

PROCUREMENT MANUAL

A GUIDE TO PURCHASING, APPROVING, AND
RECEIVING GOODS AND SERVICES VIA WORKDAY



Goodwill

SAN FRANCISCO BAY

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GETTING STARTED

GETTING STARTED:

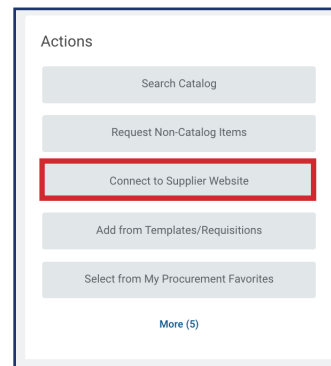
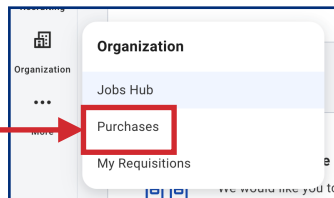
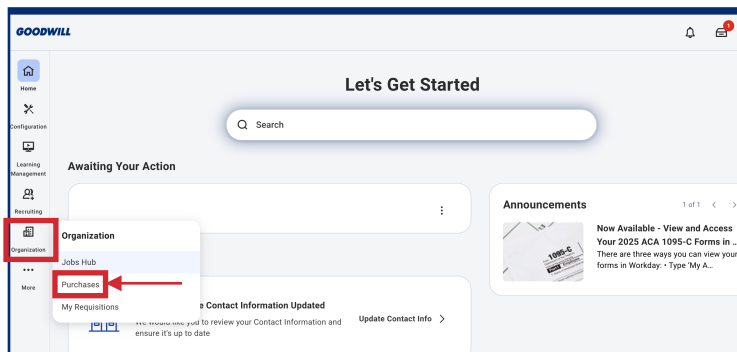
To purchase items, you begin with a requisition. A requisition is a request that lists the items (e.g., goods/services) you want to purchase. To get started, review the decision tree below and follow the steps.

REQUISITION DECISION TREE

1. Are you attempting to create a requisition to purchase Goods and/or Services from a new Supplier?
 - A. If yes, refer to the **Workday Request a New Supplier Guide**. Continue with Question #2 after the new Supplier is added.
 - B. If no, proceed to Question #2.
2. Are you attempting to create a Punch Out Requisition to purchase Goods from an external supplier connect such as Amazon or ODP?
 - A. If yes, see [pages 4-7](#)
 - B. If no, proceed to question #3
3. Can the Goods and/or Services be found in the Workday catalog for the Supplier?
 - A. If yes, see [page 8](#) for steps on **How to Create a Requisition for Catalog Items**
 - B. If no, see [page 10](#) for steps on **How to Create a Requisition for Non-Catalog Items**

HOW TO CREATE A PUNCH OUT REQUISITION FOR ODP ITEMS

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**
2. Click **Connect to Supplier Website**



3. Under *Requisition Type*, > Review the form > Make changes, if necessary > Click **OK**

Connect to Supplier Website

Requester *

Company *

Currency *

Requisition Type

Deliver-To

Ship-To *

Cost Center

Grant

Project Task

Additional Worktags

OK

Cancel

IMPORTANT! Confirm that the *Deliver-To* and *Ship-To* locations are correct.

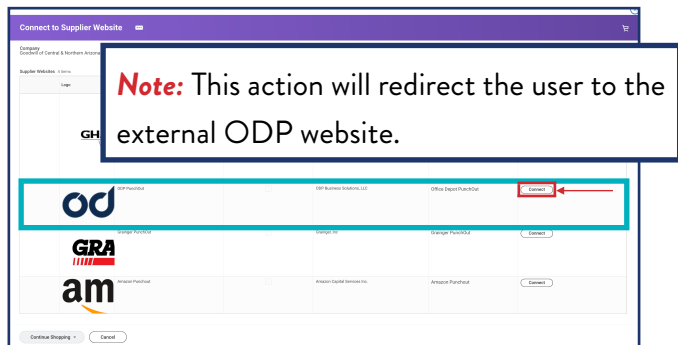
Note: The cost center auto-populates. If the cost center needs to be changed, click the stacked bars icon and select the appropriate option.

Note: If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

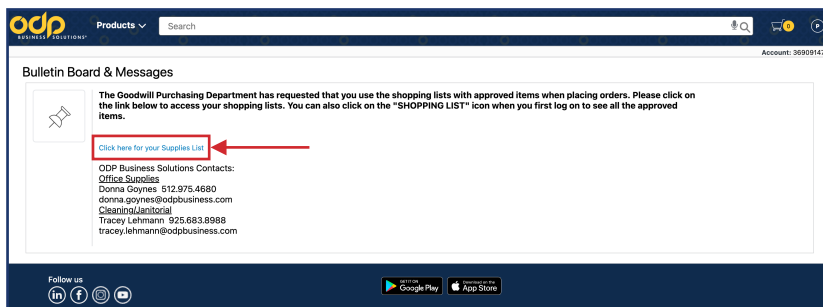
Note: If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option.

HOW TO CREATE A PUNCH OUT REQUISITION FOR ODP ITEMS

4. Click **Connect** under the *ODP Punchout* row



5. Click the blue **Click here for your Supplies List** link



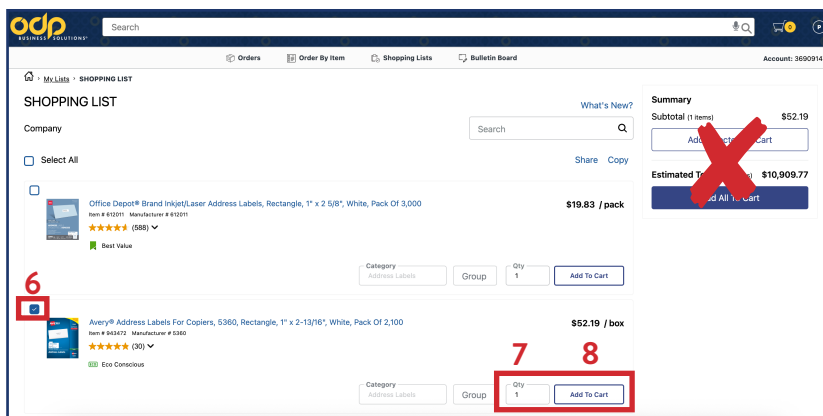
6. Select the checkbox to the left of the desired item

7. Adjust the quantity (Qty) to the desired number

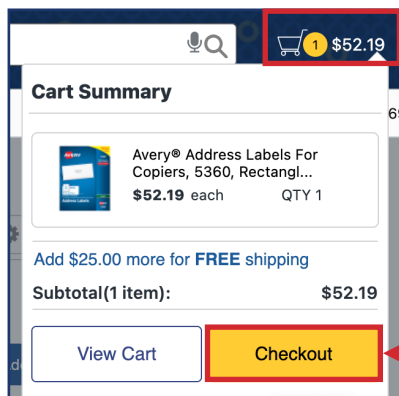
8. Click **Add To Cart**



IMPORTANT! Do **NOT** click **Add Selected To Cart** **OR** **Add All To Cart** under the *Summary* section.



