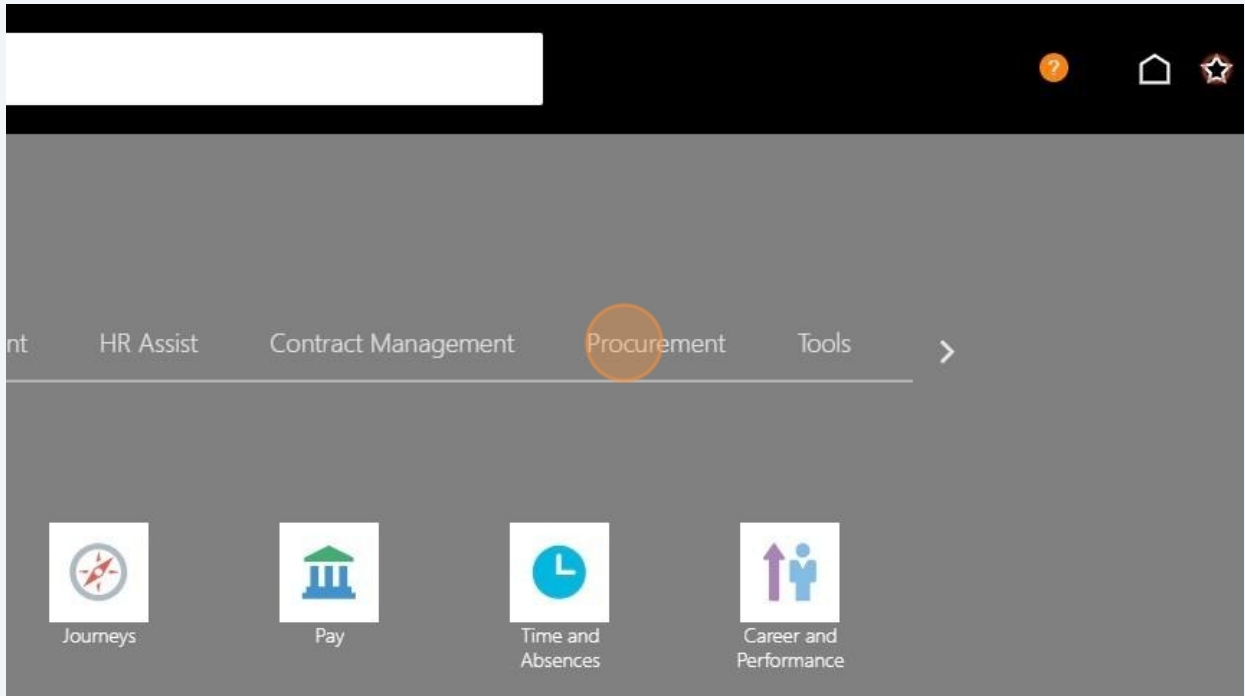
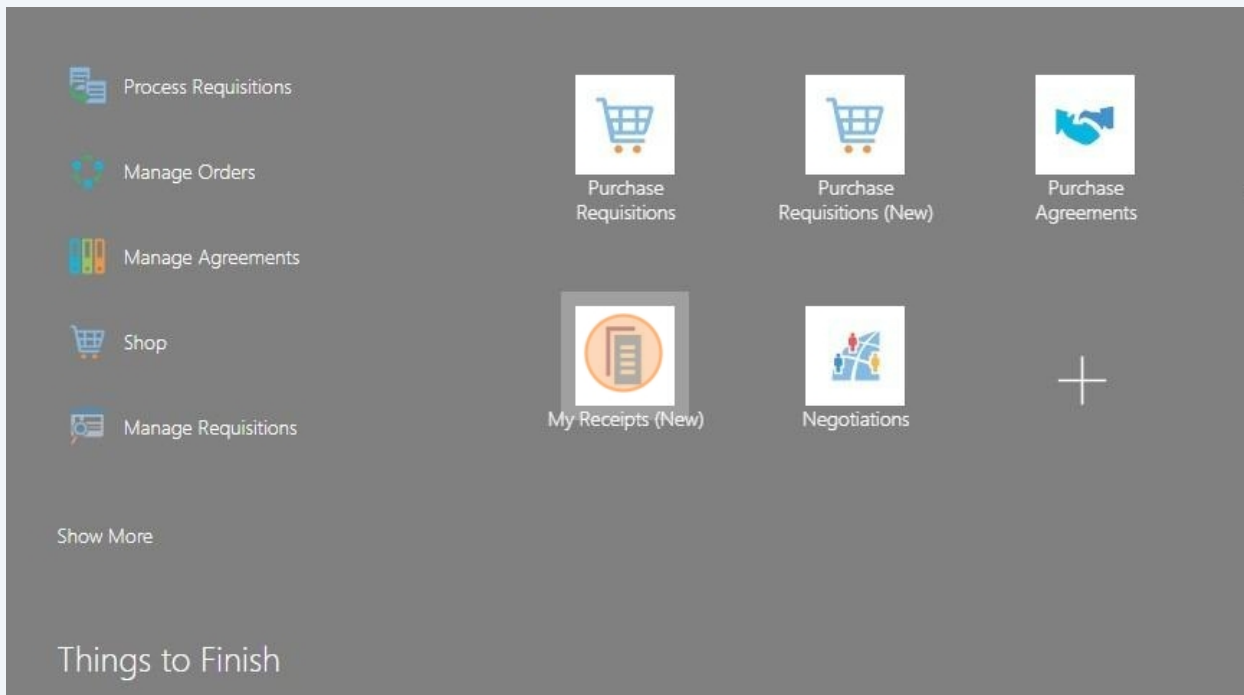


