

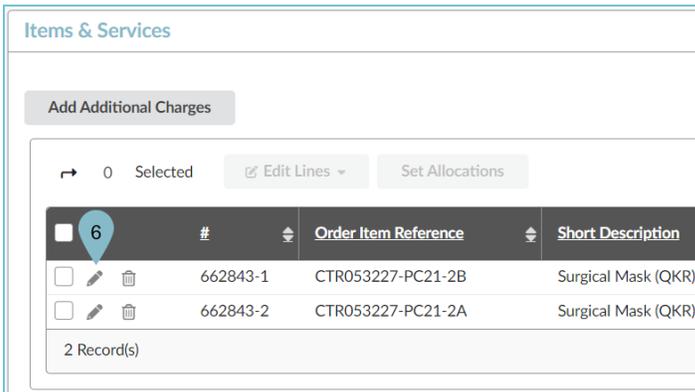
# Receiving by Dollar Amount

This document is a quick reference guide for users who would like to receive by dollar amount 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 set up a requisition to receive by dollar amount and not by the quantity ordered. Users will have to ensure this option is selected before they submit a requisition for approval and a purchase order(PO) is created. **Once this option has been selected and a PO has been created, users cannot go back to receive by quantity.**

## Activating Receiving by Amount

1. Log into APP
2. Create a requisition.
3. Complete the requisition required fields
4. Click **Save**.
5. Scroll to the **Items & Services**.
6. Click the **Pencil**  icon next to each item to edit the item details.



Items & Services

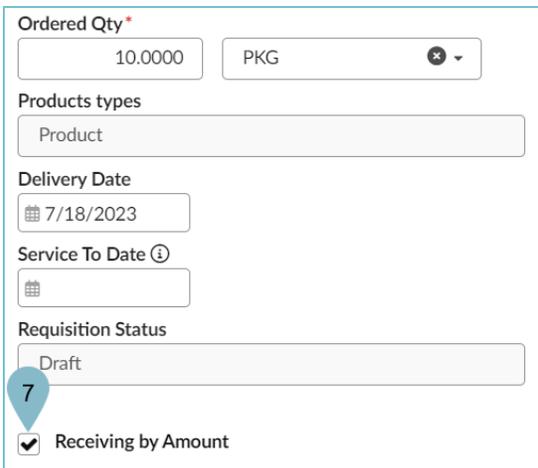
Add Additional Charges

0 Selected Edit Lines Set Allocations

	#	Order Item Reference	Short Description
<input type="checkbox"/>  	662843-1	CTR053227-PC21-2B	Surgical Mask (QKR)
<input type="checkbox"/>  	662843-2	CTR053227-PC21-2A	Surgical Mask (QKR)

2 Record(s)

7. Select the **Receive by Amount** checkbox to activate the receive by amount functionality.



Ordered Qty\* 10.0000 PKG

Products types Product

Delivery Date 7/18/2023

Service To Date

Requisition Status Draft

Receiving by Amount

8. Select a **Tax Rate**.
9. Select a **Supplier, Order Supplier/Distributor** and **Supplier Contact** if one is not auto populated.
10. Click **Save**.
11. Expand the **Budget Information** field and enter **Organization, Fiscal Year, Budget Fiscal Year, Function,** and **Object** fields.
12. Click **Save & Close**.
13. Continue checking the **Receiving by Amount** checkbox for all items in the requisition you wish to receive by dollar amount. **Do not** select the Receiving by Amount checkbox on items you wish to receive by quantity.
14. Submit your requisition for approval.



Once the Receive by Amount checkbox has been selected and your requisition has been approved, users will no longer be able to go back to receive by quantity in the approved PO.

## Receiving by Dollar Amount

1. Log into [app.az.gov](http://app.az.gov)
2. Navigate to the **Procurement** dropdown menu and select **Browse Orders**
3. In the **Browse Orders** Page, search for the PO you would like to create a receipt for.
4. Open the order you would like to create a receipt for by clicking the **Pencil**  icon.
5. On the order, click **Create Receipt**.
6. On the Receipt page, complete the **Receipt Description** and **Location Received**.
7. Click **Save**.
8. Navigate to the **Received** section, and click the **Pencil** icon next to the item you are receiving.

Received						
<b>Add Order Items</b>		Delete Selection				
→ 0 Selected						
<input type="checkbox"/>	Item Description	QTY	Unit Price	Price	Currency	Order item
<input type="checkbox"/>	Surgical Mask (QKR) - Bulk Qty...	1.0000	7.980000	7.98	USD	<a href="#">PO0000559095 - Surgical M...</a>
<input type="checkbox"/>	Surgical Mask (QKR) - Bulk Qty...	1.0000	7.980000	7.98	USD	<a href="#">PO0000559095 - Surgical M...</a>
		2.0000				
2 Record(s)						

- On the popup, edit the dollar amount you are receiving in the **Quantity Received** field.
- Click **Save & Close**.

Edit delivery item

Save Save & Close Close

10

Item Description

Surgical Mask (QKR) - Bulk Qty - 2-... en [Surgical Mask \(QKR\) - Bulk Qty - 2-5 Day Delivery](#)

Commodity

46182001 - Masks or accessories

Order

PO0000559095 - Masks for Lab 7/18/23-WIST OFFICE PRODUCTS

Final Delivery

Quantity Received ⓘ\*

9 2.57 USD

- If necessary, continue updating all items to the correct dollar amount you wish to receive.
- Once complete with your receipt click the **Submit Receipt** button.



Ensure you delete the line items you **DO NOT** wish to receive by clicking the Trash  icon.

## 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-qrgs-176>