


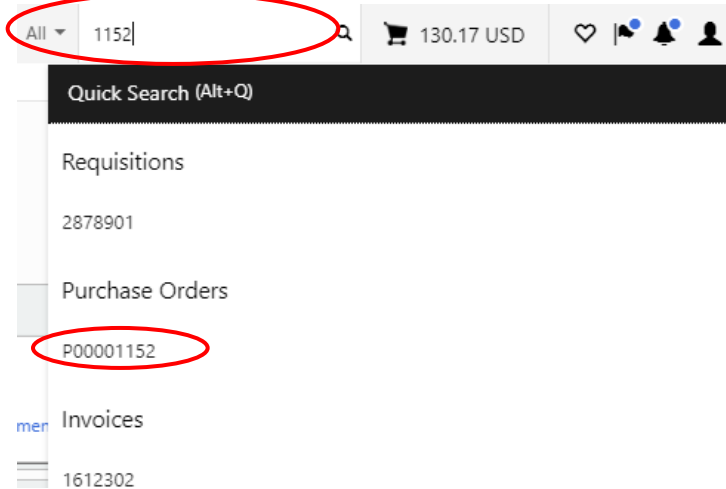
Receive Orders

Contents


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

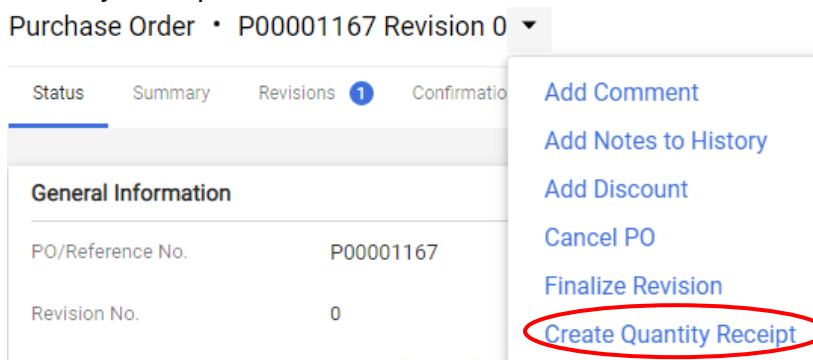
Locate Purchase Order (PO) and Open

1. Click to the left of the  located in header and enter last 5 digits of Purchase Order (PO) Number then hit enter.
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  next to the blue *Purchase Order* at the top left of the screen. Then choose *Create Quantity Receipt*.



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.

Summary | Comments (0) | History

Exact Match: PO No. P0001026

Header Information

Receipt Name: 2014-01-17 bmc.athompson 01 | Receipt Create Date: 1/17/2014 12:36:27 PM | Source: Manual

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	01/17/2014	5688-1k	ICE CONCEPTS INC	Annemarie Thompson Requestor/Invoice (Bryn Mawr College)

RECEIPT ADDRESS: Bryn Mawr College, Attn: Annemarie Thompson Admin, Dept: Controller, Bldg: Cartref 2nd Fl, 101 N Merion Ave, Bryn Mawr, PA 19010-2899, United States

CARRIER: Other | Tracking No.: 1589965444222

DELIVERY: Other | Attachments: 20130701151806-1.pdf

- If your PO has >1 line and not all lines were received yet, click **Remove Line** for each line not received.

Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
Invalid quantity			Received	Remove Line, Receive & Return
Invalid quantity			Received	Remove Line, Receive & Return

- Quantity** - Enter number received for the remaining lines, then click **Complete**.

PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0001026	1	specialty dry ice, 20lbs, negative 20 degrees	1234567		2		Received	Remove Line, Receive & Return

PO Business Unit: Bryn Mawr College (Bryn Mawr)

Contract No., Flex Field 2, Attachments, Notes


1000 characters remaining | expand | clear


Buttons: Delete, Add PO, Save Updates, Complete

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

Receive Orders

Create Qty Receipt

Receipt No. 86278  has been created for the following PO No(s):

- PO/Reference No. P00001026 

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

5. Click **Reopen Receipt** then click **OK**.
6. A window will appear. Enter reason for reopening the receipt (i.e. correct qty) then click **Reopen Receipt**.

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) <donnamacintosh29@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 **Delete** then click **OK**.
9. One of the screens below will appear depending on which option you chose above.

Receive Orders

[Create Qty Receipt](#)


Receipt No. [90147](#)  has been created for the following PO No(s):

- PO/Reference No. [P00001045](#) 

[Accounts Payable](#) > [Invoices & Receipts](#) > [View Draft Receipts](#) ▾ > [Draft Receipts](#)

[Create Qty Receipt](#)

Draft Receipts

 No Search Results Found