

# ERSO BearBuy Cost Receiving Quick Guide

1. Run a Document Search to find the PO to receive against. View the PO Status Screen.

**2. Select receipt type within PO view, click GO**

**3. Name receipt with PO# using ERSO naming convention<sup>2</sup>**

**4a. Attach Doc<sup>1</sup>**

**4b. Browse to doc and click Attach Document button**

**5a. Receive amount against a line item; Save Updates**

**5b. Click Complete to finalize receipt**

**Receipt Lines**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
BB00065214	1	Subaward-Non-UC Line Description: Item up to \$25,000 - OLD PO # 200024842 SA#748110/1/08-09/30/2013		131,191.22		30,000	Cost Received	Remove Line Receive/Cancel

<sup>1</sup> The receipt name is a searchable value in Document Search; the attachment name is visible after upload in receiving window but is not searchable. **Tip:** use a doc name that describes content.

<sup>2</sup> See the [BearBuy Receiving Matrix](#) for naming convention information.