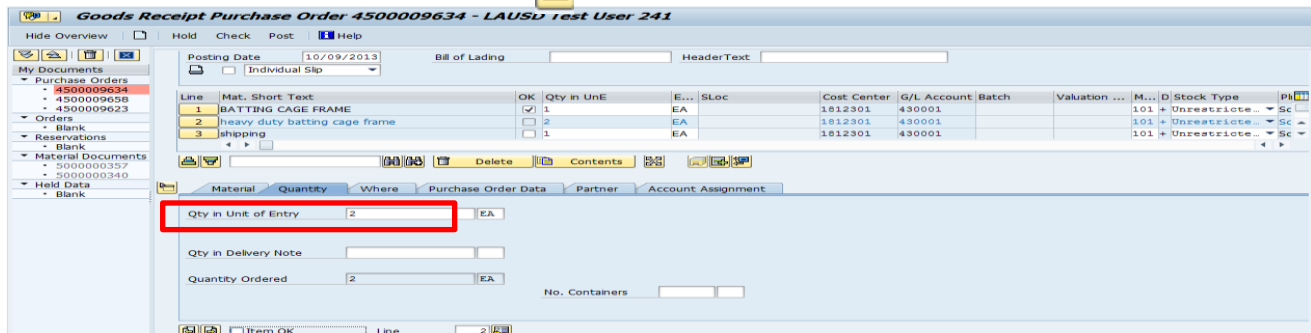
1. Enter the PO number and click Enter or the Execute button.



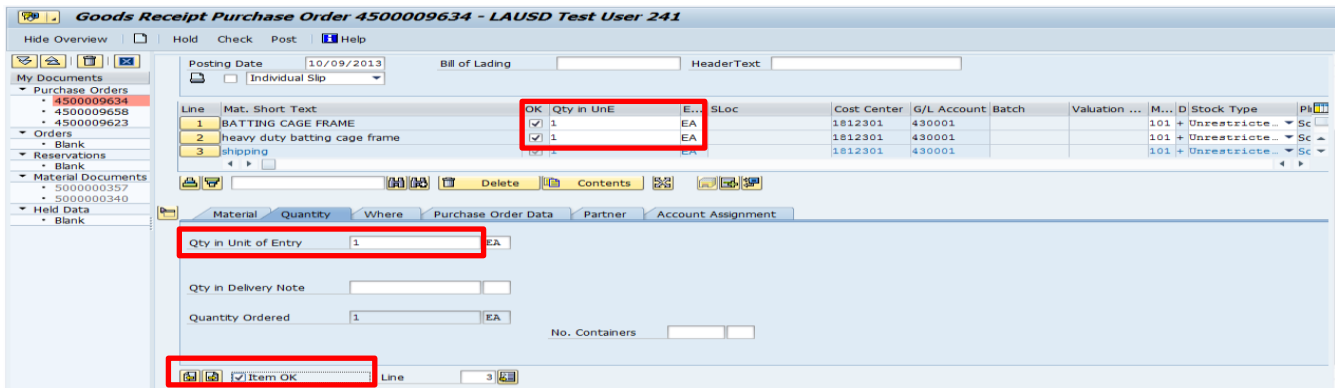
2. Under the "Quantity" tab, for line 1, enter the amount received in the field named: "Qty in Unit of Entry", then click item ok and the "Next Item Button"



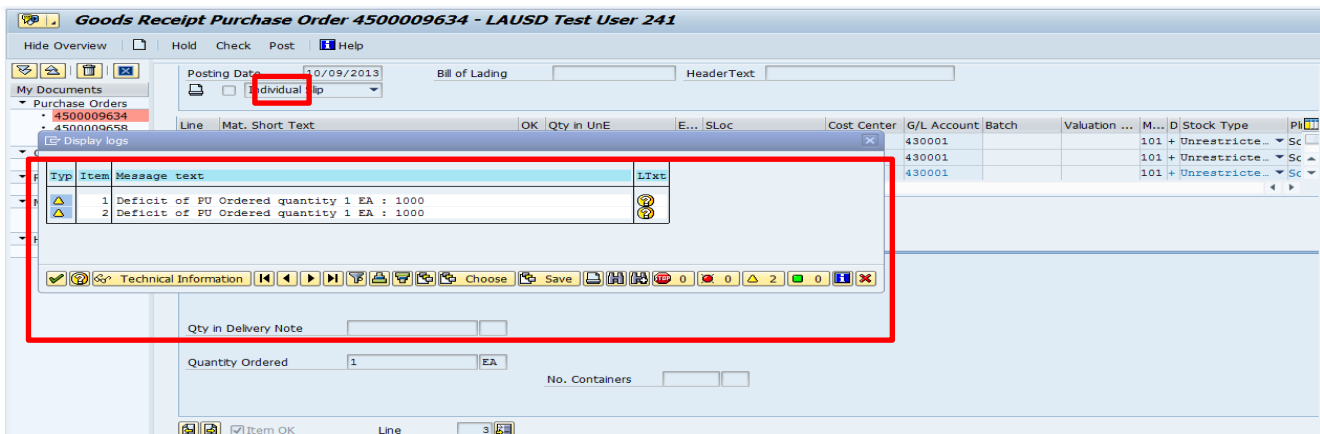
3. For line 2, enter the amount received in the field named: "Qty in Unit of Entry", then click item ok and the "Next Item Button"



- For line 3, enter the amount received in the field named: "Qty in Unit of Entry", then click item ok and the "Next Item Button". **Note: "The Qty in Unit of Entry" and "OK" checkmark can also be entered directly into the cell.**



- Click "Check". The message displayed will show the remaining deficit on the PO; this is a warning message providing information on how much quantity will be left after posting the goods receipt. To close the message box, click the green check mark on the lower left corner of the message. Final step is to "Post" the goods receipt



- To log off, Click "System" and select the "Log Off" option, or simply click the "X" button on the browser.

