

Receive Orders

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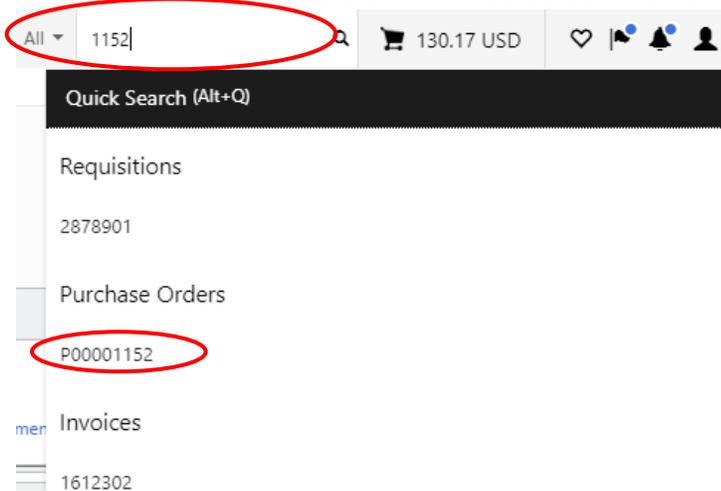
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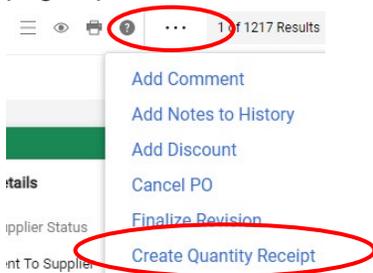
Locate Purchase Order (PO) and Open

1. Click in the **Search (Alt+Q)** box located in header and enter last 5 digits of Purchase Order (PO) Number then hit enter. Choose from list.
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.
2. Click on the **...** at the top right of the screen. Choose *Create Quantity Receipt*. The Quantity Receipt page opens.



Receive Orders

- 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.
- Packing Slip No.** - Enter packing slip number. If there is no packing slip number enter none.
- DELIVERY** - Enter delivery information. This is optional, i.e., enter the *Tracking No.* or attach your scanned packing slip by clicking [Add](#).

Quantity Receipt • 467557

Summary | Comments | Attachments | History

Receipt Name	2021-11-04 dmacintosh.reqinv 01	Carrier	Other
Receipt No	To Be Assigned	Tracking No.	
Receipt Date	11/4/2021	Flexible Text Field	
Packing Slip No.		Flexible Text Field 2	
Supplier Name	Office Depot	Flexible Drop Down	
Received by	Donna MacIntosh Req/Inv LOCAL Bryn Mawr College	Attachments	Add
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	Notes	1000 characters remaining

Correct this
You are unable to save this receipt.
One or more items are missing required information.

Details
Creation Date
Source
Supplier
Received by: D

Total (0.00 USD)
Subtotal

Related Documents
[Scan Receipt](#)

- If your PO has more than 1 line and not all lines were received yet, click on the box to the right to add a check mark in the box then click on the to remove each line not received or use the on the line not received.

Catalog No.	Quantity	Status	
495200	<input type="text"/>	Received	
Invalid quantity			

Bryn Mawr College (Bryn Mawr)

1000 characters remaining

974032	<input type="text"/>	Received	
Invalid quantity			

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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	<input type="text" value="Invalid quantity"/>	Received

ITEM DETAILS

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 • WB Mason • P00001156 Revision 0

Status Summary Revisions 1 Confirmations Shipments **Receipts** 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

5. Click **Reopen Receipt** on the top right side of the screen.
6. A window will appear. Enter reason for reopening the receipt (i.e., correct qty) then click **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

7. Correct Receipt – Change any fields that are incorrect, and then click **Complete**.
8. Delete Receipt - Click on the drop-down arrow next to **Complete** then select **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

Receipt Name