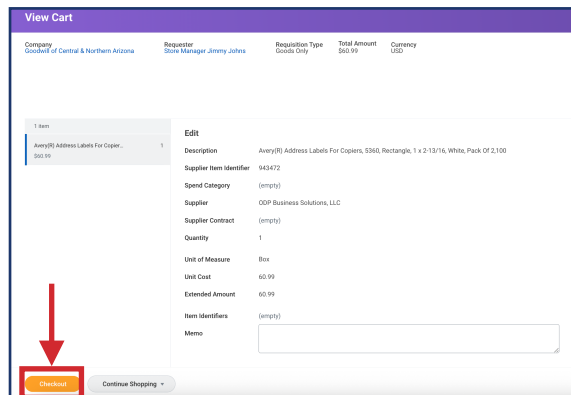
9. Hover over the shopping cart icon > Click **Checkout**



Note: There is a \$50 purchase minimum for ODP items.

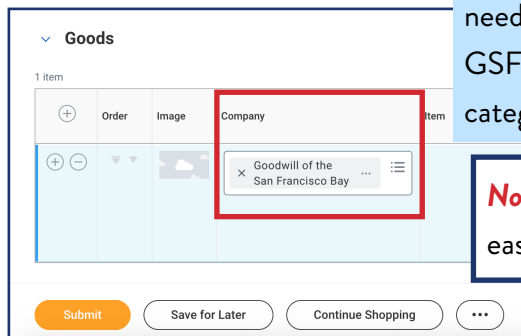
Note: The user will automatically be redirected back to Workday.

10. Review the form > Click **Checkout**



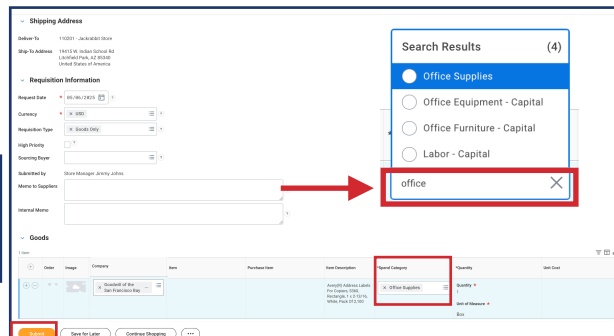
11. Change the *Company* to **Goodwill of the San Francisco Bay**

IMPORTANT! Team members need to change the company to **GSFB** **AND** add the spend category to **ALL** requisition lines.



Note: Use the search feature to easily locate spend categories.

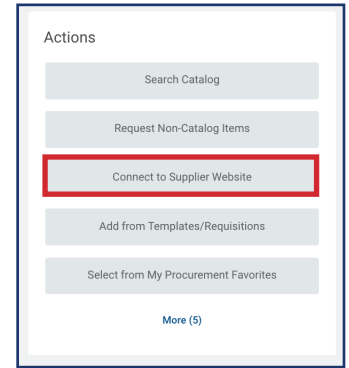
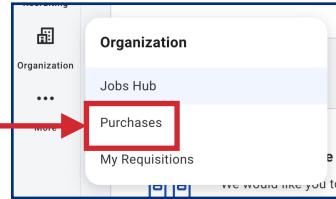
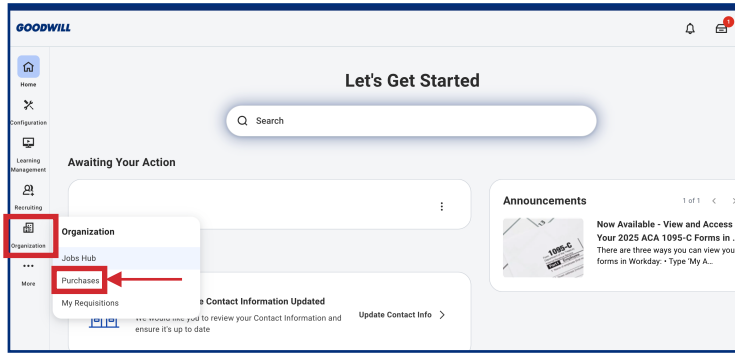
12. Under *Spend Category*, Select either **Office Supplies** **OR** **Janitorial Supplies** > Click **Submit**



HOW TO CREATE A PUNCH OUT REQUISITION FOR AMAZON ITEMS

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

2. Click **Connect to Supplier Website**



3. Under *Requisition Type*, Click to select **Goods Only** > Review the form > Click OK

Connect to Supplier Website

Requester *

Company *

Currency *

Requisition Type

Deliver-To

Ship-To *

Cost Center

Grant

Project Task

Additional Worktags

IMPORTANT! Confirm that the *Deliver-To* and *Ship-To* addresses are correct.

Note: The cost center auto-populates. If the cost center needs to be changed, click the stacked bars icon and select the appropriate option.

Note: If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

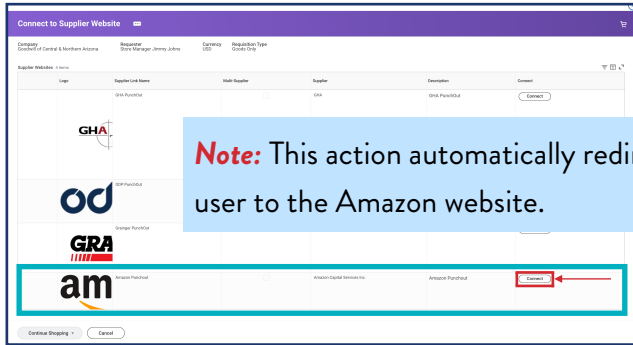
Note: If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option.

