This how-to sheet outlines the steps required to:

- Receipt a purchase order.
- This step is required for goods and services valued ten thousand or more. The university needs to know if large purchases have been received before invoices are paid.

**eShop’s purchase requisition form should be used for:**

- Non-catalogue items, services (including consulting), and standing orders.
- Requisitioning goods or services above the $10,000 threshold, or for low dollar value purchases where the vendor does not accept a procurement card.

**Additional information is available:**

- The Procurement Policy ([available on the University Secretariat’s website](#))
- The ‘How to Buy’ page on Procurement Services’ page

**THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP**

You have received a good or a service that has been completed and is valued at ten thousand dollars or more.

1. Once logged into eShop, click on the ‘**Accounts Payable**’ icon.
   
   When the ‘Accounts Payable’ window opens, hover over the white ‘**Receipts**’ text, and click on the ‘Create New Receipt …’ option.
2. In the ‘Type’ field, click on the drop-down arrow and choose the option that makes the most sense for your order.

Type the purchase order number in the ‘PO numbers’ field and click the red ‘Create’ button.

**Tip:** If you need help finding the purchase order number, reference the email reminder OR review one of the ‘Searching Documents’ how-to sheets.

3. eShop has pulled all of the information from the purchase order into the new window.

4. Scroll down to the ‘PO’ window.

If required, update the ‘Pre-Tax Amount’ field to match the invoice.

5. To complete the receipt, click on the red ‘Complete’ button.

**What next?**
- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.