How to Receive a Delivery

- Login into Jaggaer Researcher Module
- Set your “Alternate Receiving Location” by clicking on the user icon.
- Select the “Receiving” tile
How to Receive a Delivery

Select the desired search rooms:
- “All Rooms”: select for a wider search range of all receiving locations on campus
- “All my rooms”: select for search only receiving location you have selected

Begin search by inputting any searchable identifiers, e.g.
- PO number
- Request number
- Recipient name

Select the item/items for receiving by add them

Click on the “Receive items” button

Select the “Receive Truck” icon on the desired item.
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Click “Receiving” button (highlighted in RED)
- For chemical container: Details about the container will appear and upon receipt a barcode will be printed.
- If user needs to change the selected printer click on the “Printer” icon
- If users choose not to create a container for the received item, deselect the “Create Container” option, i.e. when receiving Lab Consumables.
# How to Receive a Delivery

## Cancel Item/Items from Requisition

1. **Select the desired search rooms:**
   - “All Rooms”: select for a wider search range of all receiving locations on campus
   - “All My Rooms”: for searching only your designated receiving locations.

2. **Begin search by inputting any searchable identifiers, e.g.:**
   - PO number
   - Request number
   - Recipient name

3. **Click on the “Cancel” icon (highlighted in red) for the desired item.**