Simple Office Supply Receipt

1. Open buyWays

2. Click on Orders, then my orders, then my purchase orders (or enter the po number in the search bar).
3. Click on the PO that you need to create a receipt

![Image of PO search results]

4. Click on the 3 dots (jelly beans) at the header of the PO.

![Image of PO header options menu]
5. Click Create Quantity Receipt (or Cost Receipt if it is a cost PO)

6. Add required information, click Complete. (If you need to remove a line because you haven’t received it yet, click the box to the right of the item, then remove)

7. Receipt Created!