

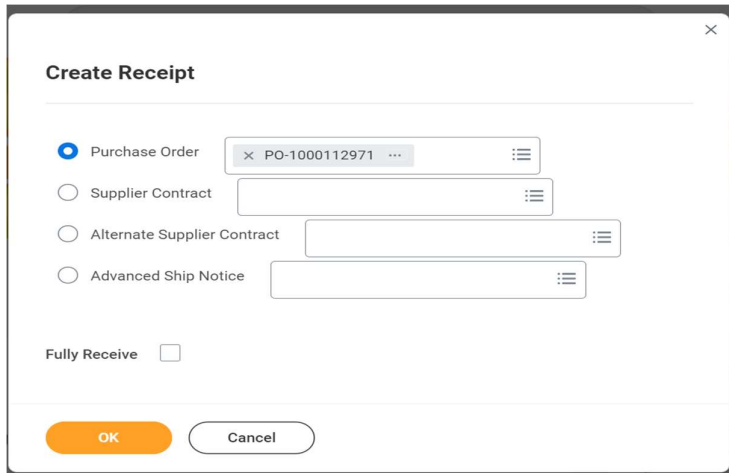
Managing Procurement: Create Receipt

This quick reference guide (QRG) provides instructions to create a receipt once goods/services are received. No payment can occur until the Purchase Order displays as Received.

The report RPT - Supplier Invoices in Match Exception may be run to identify Purchase Orders needing to be received so that an invoice may be matched and paid.

CREATE A RECEIPT

1. Type and select **Create Receipt** task in the search bar. The **Create Receipt** box displays.
2. Type in the purchase order# (e.g. PO-1000112971) for which you will create the receipt.
3. Click the **Fully Receive** checkbox if all items were fully received. If not, leave unchecked and adjust the quantity received if the quantity to receive is different than what was ordered.



Create Receipt

Purchase Order

Supplier Contract

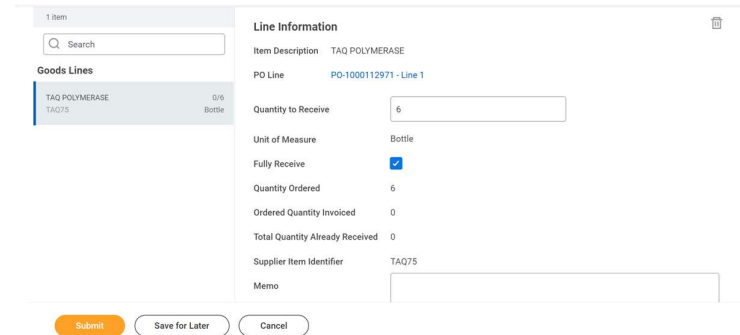
Alternate Supplier Contract

Advanced Ship Notice

Fully Receive

Finance

4. Click OK.
5. Enter the quantity received or click in the **Fully Receive** box if the total amount has been received.



Line Information

Item Description: TAQ POLYMERASE

PO Line: PO-1000112971 - Line 1

Quantity to Receive: 6

Unit of Measure: Bottle

Fully Receive:

Quantity Ordered: 6

Ordered Quantity Invoiced: 0

Total Quantity Already Received: 0

Supplier Item Identifier: TAQ75

Memo:

6. Add a memo as necessary.
7. Click submit to create the receipt.