Contents
Locate Purchase Order (PO) and Open................................................................. 1
Create Receipt ....................................................................................................... 1
Correct/Delete Receipt .......................................................................................... 3

Locate Purchase Order (PO) and Open

2. All documents related to the PO will be listed. Click on the Purchase Order to open.

Create Receipt

1. Create receipt after item(s) are physically received or services are performed. The receipt is the department’s approval for the invoice to be paid.

November 2021  Questions? Contact bmcemarket@brynmawr.edu  Page 1 of 4
3. **Receipt Date** - Enter the ACTUAL date you physically received item(s) or ACTUAL date services were completed. DO NOT ENTER today’s date unless that is the actual date.

4. **Packing Slip No.** - Enter packing slip number. If there is no packing slip number enter none.
7. **Quantity** - Enter number received for the remaining lines, then click [Complete](#) on the top right of the screen.

8. A receipt number will be assigned. File packing slip (if you did not attach scanned copy to receipt).

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**Correct/Delete Receipt**

1. Correct a previously entered receipt for an invoice not processed yet.

2. Follow [Locate Purchase Order (PO and Open)](#).

3. Click **Receipts** tab.

   **Purchase Order** : P00001130 Revision 0

4. Click on blue Receipt number under **No.** column to open receipt to be corrected.
Receive Orders

Add Comment

You must provide a reason for reopening a receipt. If you select a user they will receive an email indicating that the receipt has been reopened.

Email notification(s):

- Donna Macintosh Req/Inv LOCAL (Requested by: donnamacintosh20@gmail.com)
- Mary Ellen Gardner Req/Inv LOCAL (Prepared by: mgardner@brynmawr.edu)

Enter the reason for reopening receipt. For example, you can enter "correct quantity" or "delete receipt and re-enter".

No need to send an email to anyone unless you want to.

[22 characters remaining]

Reopen Receipt

9. One of the screens below will appear depending on which option you chose above.