



PORC Purchase Order Receiving

PORC is used to communicate with the Accounts Payable Clerk. Input the number of items that have been received and are not defective. **By entering items as “accepted” you are approving the order for payment.**

To start, enter the PO number for the items you have received.

Date Received: Enter the date item(s) were received. At year-end it's very important to enter the date the item was delivered to your department. The year the order is received in, is the year the invoice is paid out of.

Packing Slip: Optional

Arrived Via: N/A

Enter through until you reach the “accepted” field. Enter the number of items received. Continue through each line item entering only the number actually received.

Accept All Items: Answer yes, if you have accepted all items. Answer no, if you have not received all items.

Please accept items in PORC as soon as they are received in your department. Accounts Payable will receive invoices on partial orders. Invoices can not be paid until all items are accepted in PORC.