OK

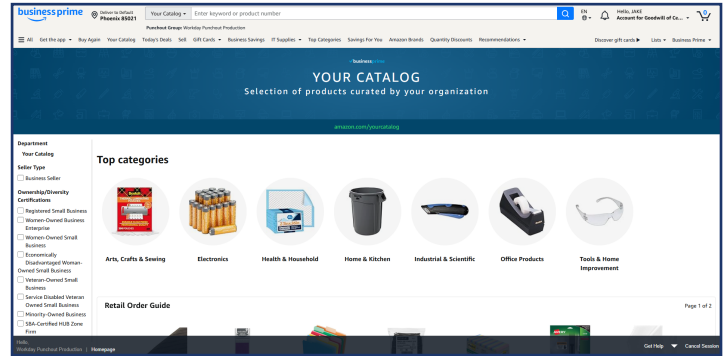
Cancel

HOW TO CREATE A PUNCH OUT REQUISITION FOR AMAZON ITEMS

4. Click **Connect** under the *Amazon Punchout* row



5. View items from **Your Catalog**



6. Scroll to the bottom of the page > Click **See All Results**

7. Click on an item to select it for purchase

8. Adjust the **Quantity** to the desired number

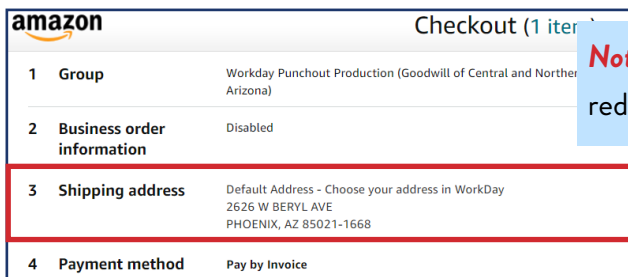
9. Click **Add to Cart**

10. Click the shopping cart icon > Review the cart > Make changes, if necessary

11. Click **Proceed to checkout**

Proceed to checkout

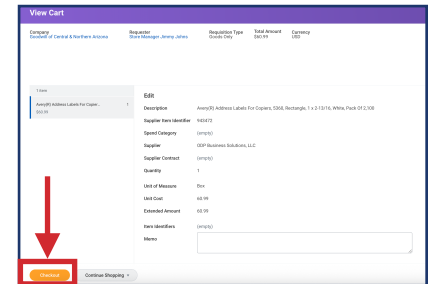
12. Click **Submit order for approval**



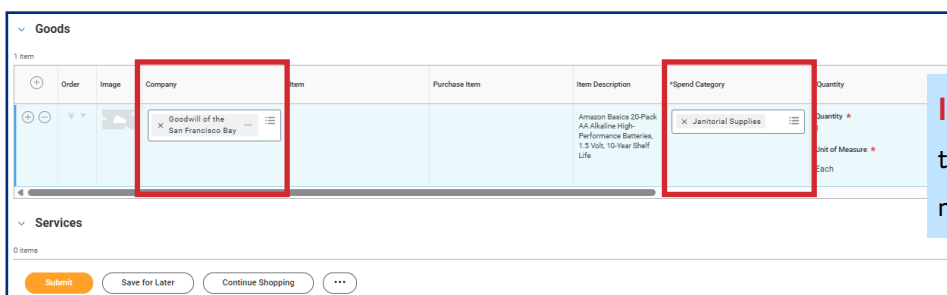
Note: The user will automatically be redirected back to Workday.

Note: The shipping address defaults to Beryl

13. Click **Checkout**

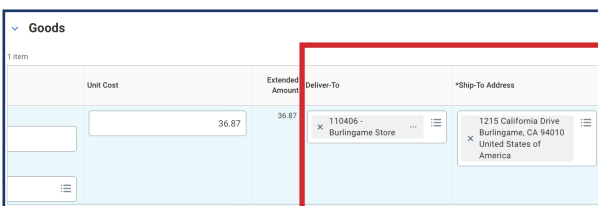


14. Change the **Company** to **Goodwill of the San Francisco Bay** > Enter the appropriate **Spend Category**



IMPORTANT! The company must be changed to GSFB, and the appropriate spend category must be entered on every requisition line.

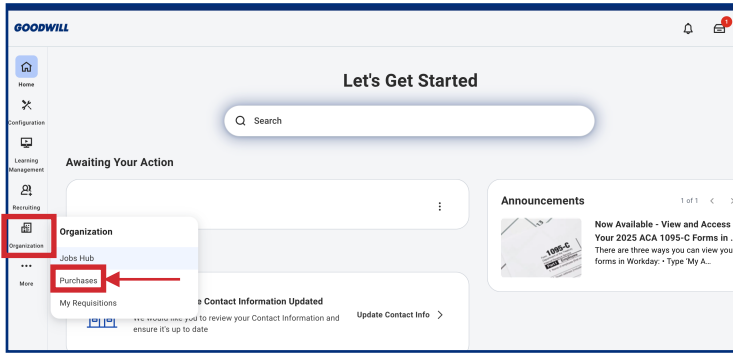
15. Scroll to view the right side of the form > Confirm the **Ship-To** and **Deliver-To** locations are set to the appropriate location



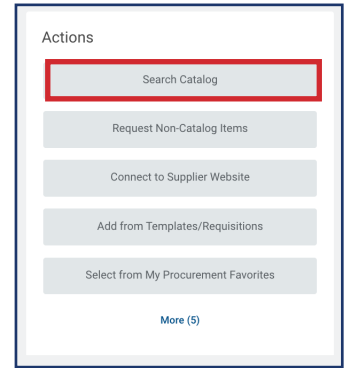
16. Verify the order > Click **Submit**

HOW TO CREATE A REQUISITION FOR CATALOG ITEMS

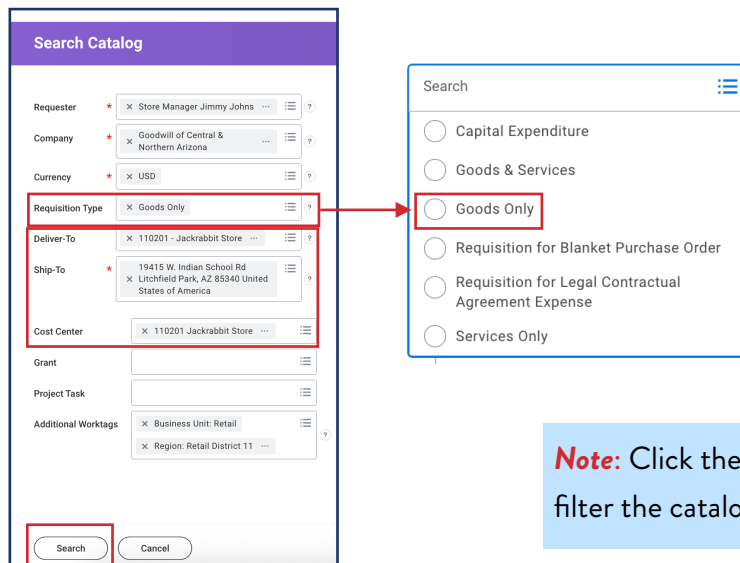
1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**



