

# Receiving Partial Purchase Orders

Occasionally, a vendor will fill a partial order.

When a vendor sends several items on a purchase order, you can mark the items "Received". When you post those items as received, the purchase order becomes a partially received order. To complete a partially received order, see the topic [Completing Partial Purchase Orders](#).

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders**, then click **Go** .
3. Click **Receive Orders**, then click **Add/Edit**.
4. If you want to assign a buyer as the person who received the order, in the Receive Purchase Orders window, select the **Received by** check box, then select a buyer in the drop-down list. To add a new buyer, click **Lookup** .
5. If you want to receive orders for other users and other posting periods, use the following options:
  - To view purchase orders entered by all users, select **All Users**.
  - To view purchase orders entered in all periods, select **All Periods**.
  - To preview or print purchase orders entered during a specific month and year, select the correct posting period in the **Month** and **Year** date boxes.
6. Select the purchase order that you want to receive.
7. Select the item that you want to receive.
8. Click **Receive Item**. The balances of the **Total Received** and **Total Remaining** fields on the right of the window change to reflect the receipt of the item.
9. Repeat steps 6- 8 for each purchase order with items that you want to receive, then click **Close**.

Sometimes you may receive part of an item. For example, you order four boxes of supplies, but only three come. You can enter 3 as the quantity received.

When you post the partial item, ACS creates a separate distribution so that you can issue an [invoice](#) for the partial item. In this example, the one distribution of 4 boxes becomes two distributions — 3 boxes received and 1 box unreceived.

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6. Select the purchase order that you want to receive, then click **Partial Item**.
7. **Optional:** To assign a buyer as the receiver of the items, select **Received By**. Assign the buyer in one of the following ways:
  - Click in the field and type the buyer's name.
  - Select the buyer in the drop-down list.
  - Click **Lookup**  to add a new buyer.

8. In the **Quantity Received** field, enter the number of items received and press ENTER.
9. Click **OK** to confirm the partial receipt.