# How To Receive Receipts in DASH

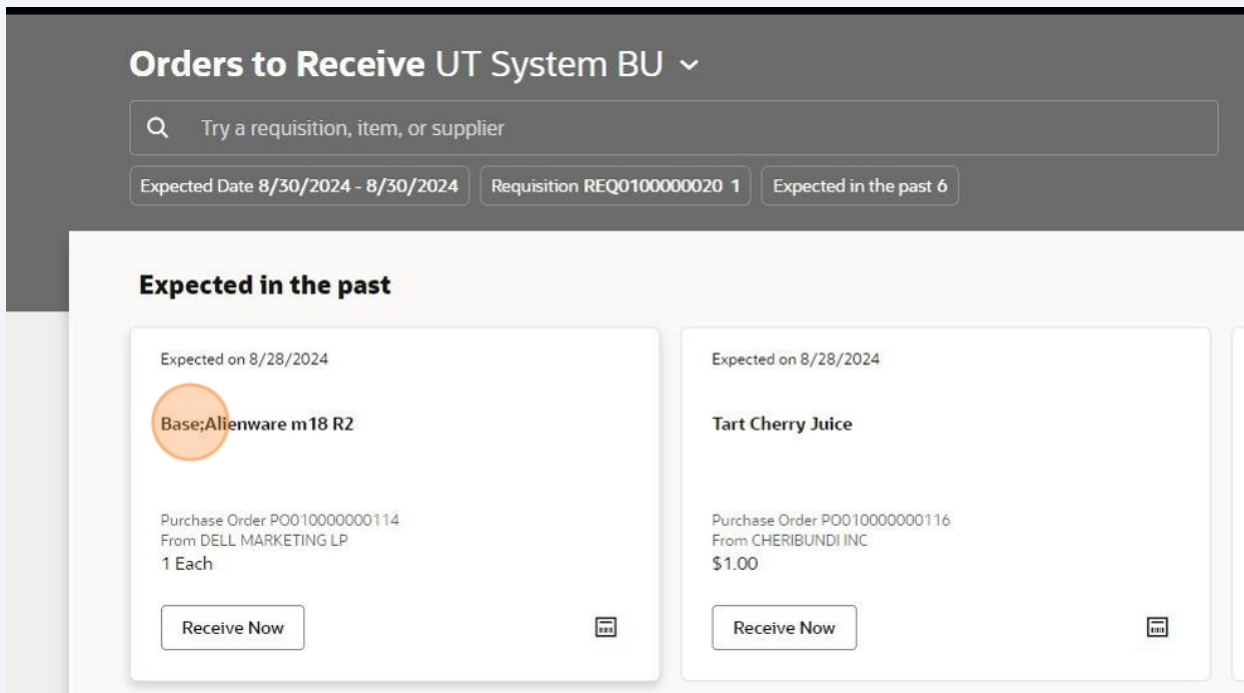
1 Click "Procurement"



## 2 Click "My Receipts (New)"



## 3 Find the transaction to receive by scrolling through the list or enter the PO/Requisition number and search. Once found, click on the transaction





Alert! If you click on **Receive Now**, the transaction will be automatically received. If no other information is needed and the quantity is correct, you can use this option. Otherwise click any where else in the transaction and proceed to the next step.