2. Click **Search Catalog**

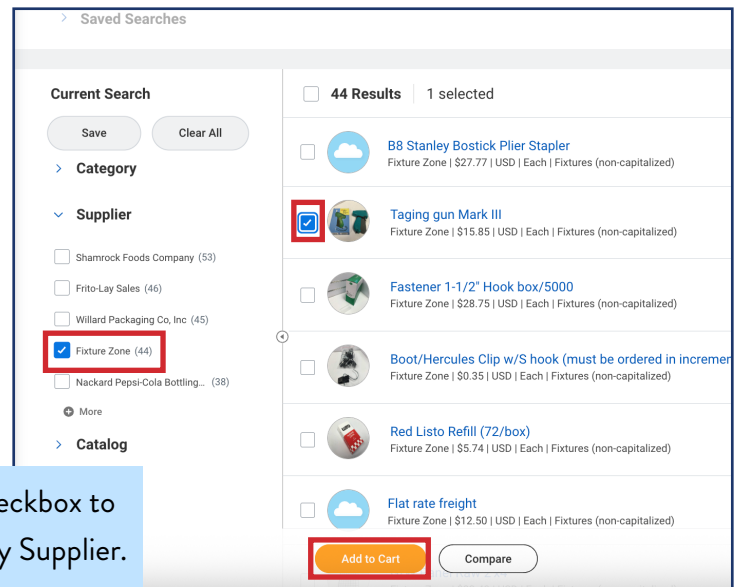


3. Under *Requisition Type*, Click to select **Goods Only** > Confirm the *Deliver-To*, *Ship-To* locations, and the *Cost Center* > Click **Search**

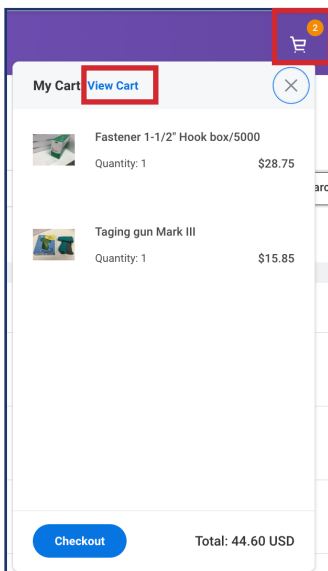


Note: Click the checkbox to filter the catalog by **Supplier**.

4. Click the checkbox(es) to select the desired item(s) to purchase > Click **Add to Cart**

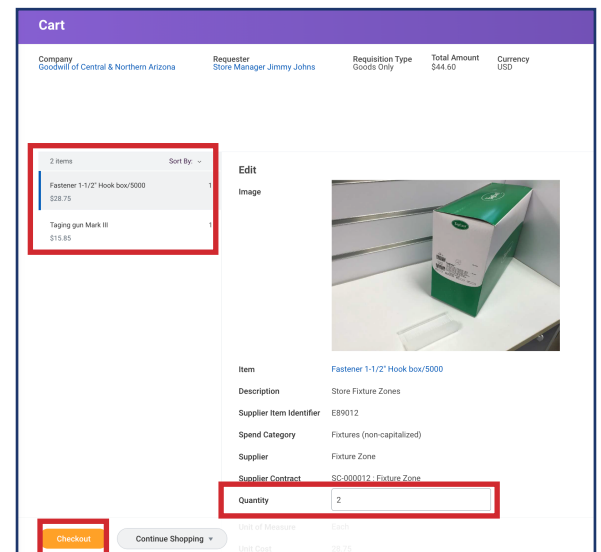


5. Click the shopping cart icon > Click **View Cart**



Note: Click the checkbox to filter the catalog by **Supplier**.

6. Click each item on the list > Enter the desired quantity for each item > Click **Checkout**



HOW TO CREATE A REQUISITION FOR CATALOG ITEMS

7. Review the information > Enter an internal note and/or note to the supplier(s), if desired > Scroll down on the page

Checkout

Company: Goodwill of Central & Northern Arizona | Requester: Store Manager Jimmy Johns | Requisition: RQ-062931 | Status: Draft | Total Amount: 73.35 USD

Shipping Address

Deliver-To: 110201 - Jackrabbit Store

Ship-To Address: 19415 W. Indian School Rd
Litchfield Park, AZ 85340
United States of America

Requisition Information

Request Date: 05/06/2025
Currency: USD
Requisition Type: Goods Only
High Priority: ☐
Sourcing Buyer:
Submitted by: Store Manager Jimmy Johns

Memo to Suppliers

Internal Memo: Example memo

Optional: Note to the Suppliers

Optional: Internal Note

Buttons: Submit, Save for Later, Continue Shopping

8. Review the Goods section of the form > Scroll to view the right side of the page

Goods

Item	Image	Company	Item	Description	Request Category	Quantity	Unit of Measure
Goodwill of the San Francisco Bay		Goodwill of the San Francisco Bay	110201 Jackrabbit Store	110201 Jackrabbit Store	110201 Jackrabbit Store	1	Each

Buttons: Submit, Save for Later, Continue Shopping

9. Change the company to **Goodwill of the San Francisco Bay** on the requisition line.

Goods

Item	Image	Company	Item	Description	Request Category	Quantity	Unit of Measure
Goodwill of the San Francisco Bay		Goodwill of the San Francisco Bay	110201 Jackrabbit Store	110201 Jackrabbit Store	110201 Jackrabbit Store	1	Each

Buttons: Submit, Save for Later, Continue Shopping

10. Enter the desired Delivery Date (**Optional**)

11. Confirm and/or change the Cost Center, if necessary **Note:** The cost center auto-populates.

12. If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

13. If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option

14. Review the entire form for accuracy > Click **Submit**

Goods

Requested Delivery Date	Supplier	Supplier Contract	Supplier Item Identifier	Item Identifiers	RFQ Required	Memo	*Cost Center	Grant	Project Task
MM/DD/YYYY	Fixture Zone	SC-000012: Fixture Zone	E89012		☐		110201 Jackrabbit Store		
	Fixture Zone	SC-000012: Fixture Zone	E106510		☐		110201 Jackrabbit Store		

Services

0 Items

Order	Image	Company	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address
No Data									

