Receiving Items or Services

Steps 1–4: How to locate purchase orders needing to be received
Steps 5–7: How to receive all or some items on a single-line purchase order
Steps 8–12: How to receive all or a portion of the total cost for a service
Steps 13–14: How to receive a portion of lines on a multiple-line purchase order

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the MyTools tab
   - Click the Mountaineer Marketplace button

2. In the upper right corner panel of Mountaineer Marketplace, click the dropdown arrow by your name.

3. Click My Recently Completed Purchase Orders.

4. Recently completed purchase orders will appear. Some may have already been received. Look in the Settlement Status column for those that are not Fully Matched. Those will still need to be received by you.

You will need to manually receive goods and services from Catalog and Non-Catalog purchase orders. You will not need to manually receive the other automated forms, such as confirming orders and internal transfers. (You already indicated receipt when you completed the form.)
Receive items on a single-line purchase order

5. Check the box at the right of the row and then click the Go button.

6. In the Receipt Lines region:
   - Verify the quantity is the number you have physically received; change if necessary.
   - Click Complete.

7. You will see a verification of the receipt. If you changed the quantity in the Quantity field, you will be able to return to the Receiving screen later to receive the remaining number of items on the purchase order.

Receive services on a single-line purchase order

8. Check the box at the right of the column and then click the dropdown arrow for Create Quantity Receipt.
9. Choose **Create Cost Receipt** and click **Go**.

10. In the Receipt Lines region:
   - The Cost field shows the amount remaining to be paid on the purchase order. Verify that the services corresponding to this amount have been performed.
   - If all services have been performed, click **Complete**.

11. If the services have been only partially performed, delete the amount in the Cost field and enter the amount corresponding to the work that has been performed. Then click **Complete**.

12. You will see a verification of the receipt. If you changed the amount in the Cost field, you will be able to return to the Receiving screen later to receive the remaining amount on the purchase order.
Receive only *some lines* for items physically received or services performed

13. When the purchase order contains multiple lines and you are receiving only some of the lines, you need to remove the lines from the screen that you are not receiving now.

- In the list of your purchase orders, check the box at the right of the column and then either accept the default of Create Quantity Receipt (items) or Create Cost Receipt (services). Click **Go**.

- In the Line Details region, check the box(es) for the line(s) you are not receiving. Then click **Go** to remove the selected lines.

(You may also just click the button to **Remove Line**.)

- The only remaining lines are those you will be receiving now. If you are receiving just a partial shipment for the row, change the Quantity (items) or Cost (services). Then click **Complete**.
14. You will see a verification of the receipt. You will be able to return to the Receiving screen later to receive the remaining lines on the purchase order.