4

From the **New Receipts** screen, there are multiple options to choose from. You can update "Receipt Quantity" and "UOM". Additionally, the packing slip can be upload via "Drag and Drop".

**Add details of your receipt**

Receipt Quantity 1 UOM Each

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL

**Receipt details**

Tracking Number Packing Slip

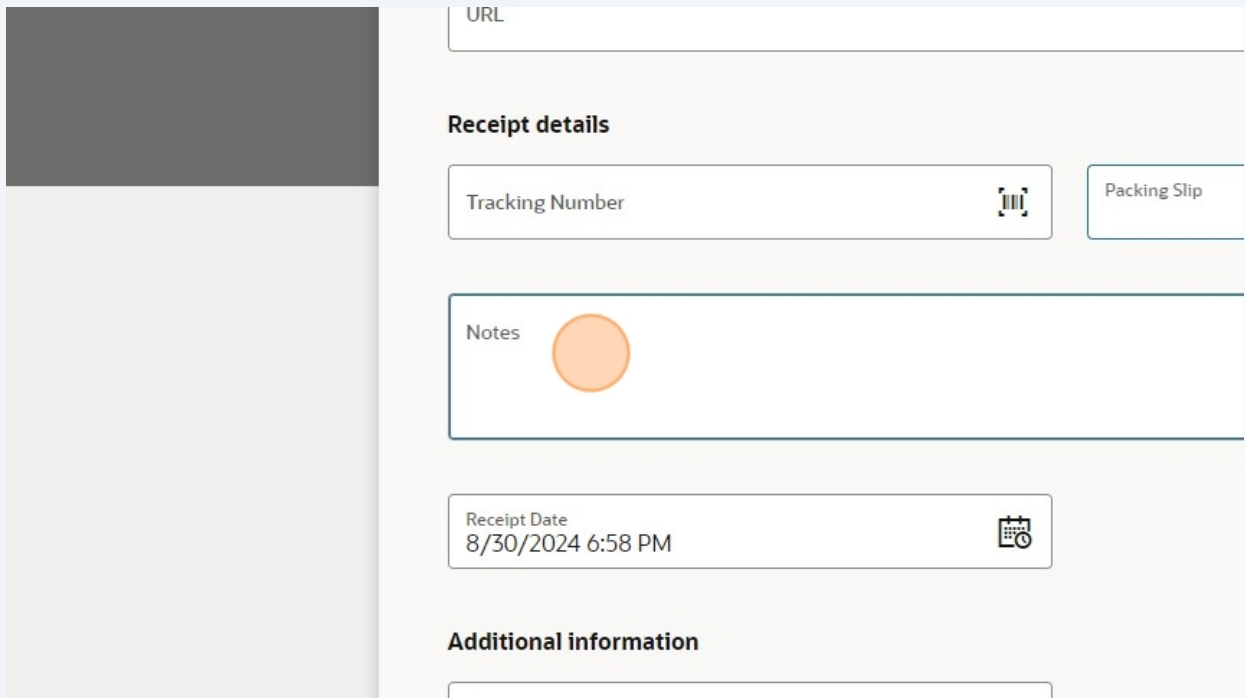
**5** Under **Receipt Details**, Tracking Number is an option to enter

The screenshot shows a form with a 'Drag and Drop' section at the top, followed by a 'URL' input field. Below that is the 'Receipt details' section, which contains a 'Tracking Number' input field with an orange circle highlighting it, a 'Packing Slip' input field, a 'Notes' text area, and a 'Receipt Date' field showing '8/30/2021 6:58 PM' with a calendar icon.

**6** Under **Receipt Details**, Packing Slip is an option to enter


This screenshot is similar to the first one but highlights the 'Packing Slip' input field with an orange circle. It also shows an 'Add URL' button next to the 'URL' input field. The 'Receipt Date' field at the bottom shows '1 6:58 PM' with a calendar icon.


