Procurement policy dictates that departments must acknowledge receipt of all orders over $4999. This is done through the Emory Express receiving process. The receiving process is an authorization to pay for goods and services received.

Creating a Receipt

1. Select your name from the banner. Then select My Recently Completed Purchase Orders.

2. Select the Purchase Order number you need to receive. Click Go.

3. Update the quantity to reflect the amount received, Save Updates, and Complete.

Refer to the Emory Express User Manual for additional information on receiving including adding comments and invoice review.

Correcting/Deleting a Receipt

You can correct or delete a receipt if it is not matched to an invoice.

1. Select your name from the banner. Then select My Recently Completed Purchase Orders.

2. Select the Purchase Order number for the receipt you need to correct/delete.

3. Select the Receipts link. Then select the Receipt No. link.

4. Reopen Receipt. The system will prompt you to document the reason. Enter the reason and confirm Reopen Receipt.

5. To make corrections, Save Updates, and Complete. To delete a receipt, select Delete.