

## Creating a Quantity Receipt

Quantity receipts are created for all goods and services ordered through eMarketplace on non-standing PO's, including those placed with PCard. (If the PO is a Standing Order, use the 'Creating a Cost Receipt' instructions.)

1. Click on the purchase order that you want to receive and click the 'Status' tab. Notice the Receiving Status in the bottom right-hand section of the screen. It will either be "none" or "partially received" if your PO needs to be received.

PO/Reference No. 81548572 Revision 0  
Dell Marketing LP

Available Actions: Add Comment Go

**Status** Purchase Order Revisions PO Approvals Shipments Receipts Comments Attachments History

**General Information**

PO/Reference No.	81548572
Revision No.	0
Supplier Name	Dell Marketing LP <a href="#">more info...</a>
Purchase Order Date	5/29/2018
Total	1,794.50
Requestor Name	April Taylor
RequestorPhone	+1 336-334-4100
Requestor Email	artaylor2@uncg.edu
Requisition Number	103225318 <a href="#">view</a> <a href="#">print</a>

**Document Status**

A/P status	Open
Workflow	✓ Completed (5/29/2018 11:59 AM)
Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration)
Distribution Date/Time	5/29/2018 11:59 AM
Supplier	Sent To Supplier <a href="#">view</a>

**Line Item Status**

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Matching
1 ✓ OptiPlex 7050 SFF-OptiPlex 7050 SFF XCTO <a href="#">more info...</a>	210-AKDK	EA	897.25	2 EA	1,794.50 USD	Sent To Supplier	none	No Matches

2. From the drop-down menu on the right-hand side of the screen, choose the "Create Quantity Receipt" option and click the blue "Go" button.

Orders & Documents / Document Search / Search Documents / Status - PO \*\*Pending PO\*\*524

Return to Search Results 2 of 14 results Purchase Order Number(s) \*\*Pending PO\*\*524

PO/Reference No. \*\*Pending PO\*\*524 Revision 0  
Supplier A Better View Glass And Mirror Inc

Available Actions: Add Comment Go

**Status** Purchase Order Revisions PO Approvals Shipments Receipts Comments Attachments History

**General Information**

PO/Reference No.	**Pending PO**524
Revision No.	0
Supplier Name	A Better View Glass And Mirror Inc <a href="#">more info...</a>

**Document Status**

A/P status	Open
Workflow	✓ Completed (4/30/2013 1:18 PM)
Distribution	The system will distribute purchase orders using the

Available Actions: Add Comment Add Notes to History Request Status **Create Quantity Receipt** Create Cost Receipt Print Fax Version

3. In the **Header Information** section:
  - a. The receipt name will default to today's date and your username and a sequence number. You can change this name to something more meaningful (for example, April Lease payment) if you wish.
  - b. Enter the receipt date as the date the items arrived on campus
  - c. Enter the packing slip number if known (not required) in the "Packing Slip No." box.
  - d. Line items from your order are in the Line Details section. The receipt is automatically populated with the PO information, including the remaining number of items to be received.
  - e. All other fields are all optional.
  - f. For record keeping, you may choose to attach a copy of the invoice or packing slip to the receipt for reference or add any notes needed for this order.

**NOTE: Invoices and notes attached here will NOT be processed by Accounts Payable.**

Orders & Documents / Document Search / Search Documents / New Qty Receipt

Delete Add PO Save Updates Complete

Summary Comments (0) History

Header Information

a. Receipt Name: 2013-04-30 GENTRN1 02 Receipt Create Date: 4/30/2013 1:38:39 PM

Receipt No: To Be Assigned Receipt Date: b. 4/30/2013 Packing Slip No.: c. 45678 Supplier Name: A Better View Glass And Mirror Inc Received by: Spartie Requestor

RECEIPT ADDRESS: No addresses defined in profile. Contact Name: Test for eMarketplace upgrade. Phone: +336 (334) 3858. Email: slroger2@uncg.edu. Test for eMarketplace upgrade address line 2. Greensboro, NC 27412. United States.

DELIVERY: Carrier: Other. Tracking No.: RMA: Attachments: Attach/Link

Receipt Lines

d. Line Details

Hide Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0023332	1	mno	1	1 MICROL		1		Received	Remove Line

Contract No.

4. If you are not going to receive all items on your purchase order, remove the unwanted items from the receipt.  
 Place a check in the checkbox in lines with the item you want to remove from the receipt and then, with 'Remove Selected Items' selected, click Go.

Receipt Lines

Line Details

Hide Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
81548572	1	OptiPlex 7050 SFF;OptiPlex 7050 SFF XCTO	210-AKOK	2 EA		2		Received	Remove Line

Contract No.

Or  
 Click the 'Remove Line' button in line with the item you want to remove from the receipt.

Receipt Lines

Line Details

Hide Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
81548572	1	OptiPlex 7050 SFF;OptiPlex 7050 SFF XCTO	210-AKOK	2 EA		2		Received	Remove Line

Contract No.

This leaves the receipt with only the items you wish to receive. Type in the quantity received for each item.

5. Click one of the Complete buttons at the top or bottom of the screen.

Orders & Documents / Document Search / Search Documents / New Qty Receipt

Summary Comments (0) History

Header Information

Receipt Name: 2013-04-30 GENTRN1 02      Receipt Create Date: 4/30/2013 1:38:39 PM

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	4/30/2013	45678	A Better View Glass And Mirror Inc	Spartie Requestor

RECEIPT ADDRESS

No addresses defined in profile.

Contact Name Test for eMarketplace upgrade  
Phone +336 (334) 3858  
Email slroger2@uncg.edu  
Test for eMarketplace upgrade  
address line 2  
Greensboro, NC 27412  
United States

DELIVERY

Carrier: Other

Tracking No.:

RMA:

Attachments: Attach/Link

Notes (1,000 Chars. Max):

Receipt Lines

Line Details

Show Receipt Details      For Selected Lines: Remove Selected Items      Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0023332	1	mno	1	1 MICROL		1		Received	Remove Line
P0023332	2	mmm	1	1 MILE		1		Received	Remove Line

Delete Add PO Save Updates Complete

6. The next time "Create Quantity Receipt" is chosen for this purchase order, only the remaining quantities will appear on the receipt. Any lines previously received will need to be removed from subsequent receipts.