**7** Under **Receipt Details**, Notes are an option




URL

**Receipt details**

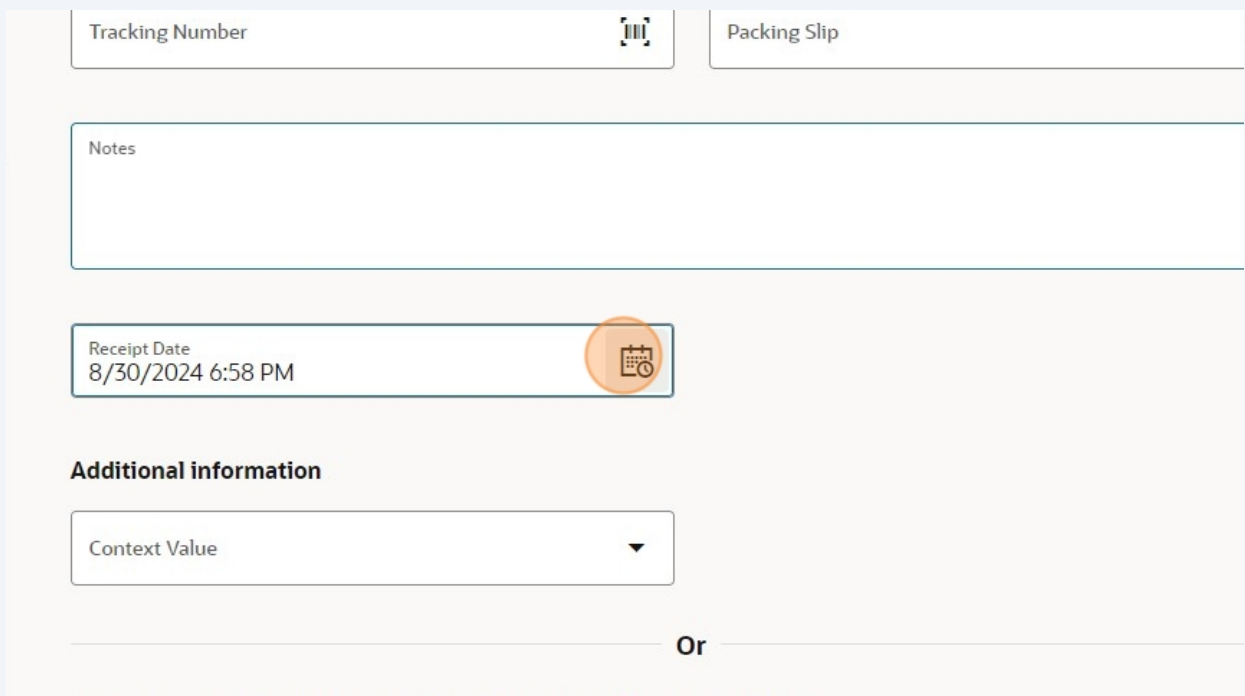
Tracking Number 


Notes 

Receipt Date  
8/30/2024 6:58 PM 


**Additional information**

**8** The Receipt Date defaults to the date of entry, but can be changed, if needed.




Tracking Number 

Notes

Receipt Date  
8/30/2024 6:58 PM 

**Additional information**

Context Value 