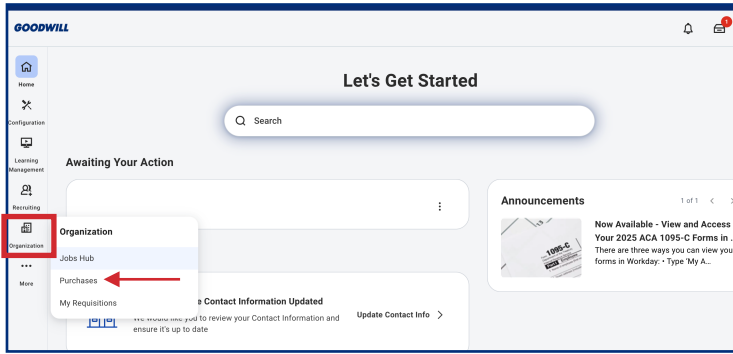
Attachments

0 Attachments

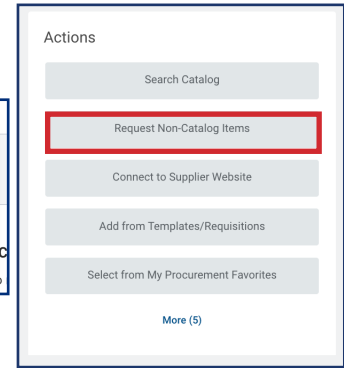
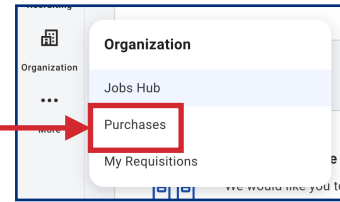
Buttons: Submit, Save for Later, Continue Shopping

HOW TO CREATE A REQUISITION FOR NON-CATALOG ITEMS

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**



2. Click **Request Non-Catalog Items**



3. Under *Requisition Type*, Click to select the appropriate option > Confirm the *Deliver-To*, *Ship-To* locations and the *Cost Center* > Click **OK** at the bottom of the form

Note: The *Deliver-To*, *Ship-To*, and *Cost Center* should automatically populate.

IMPORTANT! Select either **Goods Only** **OR** **Services Only** **OR** **Capital Expenditure**



4. Select **Request Goods** **OR** **Request Service**

5. Enter a description of the good or service

6. Under *Spend Category*, Click the stacked bar icon > select the category that best describes the good or service

7. Under *Supplier*, Click the stacked bar icon > select the appropriate supplier

8. Enter the desired quantity

9. Enter the dollar amount

10. Click to select the unit of measure that best describes the purchase

11. Click **Add to Cart**

HOW TO CREATE A REQUISITION FOR NON-CATALOG ITEMS

12. Click the shopping cart icon > Verify the quantity amounts are correct > Click Checkout

The screenshot shows two parts of the system. On the left, a 'My Cart' sidebar displays 'Example Good' with a quantity of 1 and a price of \$2.00. A 'View Cart' link is at the top, and a 'Checkout' button is at the bottom. On the right, the 'Edit' page for 'Example Good' shows details like 'Spend Category: Store Equipment - Capital', 'Unit of Measure: Roll', and 'Unit Cost: 2.00'. A 'Quantity' field is set to 1. A 'Checkout' button is at the bottom left of this page. A trash can icon is in the top right corner.

Note: Click View Cart to adjust the quantity and/or make additional changes.

Note: Click the trash can icon to delete the item from the cart.

13. Review the information > Enter an internal note and/or note to the supplier(s), if desired > Scroll down on the page

The 'Checkout' page contains several sections: 'Requisition Information' (Company: Goodwill of Central & Northern Arizona, Requester: Store Manager Jimmy Johns, Requisition: RQ-062931, Status: Draft, Total Amount: 73.35 USD), 'Shipping Address' (Ship-To Address: 19415 W. Indian School Rd, Litchfield Park, AZ 85340, United States of America), 'Requisition Information' (Request Date: 05/06/2025, Currency: USD, Requisition Type: Goods Only, High Priority: unchecked, Sourcing Buyer: empty, Submitted by: Store Manager Jimmy Johns), 'Memo to Suppliers' (empty), and 'Internal Memo' (Example memo). A large red 'X' is over a button at the bottom left.

Note: Review the Shipping Address.

Note: Review the Requisition Type. Appropriate options include: Goods Only OR Services Only OR Capital Expenditure.

Optional: Note to the Suppliers

Optional: Internal Note

IMPORTANT! Scroll down on the page.

HOW TO CREATE A REQUISITION FOR NON-CATALOG ITEMS

GOODS

- 14A.** Scroll to view the right side of the form > Edit the *Company* on the requisition line to **Goodwill of the San Francisco Bay**
- 15A.** Enter the desired Delivery Date (**Optional**)
- 16A.** Confirm and/or change the Cost Center, if necessary **Note:** The cost center auto-populates.
- 17A.** If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.
- 18A.** If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option
- 19A.** Review the entire form for accuracy > Click **Submit**

The screenshot shows the 'Goods' section of a requisition form. The 'Company' field is highlighted with a red box and labeled 14. The 'Requested Delivery Date' field is highlighted with a red box and labeled 15. The 'Cost Center' field is highlighted with a red box and labeled 16. The 'Grant' field is highlighted with a red box and labeled 17. The 'Project Task' field is highlighted with a red box and labeled 18. The 'Attachments' section is highlighted with a red box and labeled 19.

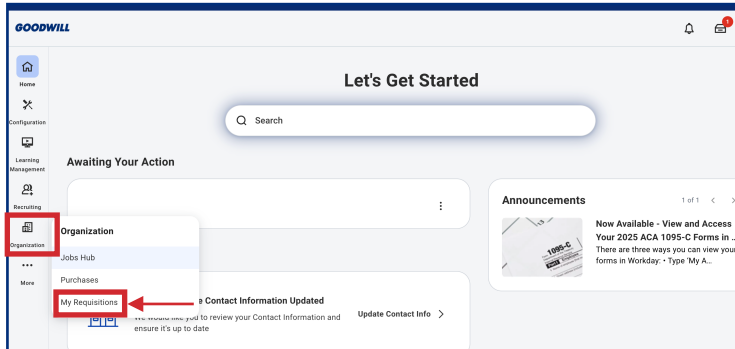
SERVICES

- 14B.** Scroll to view the right side of the form > Edit the *Company* on the requisition line to **Goodwill of the San Francisco Bay**
- 15B.** Enter a memo (**Optional**)
- 16B.** Confirm and/or change the Cost Center, if necessary **Note:** The cost center auto-populates.
- 17B.** If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.
- 18B.** If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option
- 19A.** Review the entire form for accuracy > Click **Submit**

The screenshot shows the 'Services' section of a requisition form. The 'Company' field is highlighted with a red box and labeled 14. The 'Memo' field is highlighted with a red box and labeled 15. The 'Cost Center' field is highlighted with a red box and labeled 16. The 'Grant' field is highlighted with a red box and labeled 17. The 'Project Task' field is highlighted with a red box and labeled 18. The 'Attachments' section is highlighted with a red box and labeled 19.

