

Receive Orders

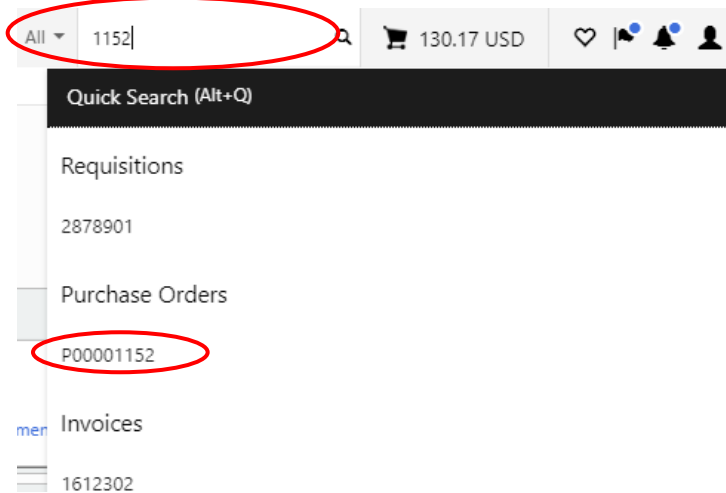
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Locate Purchase Order (PO) and Open

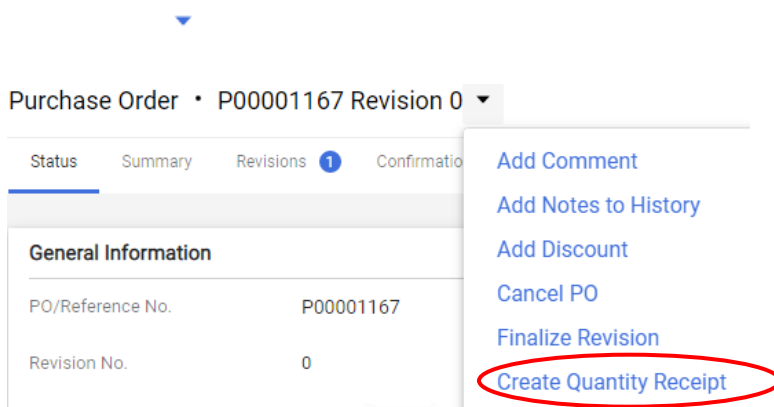
Search (Alt+Q)

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.



Receive Orders

- 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.

[Add](#)

Quantity Receipt • 467557

Summary | Comments | Attachments | History

Receipt Name: 2021-11-04 dmacintosh.reqinv 01

Receipt No: To Be Assigned

Receipt Date: 11/4/2021

Packing Slip No.:

Supplier Name: Office Depot

Received by: Donna MacIntosh Req/Inv LOCAL Bryn Mawr College

Receipt Address: Bryn Mawr College
Attn: Donna MacIntosh Requestor/Invoice
Dept: Controller
Bldg: Cartref 3rd Fl
101 N Merion Ave
Bryn Mawr, PA 19010-2899
United States

Carrier: Other

Tracking No.:

Flexible Text Field:

Flexible Text Field 2:

Flexible Drop Down:

Attachments: [Add](#)

Notes: 1000 characters remaining

Correct these
You are unable to save this receipt until all errors are corrected.

One or more errors were found.

Details

Creation Date

Source

Supplier

Received by: D

Total (0.00 USD)

Subtotal

Related Documents

Catalog No.	Quantity	Status
495200	Invalid quantity	Received

Catalog No.	Quantity	Status
974032	Invalid quantity	Received

Receive Orders

7. **Quantity** - Enter number received for the remaining lines, then click **Complete** on the top right of the screen.

Quantity Receipt • 467535

Summary Comments Attachments History

Line Details

PO • P00001180

Line	Item	Catalog No.	Quantity	Status
2	Office Depot Brand Copy And Print Paper, Ledger Size (11in x 17in), 20 Lb, Ream Of 500 Sheets	974032	Invalid quantity	Received

ITEM DETAILS

Save Updates Complete

Draft

Correct these issues.
You are unable to proceed until addressed.
One or more receipt lines contains an invalid quantity

Details
Creation Date 11/4/2021 3:28:05 PM

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

✓ Receipt Created

Summary

Receipt No 467535

Created for the PO No(s) P00001180

Next Steps

Create Qty Receipt

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

Status Summary Revisions 1 Confirmations Shipments Receipts 1 Invoices Comments Attachments History

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

Records found: 1

No.	Receipt Date	Receipt Type	Received by
433828	3/23/2021	Quantity	MacIntosh Req/Inv LOCAL, Donna

Reopen Receipt

Reopen Receipt

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 (Received by) <donna.macintosh29@gmail.com>
- Mary Ellen Gardner Req/Inv LOCAL (Prepared by) <mgardner@brynmawr.edu>

[add email recipient...](#)

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

822 characters remaining

[expand](#) | [clear](#)

Reopen Receipt

Close

Complete

Complete

Delete

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

✔
Receipt Created

Summary	Next Steps
Receipt No 467566	Create Qty Receipt
Created for the PO No(s) P00001180	

Accounts Payable > Receipts > View Draft Receipts

Create Qty Receipt

Draft Receipts

Results Per Page 10

Receipt Name