

Receiving Material

Note

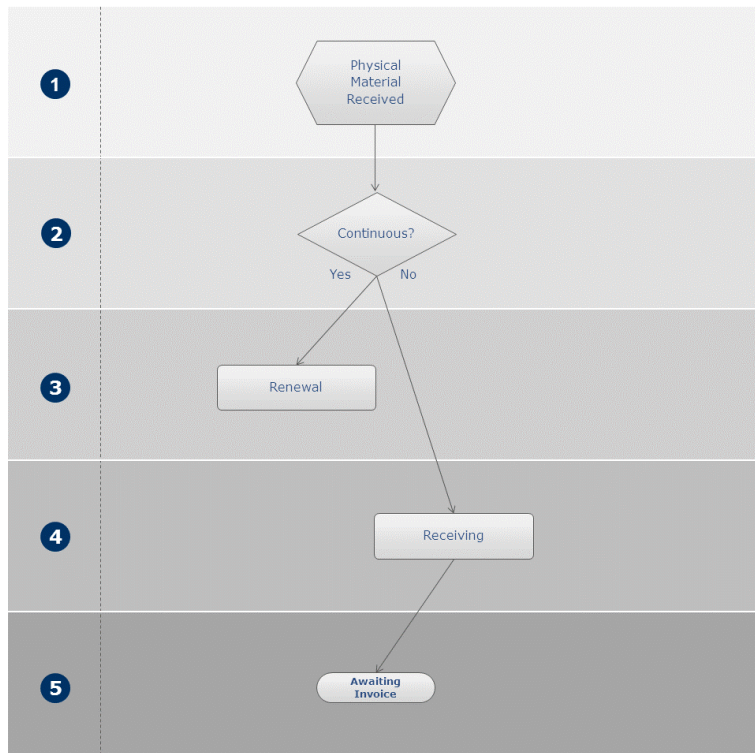
This page gives high level overview of the receiving stage for physical items. For full details see [Receiving Physical Material](#). For the overall end to end purchasing workflow see [Purchasing Workflow](#). See also the following for more information:

- [Closing, Reopening and Relinking PO Lines](#)
- [Post Receiving Processing](#)
- [Processing Claims](#)
- [Introduction to Acquisitions](#) (including invoicing and configuration)

To receive material, you must have the following role:

- Receiving Operator

The final step of the purchasing workflow is the receiving stage, in which the physical material that was ordered from a vendor is received (see [Receiving Physical Material](#)). If the PO line is for electronic material, it proceeds to the activation stage (see [Activating Electronic Resources](#)).



Receiving Physical Material Within the Purchasing Workflow

The following is a description of the steps in this workflow (with the numbers corresponding to the numbers in the diagram):

1. The physical material that was ordered from the vendor arrives.
2. On receipt of the material, the system checks whether the material type is continuous. If the type is continuous, it proceeds to step 3. If the type is not continuous, it proceeds to step 4.
3. The material is marked as **Recurring Renewal** (see [Renewals](#)).
4. The physical material is received in the system according to its material type, either **One-time** or **Continuous**. For details, see [Receiving Physical Material](#).
5. The final step in the receiving workflow is to await the invoice from the vendor or to create the invoice in Alma (see [Invoicing](#)).

Watch

- [Receiving One-Time Print Items](#) (5:00)
- [Receiving Continuous Print Items](#) (5:00)