HOW TO VIEW THE STATUS OF REQUISITIONS

1. Log in to Workday > Hover over the *Organization* icon > Select **My Requisitions**



2. View your most recent requisitions > Click **View More Details** to view additional requisitions not displayed

Requisition	Date	Memo to Suppliers	Internal Memo	Status
RQ-061892	04/05/2025			Successfully Completed
RQ-061694	04/01/2025			Successfully Completed
RQ-060828	03/08/2025			Successfully Completed
RQ-060829	03/08/2025			Successfully Completed
RQ-060063	02/14/2025			Successfully Completed

[View More Details...](#)

3. Enter search criteria, if desired or just click **OK** to view all requisitions

Note: Enter search criteria to narrow down specific requisitions such as:

- a. Requisition Number
- b. Status
- c. Document Date Range
- d. Supplier

Note: To search for all of your requisitions, Click **OK** without entering any search criteria.

My Requisitions

Company

Goodwill of Central & Northern Arizona

Requisition

Status

Requisition Type

Requesting Inventory Site

Document Date On or After

04/06/2025

Document Date On or Before

MM/DD/YYYY

Supplier

Spend Category

Item

Project

Purchase Order

Exclude Canceled

☒

Exclude Closed

☒

Include Job Requisitions

☐

Results in Requisitions Worklet

☐

Cancel

OK

HOW TO VIEW THE STATUS OF REQUISITIONS

4. View the status of the procurement requisition > Click the **Requisition Number** to view more details

My Requisitions 

Create Requisition

Selection Criteria

Company Goodwill of Central & Northern Arizona

Document Date On or After 04/07/2025

Exclude Canceled Yes

Exclude Closed Yes

Note: The requisition number

Note: The request status

Procurement Requisitions

1 item

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
RQ-062931	Goods Only		05/06/2025	73.35	USD	Fixture Zone		In Progress		Example memo	Edit Requisition

5. Click the **Process History** tab

View Requisition RQ-062931 

Company Goodwill of Central & Northern Arizona

Requester Employee: Store Manager Jimmy Johns

Status In Progress

Total Amount 73.35 USD

Requisition Information

Request Date 05/06/2025

Currency USD

Requisition Type Goods Only

High Priority No

Sourcing Buyer (empty)

Submitted by Store Manager Jimmy Johns

Consolidate Requisitions on Purchase Orders No

Exclude Ship-To Address when Consolidating Requisition Lines No

Memo to Suppliers (empty)

Internal Memo Example memo

Shipping Address

Deliver-To 110201 - Jackrabbit Store

Ship-To Address 19415 W. Indian School Rd Litchfield Park, AZ 85340 United States of America

Add More

[Goods Lines](#) [Process History](#)

6. Review the *Process* list to determine if an event is awaiting action or if the step is completed.

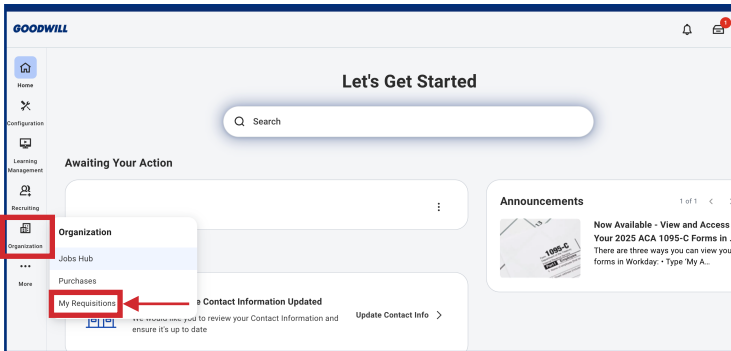
Process History 8 items

Process	Step	Status
Requisition Event	Requisition Event	Step Completed
Requisition Event	Approval by IT Asset Management	Not Required
Requisition Event	Approval by Grant Manager	Not Required
Requisition Event	Approval by Project Manager	Awaiting Action

HOW TO CANCEL A REQUISITION THAT IS IN PROGRESS

IMPORTANT! The requisition status must be “In Progress” in order to cancel it.

1. Log in to Workday > Hover over the *Organization* icon > Select *My Requisitions*

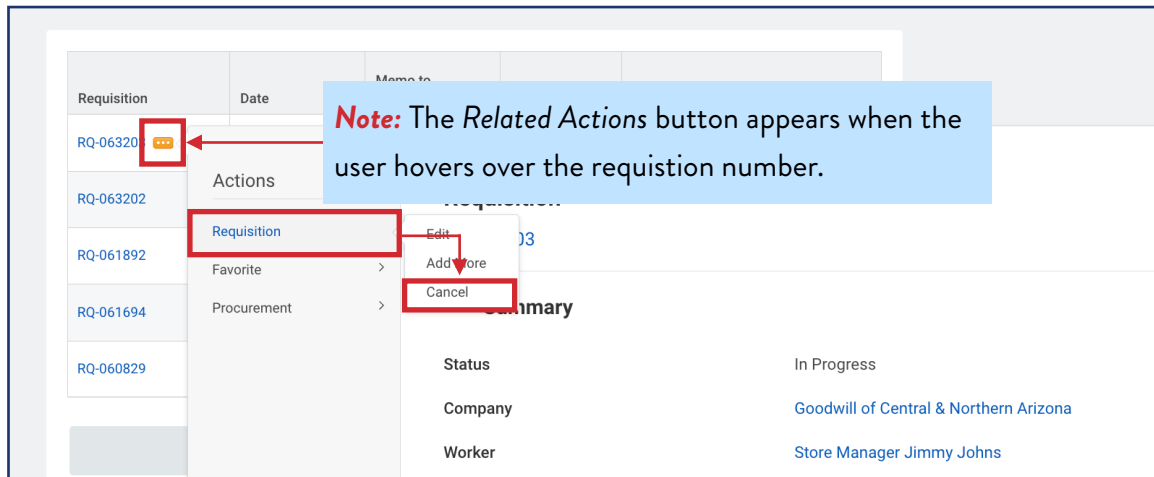


2. Locate the appropriate requisition

Requisition	Date	Memo to Suppliers	Internal Memo	Status
RQ-063202	05/11/2025			In Progress
RQ-061892	04/05/2025			Successfully Completed
RQ-061694	04/01/2025			Successfully Completed
RQ-060828	03/08/2025			Successfully Completed
RQ-060829	03/08/2025			Successfully Completed

View More Details...