Or

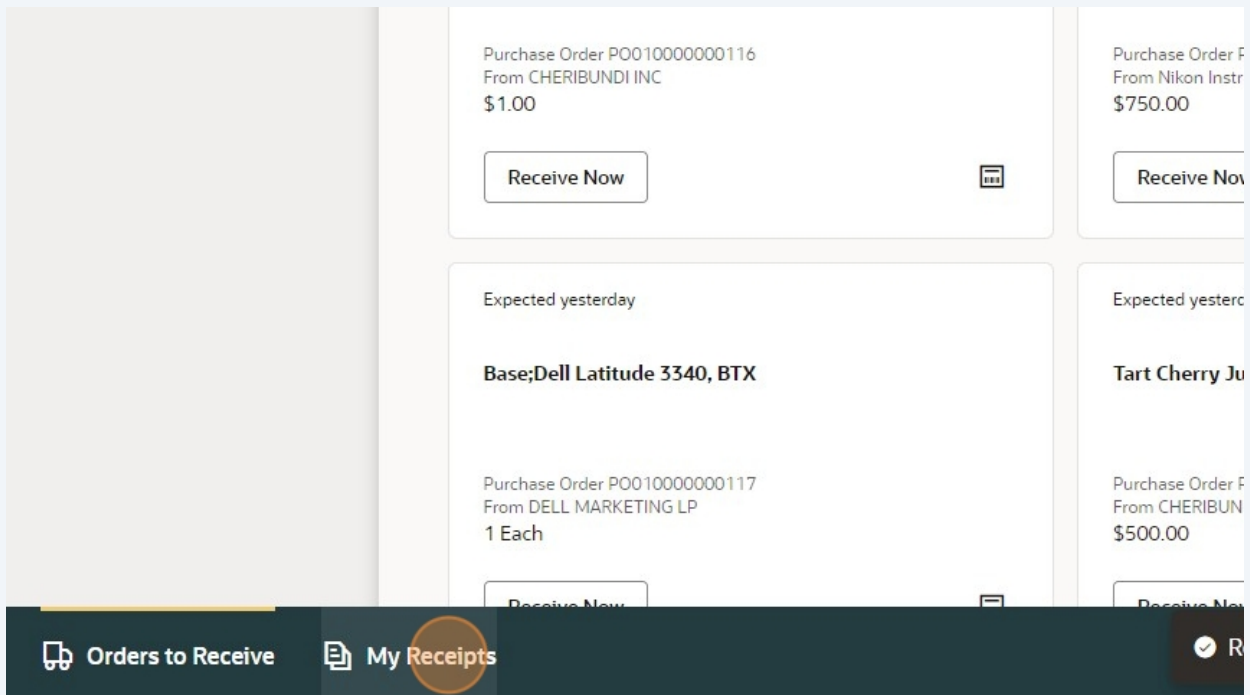
9 Additional details are available for review.

PO01000000114	1
Purchase Order Schedule 1	
Shipment -	Requisition REQ0100000186
Project Number -	Task Number -
Note to Receiver -	
<b>Manufacturer details</b>	
Manufacturer Dell	Manufacturer Part Number 210-BKWS

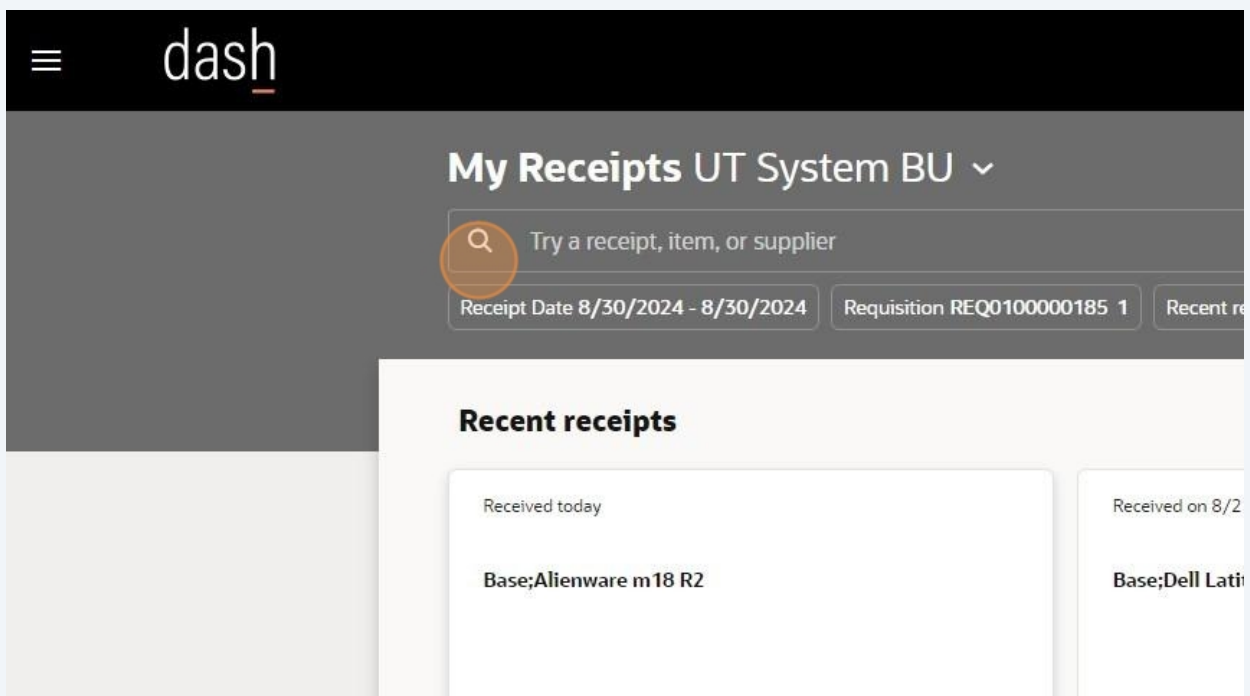
10 Once the transaction is complete, click "Create".

