Jaggaer e-Procurement

Receipt of Goods
Requisitioner: Receivers

When you receive your shipment from the vendor you must create a receiver in Jaggaer. This lets accounts payable know that you have received your items and helps with the 3 way match.

Roll your mouse over orders on the left hand side menu

Then roll your mouse of My Orders and click My Purchase orders

All your POs will display. Click on the PO number that you are marking received. Your PO will open on the summary tab.

Click on Receivers Tab
Requisitioner: Receivers

After clicking on the receivers tab you will be presented with this box. Click on the + sign to create a receiver.

Another box will appear and here you will click on Create Quantity Receiver.

You will be brought to the section where you create the receiver. Enter the item quantity that you received. Then click the complete button on the upper right of the screen.