3. Click the *Related Actions* button (i.e., three-dot icon) next to the requisition number > Hover over *Requisition* > Click *Cancel*



4. Click *OK* > Click *Done* on the next page

Confirm Requisition Cancel RQ-063203

Company: Goodwill of Central & Northern Arizona | Requester: Employee: Store Manager Jimmy Johns | Status: In Progress | Total Amount: 64.80 USD

Please confirm you wish to cancel the Requisition below

Comments:

Requisition Information

Request Date: 05/12/2025
Currency: USD
Requisition Type: Capital Expenditure
High Priority: ☐
Sourcing Buyer: (empty)
Submitted by: Store Manager Jimmy Johns
Consolidate Requisitions on Purchase Orders: ☐
Exclude Ship-To Address when Consolidating Requisition Lines: ☐
Memo to Suppliers: (empty)
Internal Memo: (empty)

Shipping Address

Deliver-To: 110201 - Jackrabbit Store

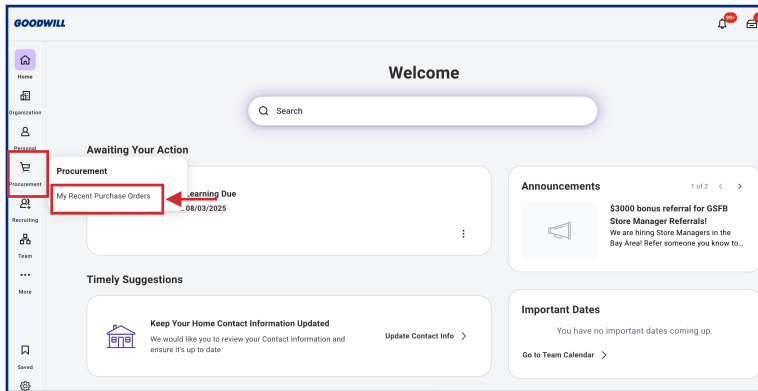
Note: The status of the requisition should show “Canceled”.

Requisition	Date	Memo to Suppliers	Internal Memo	Status
RQ-063202	05/11/2025			Canceled
RQ-061892	04/05/2025			Successfully Completed
RQ-061694	04/01/2025			Successfully Completed
RQ-060828	03/08/2025			Successfully Completed
RQ-060829	03/08/2025			Successfully Completed

View More Details...

HOW TO VIEW THE STATUS OF PURCHASES

1. Log in to Workday > Hover over the *Procurement* icon > Select **My Recent Purchase Orders**



2. View your most recent purchases > Click **View More Details** to view additional purchases not displayed

PO Number	Supplier	Status	Amount	Currency	Date
PO-055615	Amazon Capital Services Inc.	Issued	31.40	USD	01/28/2025
PO-055614	Amazon Capital Services Inc.	Issued	364.20	USD	01/28/2025
PO-055610	Amazon Capital Services Inc.	Issued	27.68	USD	01/28/2025
PO-055609	Fixture Zone	Issued	147.99	USD	01/28/2025
PO-055607	Fixture Zone	Issued	726.08	USD	01/28/2025

[View More Details...](#)

3. Enter search criteria, if desired or just click **OK** to view all purchase orders

Find Purchase Orders

Company

Recommended

+ AGES Arizona Goodwill Educati...

+ Goodwill of the San Francisco ...

+ Goodwill of Central & Northern ...

Supplier

Buyer

Purchase Order Type

Purchase Order

Document Date On or After 04/12/2025

Document Date On or Before MM/DD/YYYY

Due Date On or After MM/DD/YYYY

Due Date On or Before MM/DD/YYYY

Status

Issue Options

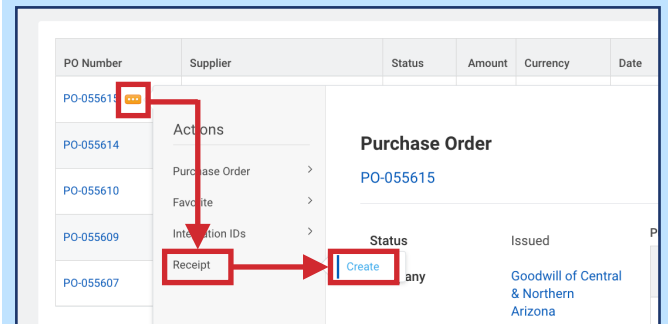
Contract

Cancel

OK

Note: To quickly access the receipt function,

1. Hover over the Purchase Order number
2. Click the three-dot icon (i.e., *Related Actions*)
3. Hover over *Receipt*
4. Click **Create**

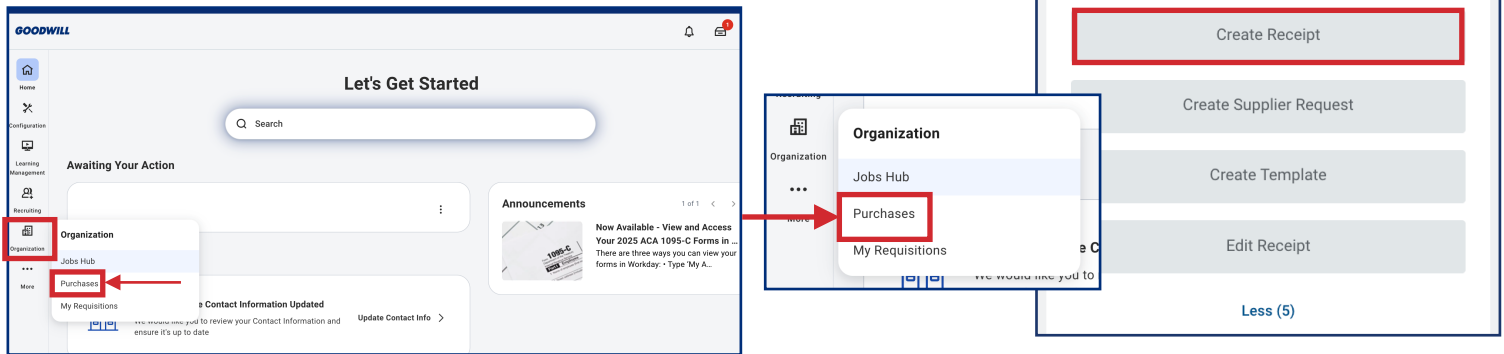


HOW TO CREATE A RECEIPT—ALL ITEMS RECIEVED

IMPORTANT! Once the vendor has delivered the products and/or performed the requested services, the next step is to create a receipt in Workday. If the store did **NOT** receive all of the products from the order, follow the process on page 22 to create a receipt.

