

How to Receive a Purchase Order (yellow copy)

1. Log in to Banner, and go screen FPARCVD
 - a. Type FPARCVD in the Search box; or
 - b. Click the Applications icon (9 squares, on left of the screen) > Procurement > Receiving Processing > Receiving Copy
2. In the Receiver Document Code box, type "NEW" and click Go
3. Choose "Receiving Method" and enter the "Receiving Date"
4. Click the down arrow (bottom-left of the screen)
5. In the "Packing Slip" field, either type in your packing slip number or select from the list.

Note: If this is a Standing Order with multiple payments, you may use P00xxxxx1-)
6. Click the down arrow (bottom-left of the screen)
7. In the "Purchase Order" field, type your PO number
8. Select the Tools menu (top right of screen) > Options > Select
9. Select the items you are receiving by clicking the check box(es)
10. Click the Save button at the bottom right of screen
11. Close the screen by clicking the X at the top right of the screen
12. Click Yes to the question of 'Force Close' and this will put you back to the main screen
13. Go to the Description page by clicking the down arrow (bottom-left of screen)
14. Enter the dollar amount that you will be receiving, or the quantity
15. Make sure to write down the Receiver Number (E.g., Y000000000)
16. Click the down arrow (bottom-left of screen) until you see the yellow copy icon
17. Sign the yellow copy of the Purchase Order with the Receiver Office / Accounts Payable

If you have questions, contact the Purchasing Office