How to Create a Mass Receiving Receipt

Step-by-Step Instructions for Creating a Mass Receiving Receipt

1 Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Procurement** and then select **Pending Receipts** from the drop-down menu.

2 a) A purchase order's line items (without created and submitted receipts) are displayed on this page, which means you must select by line item instead of by purchase order.

   b) For each line item you want to create a mass receiving receipt for, click the **Checkbox ( □ )** icon next to it and then click **Create Deliveries**.

3 a) In the Create Mass Delivery pop-up box, populate the **Receiver’s Site Location** field with the location the goods were received.

   ▲ If all of the deliveries were not received at the same location, do not populate this field now. The location can be reviewed and updated later on in the Mass Receiving process.

   b) Click **Validate** to continue.
Draft receipts are created for each unique Supplier.

▲ If you select multiple purchase orders from a single Supplier, only one draft receipt will be created (e.g., if you chose two purchase orders from one Supplier and one purchase order from another Supplier, only two draft receipts will be generated).

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a) Open each draft receipt to edit the pre-populated fields or populate the mandatory fields and then submit the receipt. Click on a draft receipt and complete the steps outlined in the Create and Manage a Receipt Job Aid.

b) Click Submit once you have completed the process outlined in the Job Aid.

▲ For each draft receipt listed, ensure you complete the steps for submitting a receipt.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).