Buy A&M Receiving Training
TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Before Business services can pay for an order, the user must do a receiving document, granting their approval for payment.

- Login to Buy A&M through Single Sign On
Click on purchase order tab

Click on pending receipt
This will bring up a list of all purchase orders for your department that have not been received.

Click on the purchase order you would like to receive
The Purchase Order will then open in the summary view. Scroll about ½ way down the page and click “Create Receipt”
Attach an invoice for the goods or services here

**CHECK THE SELECT BOX**

Enter the portion of the order you want to receive

Any comments about the order should go here

Click “Save & Continue”
Once you have clicked “Save & Continue” you will be re-directed to the following screen:

Click “Submit for Approval”
You will be re-directed to the following screen:

Select "Automatic Approval"

Click "Save & Continue"
You will then be directed to the following screen:

The status will show (Approved for Invoice) This means the receipt has been completed and Business Services can pay the invoice. No further actions are required from the department at this point.