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

2. Click **More** > Click **Create Receipt**



3. Click the field under *Document Number* > Enter the Purchase Order Number > Select the appropriate order

The screenshot shows the 'Create Receipt' form. At the top, there is a message: 'Please attach supporting documentation if receipt amount is different than what was included on the shipping documentation.' Below this, a link reads 'Retail - New Goods please remember to Receive your items in Dynamic 365.' A scroll bar is visible. The main section contains a warning: 'You are about to fully receive the remaining quantities/amounts. This doesn't apply to Project Based Service lines. Review your lines before you submit.' Below the warning, the 'Document Number' field is highlighted with a red box and contains 'PO-059145 (Pepsi-Cola)'. The 'Fully Receive' checkbox is checked and also highlighted with a red box. The 'Tracking Number' field is empty. At the bottom right, there are 'Cancel' and 'OK' buttons, with the 'OK' button highlighted by a red box.

4. If all items from the order were received, check the box > Click **OK**

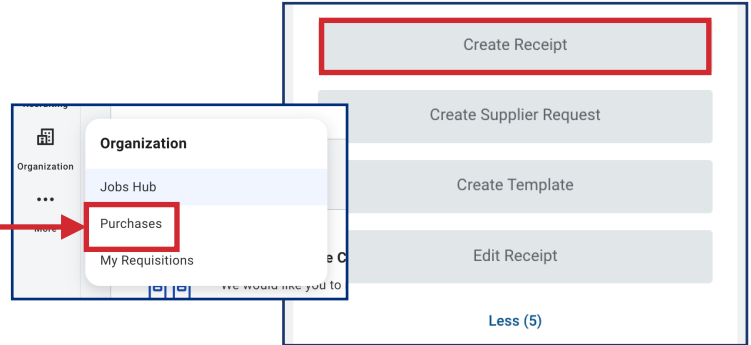
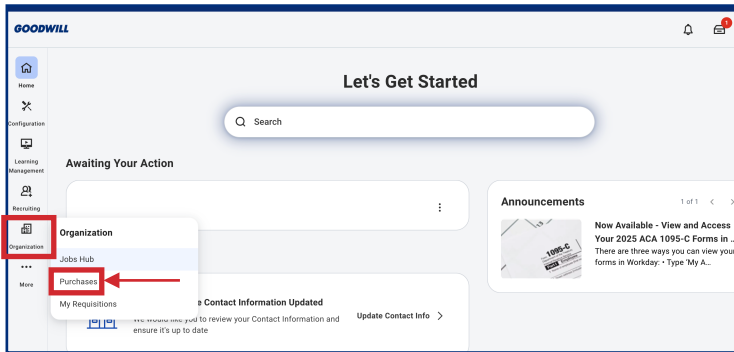
5. Review the information on the next page > Click **Submit**

HOW TO CREATE A RECEIPT—MISSING ITEMS

IMPORTANT! Once the vendor has delivered the products and/or performed the requested services, the next step is to create a receipt in Workday. If the store did **NOT** receive all of the products from the order, complete the steps of the following procedure.

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

2. Click **More** > Click **Create Receipt**



3. Click the field under *Document Number* > Enter the Purchase Order Number > Select the appropriate order > Click **OK**

IMPORTANT! If the purchase order does not populate, contact Purchasing at purchasing@goodwillaz.org.

4. Click each line to review > Enter the quantity received from the vendor for each product under *Quantity to Receive*

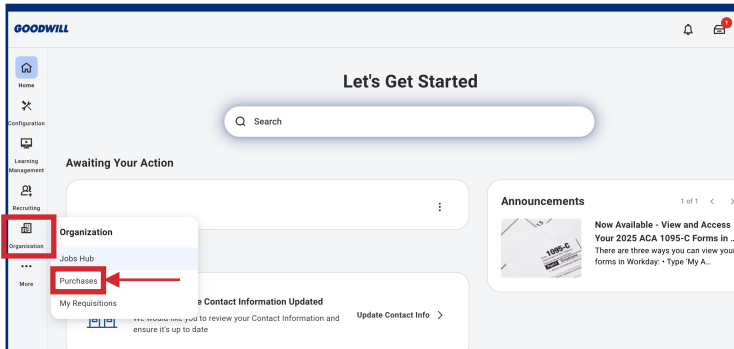
5. Review the form for accuracy > Click **Submit**

Note: In this example, the *Quantity Ordered* was 36, but the vendor only supplied 24 items.

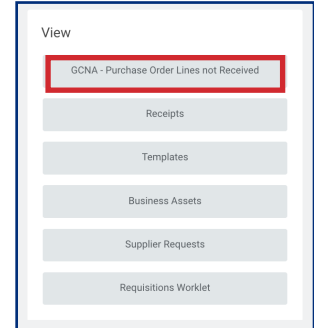
HOW TO LOOK UP PURCHASE ORDERS FOR YOUR STORE THAT NEED TO BE RECEIVED

Note: The following procedure can be used to find purchase orders that have not had receipts created. All managers in the store have access to this function even if they are not the manager that submitted the purchase order.

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**



2. Click **GCNA—Purchase Order Lines not Recieved**



3. Click and select the appropriate store under **Cost Center** > **OK**

GCNA - Purchase Order Lines not Received

District: [Dropdown]

Cost Center: [Dropdown] **X 110039 Oak Store** [Dropdown]

Requester: [Dropdown]

Purchase Order: [Dropdown]

Supplier as Worktag: [Dropdown]

Procurement Item: [Dropdown]

Spend Category as Worktag: [Dropdown]

Purchase Order Date From: * 12/01/2020 [Calendar]

Purchase Order Date To: * 05/13/2025 [Calendar]

Purchase Order Due Date From: * 12/01/2020 [Calendar]

Purchase Order Due Date To: * 05/13/2025 [Calendar]

Company: [Dropdown] **X Goodwill of Central & Northern Arizona** [Dropdown]

Filter Name: [Text Box]

Manage Filters: [Button] Save: [Button]

0 Saved Filters

Cancel: [Button] **OK: [Button]**

OPTIONAL: Enter a date range to narrow down the search for the appropriate purchase order(s).

4. Locate the appropriate purchase order > Hover over the purchase order number > Click the three-dot icon > Hover over *Receipt* > **Create**

PO Number	Supplier	Status	Amount	Currency	Date
PO-055615					
PO-055614					
PO-055610					
PO-055609					
PO-055607					

Actions:

- Purchase Order >
- Favorite >
- Intention IDs >
- Receipt** >

Purchase Order PO-055615

Status: any

Create: [Button]

Issued: Goodwill of Central & Northern Arizona

IMPORTANT! If ALL items from the order were received, follow the process on [page 18](#) to create a receipt. If there are missing items from the order, follow the process on [page 19](#).

Note: Connect with the Purchasing Team at purchasing@goodwillaz.org for questions.