Yo-Mart Training Manual – Receivers

Updated January 15, 2014

Login url: https://solutions.sciquest.com/apps/Router/SAMLAuth/AppState
You may also access Yo-Mart on the Appleap website by clicking on System Access.

Enter your User Name in the UserID field. Enter your enterprise password, click Sign In.

Receiving must be done in Yo-mart for all purchase orders created in Yo-Mart. Pcard orders do not need to be received.

To receive your order, click on Document Search. Enter your purchase order number or use the search to find it. Click on the purchase order number to open it.
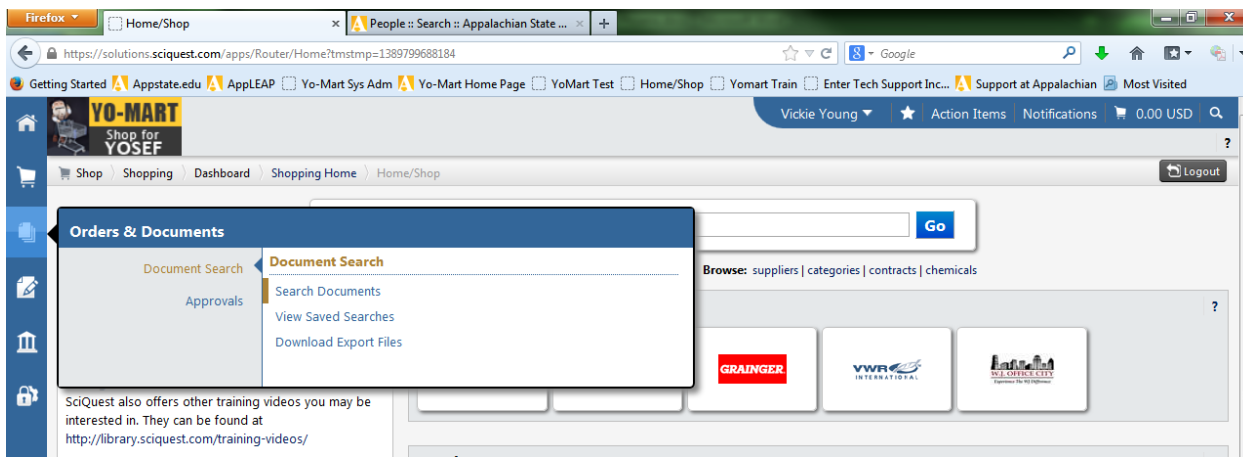
Click on the drop down box on the right hand corner of your screen to display "Available Actions."
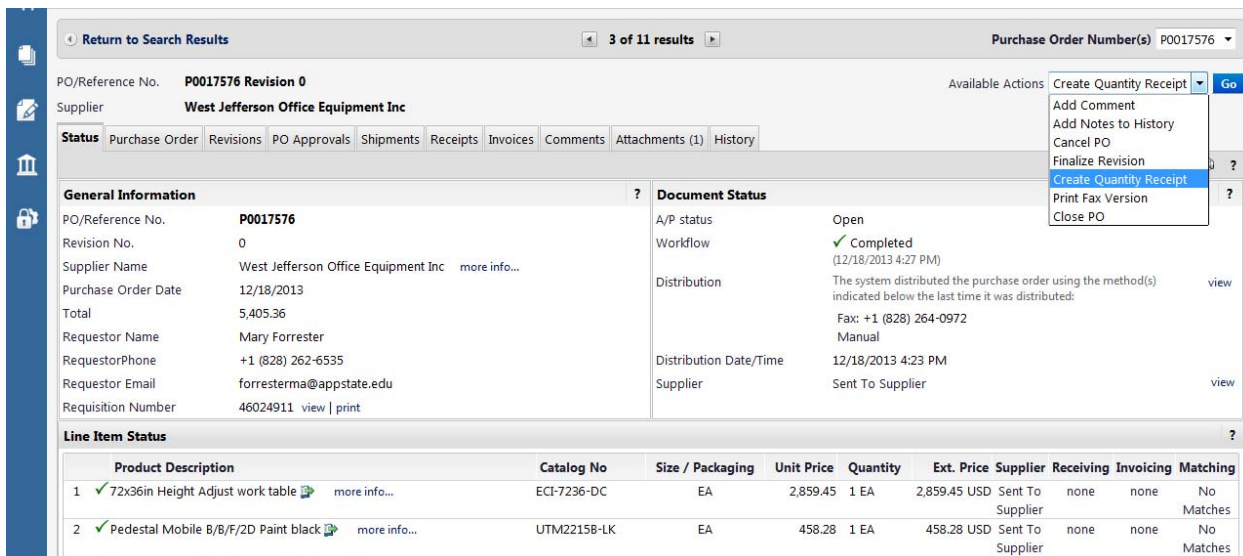
Choose "Create Quantity Receipt" or "Create Cost Receipt" depending on how your purchase order was set up. Standing orders are always "cost receipt" orders. If you choose the wrong type of receipt you will get an error message and a link to create the correct receipt.

 Click "Go." None of the header information is required but may be useful.

The ordered quantity or cost will default in. If previous receipts have been entered, the open quantity or cost left on the purchase order will default in. If you received more or less of the items on a line, change the quantity to the amount received. Do not over-receive unless you are approving payment for over-receipt.

If you have multiple lines on your purchase order and only want to receive some of the lines, remove the lines you do not want to receive by clicking on the "Remove line button" beside the item ordered or by selecting the lines by checking the box to the right of the line and clicking on the Go button beside "Remove Selected Lines."

Yo-Mart will not allow a zero receipt therefore you must remove any line with no (zero) quantity to be received.

After you have made any necessary changes to the draft receipt, click "Save Updates" and then "Complete." Clicking the "Complete" button when entering a partial receipt only completes that receipt. It does not complete (close) the purchase order. You can return and enter the remaining receipts as needed.

You should see a confirmation screen showing the receipt number.

If you receive an item you wish to return, select the "Receive & Return" button which allows you to receive the item and then return it. This might be used if you received a damaged item.