







Purchasing Department

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How to Receive a Purchase Order (yellow copy of the PO) – Select Items / Partial:

1. Log in to Banner, and go to screen FPARCVD
 - a. Type FPARCVD in the Search box; or
 - b. Click the Applications icon (9 squares, on top-left of the screen), and move through Purchasing and Procurement > Receiving Processing > Receiving Goods
2. In the Receiver Document Code box, type “NEXT”, then 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 the Bill of Lading number
Note: If this is a Standing Order with multiple payments, you may want add a payment count number after it (E.g., P00xxxxxx-1)
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 Purchase Order items
9. Select the items you are receiving by clicking the check box(es) next to the appropriate item(s)
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 at the beginning
13. Go to the Description page by clicking the down arrow  (bottom-left of the screen)
14. Enter the dollar amount that you will be receiving , or the quantity of items received
15. Make sure to write down the Receiver Number (E.g., Y00000000) on the yellow copy of the Purchase Order
16. Click the down arrow  (bottom-left of screen) until you get to Complete.
17. Sign the yellow copy of the Purchase Order with the Receiver Number written on it, and send to the Controller’s Office / Accounts Payable

If you have questions, contact the Purchasing Department at x5211

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