

**Getting to Know Alma: Receiving a Physical Item**

*Note: You will need to download and complete the instructions in the handout in the last session* ***Purchasing Physical and Electronic Items*** *before proceeding with this exercise.*

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| 1. Log into Alma with the AlmaUser01 user |  |
| 1. Ensure that the Location is set to “Main Library – Technical Services” |  |
| 1. Go to Acquisitions > Receiving and Invoicing and click on the “Receive” link. |  |
| 1. Search for the physical item you ordered in the ***Purchasing Physical and Electronic Items*** exercise. (e.g. Wildflowers in North America) 2. Keep the Received Date set to today 3. In the results list, view the row actions list for the title and select “Receive” |  |
| 1. Search for the title in Order Lines 2. Note that the title now shows that the PO has been “Sent”, and the PO Line is “Waiting for Invoice” |  |