The screenshot shows a mobile application interface. At the top, there is a dark navigation bar with a home icon, a notification bell icon with the number '67', and a user profile icon labeled 'RG'. Below the navigation bar is a dark grey header area containing two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with an orange circle. The main content area is white and mostly empty, with a small white box containing a downward arrow in the bottom left corner. On the right side, there is a vertical grey bar with an orange information icon (an 'i' in a circle) and a grid of dots below it.

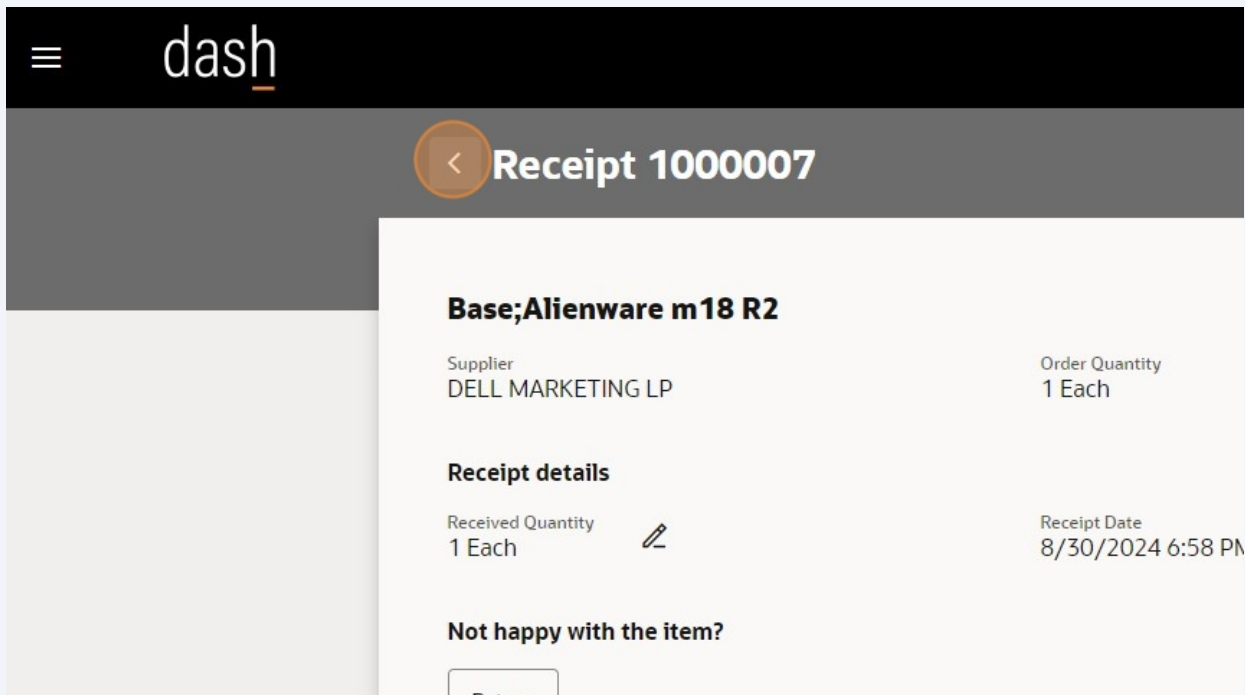
11 To review receipts that are received, click "My Receipts"



12 Search receipts by scrolling or entering information into the search bar.



13 To return to the "My Receipts" homepage click the arrow <



14 Congratulations! You have successfully received a transaction!