

## Receiving by Dollar Amount

This document is a quick reference guide for users who would like to receive by dollar instead of quantity in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Users are able to set up a requisition to receive by dollar amount and not by the quantity ordered. Users will have to ensure this option is selected before they submit a requisition for approval and a purchase order(PO) is created. Once this option has been selected and a PO has been created, users cannot go back to receive by quantity.

### Activating Receiving by Amount

1. Create a Requisition
2. Click the **Pencil** icon next to each item to edit the item details.

	#	Ref.	Short Description
<input type="checkbox"/>	242711-2	CTR049468-1	Accounting Employee
<input type="checkbox"/>	242711-1	CTR049468-2	Accounting Manager

3. Click the **Receive by Amount** checkbox to activate the receive by amount functionality.

Total Ordered Quantity \*  
5.0000 Hour

Products types  
Product

Delivery Date  
3/18/2021

Service To Date ⓘ  
[Date Picker]

Requisition Status  
Draft

Receiving by Amount

4. Continue checking the **Receiving by Amount** checkbox for all items in the requisition you wish to receive by dollar amount. **Do not** select the Receiving by Amount checkbox on items you wish to receive by quantity.

**Note: Once the receive by amount checkbox has been selected and your requisition has been approved, users will no longer be able to go back to receive by quantity in the approved PO.**

## Receiving by Dollar

1. Locate the PO you wish to create a receipt for.
2. Click the **Create Receipt** button at the top of the PO.
3. Navigate to the **Receive** section of the receipt.
4. The receipt line items will display with a quantity of 1, you will also see the **Unit Price** and **Price** fields with the amount you can receive.
5. Click the Pencil Icon to edit the Amount you would like to receive.

Received

Add Order Items Delete Selection

0 Selected

Item Description	QTY	Unit Price	Price	Currency
Accounting Employee	1.0000	250.000000	250.0000	USD
Accounting Manager	1.0000	475.000000	475.0000	USD
		2.0000		

2 Result(s)

6. On the popup, navigate to the **Quantity Received** field. This field will display the total or remaining total dollar amount (if partially received) that you are able to receive. Change total (if necessary) to the amount you wish to receive.

Order

PO0000195099 - Req. 3/18/2021-Brennan and Dale LLC

Final Delivery

Quantity Received \* 250.0000 USD

7. Once complete updating the information on the popup, click **Save & Close**.
8. If necessary continue updating all items to the correct amount you wish to receive.
9. Once complete with your receipt click the **Submit receipt** button.