

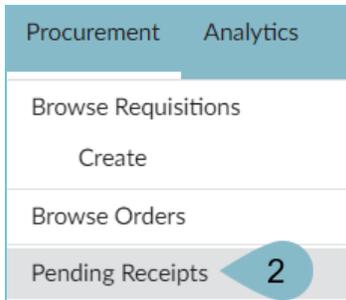
# Creating a Mass Receiving Receipts From Multiple POs

*This document is a quick reference guide for procurement users who need to create mass-receiving receipts in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.*

Users are able to create a receipt from multiple purchase orders. For each line item, the user must specify the number of received goods compared to the number of expected goods.

## Creating a Mass Receiving Receipt

1. Log into APP
2. Navigate to the **Procurement** dropdown menu and select **Pending Receipts**.



3. In the **Pending Receipts** page, search for each PO you would like to create a receipt for using the **Advanced Search** .

*To find a PO enter the PO Number into the **Order** field within the **Advanced Search** and select it from the dropdown, repeat for every PO you wish to receive.*

4. Select all of the desired line items by clicking the checkbox
5. Adjust the **Quantity to Receive** as needed.
6. Click **Create Deliveries**.

Order	Supplier	Purchase Requisition	Requester	Item	Amount	Currency	Total Ordered Quantity	Delivered	QTY to Receive	
<input checked="" type="checkbox"/> PO0000559087	Saroj International Inc	Req. 7/11/2023	176UPGRADE Buyer2	KN95 Masks - Standard Qty - 2-5 Day Delivery	25.00	USD	100.0000	50.0000	Each	<input type="text" value="5"/> Each
<input checked="" type="checkbox"/> PO0000559087	Saroj International Inc	Req. 7/11/2023	176UPGRADE Buyer2	KN95 Masks - Standard Qty - 6-10 Day Delivery	3.00	USD	20.0000	10.0000	Each	<input type="text" value="2"/> Each

2 Record(s)

7. On the popup, enter the **Delivery Location**, **Delivery Date**, and **Short Description**.
8. Click **Create Delivery**.

Create Massive Deliveries

Close | Create Delivery 8

7

Delivery Location \*

State Procurement Office x

Delivery Date

7/18/2023

Short Description

Delivery of 7/18/2023

9. Click on the Receipt Links created.

i One or more good receipts have been created from selected lines :

- Receipts [REC1174579](#)
- Receipts [REC1174580](#)

9

10. Click **Submit Receipt**.

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## Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>