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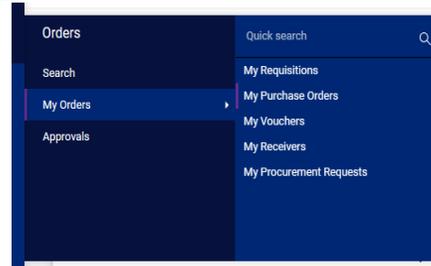
All your POs will display. Click on the PO number that you are marking received. Your PO will open on the summary tab.

Click on Receivers Tab

Status	Summary	Confirmations	Receivers	Vouchers	Comments/Business Purpose	Attachments	History
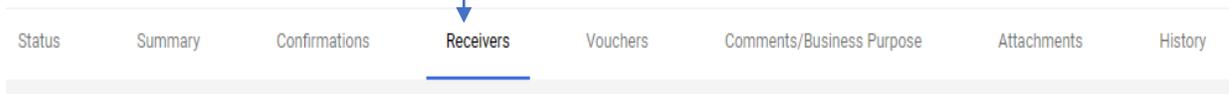
Requisitioner: Receivers

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

Records found: 0   +

There are no receivers for this PO.

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

U001809: Create Receiver   ✕

	Item	Catalog No.	Size/Packaging	Unit Price	✓
1	syringes	12345	EA	2.00	✓

Create Quantity Receiver   Cancel

You will 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

Complete ▼

PO · U001809   🖶 ☐

Line	Item	Catalog No.	Quantity	Status	
1	syringes	12345		Received ▼	⊗ ↩ 🗑 ☐

❌ Invalid quantity