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What is receiving?

- Receiving is how the department acknowledges that the goods/ services have been received
- Receiving is how the department provides the date that the goods/ services were received
- Receiving also provides the approval to release the payment for payment for matching items

When should receiving be completed?

- Receiving should ONLY be completed when the goods/ services have actually been received
 - Invoices will not match for payment until the receiving has been completed

When should a Cost Receipt be done?

- Cost receiving should ONLY be used when billing will be for percentage completed
 - Example: A lab is being renovated and the total cost is \$100,000 but the vendor will invoice each month for the percentage that is completed
- Cost receiving should NOT be done when the quantity ordered is greater than 1

Why would I cancel an item?

- Cancel receipts should ONLY be completed when you will never be invoiced for the item
- Cancel receipts cancel the item from the order
- Cancel receipts release the encumbrance
- Cancel receipts CANNOT be undone

How to Receive Entire Purchase Order

1. Open the purchase order
2. Select Create Receipt and ensure all line items are check marked, then select **Create Quantity Receipt**
3. Enter the actual goods received date in the **Receipt Date** field
4. *Optional* Enter the invoice/ packing slip number in the **Packing Slip No.** field
5. *Optional* Enter any notes that the accounting team should be aware of on that order
6. Select **Complete**

Purchase Order • PROMO UNIVERSAL LLC • AB0919656 Revision 0

General Information

PO/Reference No.	AB0919656	A/P status	Open
Revision No.	0	Workflow	✓ Completed (5/21/2024 1:04 PM)
Supplier Name	PROMO UNIVERSAL LLC	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
Purchase Order Date	5/21/2024	Email (PDF Attachment)	aanzaldua@promouniversal.com
Total	133.50	Distribution Date/Time	5/21/2024 1:04 PM
Owner Business Unit	17-Texas A&M University - Kingsville (17)	Supplier	Sent To Supplier
Owner Name	Rachel Erben		
Owner Phone			
Owner Email	RACHEL.ERBEN@TAMUK.EDU		
Requisition Number	181934442 view print		

Document Status

A/P status: Open
Workflow: ✓ Completed (5/21/2024 1:04 PM)

Summary

Total (133.50 USD)

Shipping, Handling and charged by are for estimation workflow approval
Subtotal
Shipping
Handling

Related Documents

- Requisition: 181934442
- Invoice: 163078057

What's next?

Workflow Status: Completed

Dropdown Menu:

- Add Comment
- Create Change Request
- Add Notes to History
- Add Discount
- Cancel PO
- Finalize Revision
- Create Receipt**
- Create Credit Memo
- Create Invoice
- Print Fax Version

Quantity Receipt • 43906310

Summary | Comments | Attachments | History

Receipt Name: 2024-06-25 130007883 01

Carrier: Other

Receipt No: To Be Assigned

Tracking No.

Receipt Date: 6/25/2024 (mm/dd/yyyy)

Flexible Text Field

Packing Slip No.

Optional Receipt Text

Supplier Name: PROMO UNIVERSAL LLC

Received by: Rachel Erben (17-Texas A&M University - Kingsville)

Flexible Drop Down

Receipt Address: Attn: Rachel Erben, Strategic Sourcing & General Services, College Hall, Room 121, c/o Central Receiving, 1255 Retama Dr, Kingsville, TX 78363, United States

Attachments: Add

Notes: 1000 characters remaining

How to Partially Receive Items on a Purchase Order

1. Open the purchase order
2. Select **Create Receipt**
3. Remove the items that you have NOT received
4. Enter the actual goods received date in the **Receipt Date** field
5. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
6. Verify/adjust the quantity that you have received
7. Select **Complete**


AB0929672: Create Receipt

⚠ Splitting by 'Amount of Price' at the header prevents changes to Accounting Codes at the line. If you need to make changes at the line, choose a different split method at the header.

	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	--	--	July 1, 2023 - June 30, 2024	Fee	EA	12,534.00	1 EA	12,534.00	<input checked="" type="checkbox"/>
2	--	--	July 1, 2024 - June 30, 2024 July 1, 2024: \$37,500 January 1, 2025: \$37,500	Fee	EA	75,000.00	1 EA	75,000.00	<input checked="" type="checkbox"/>
3	--	--	July 1, 2025 - June 30, 2026 July 1, 2025: 37,500 January 1, 2026: 37,500	Fee	EA	75,000.00	1 EA	75,000.00	<input type="checkbox"/>
4	--	--	July 1, 2026 - June 30, 2027 July 1, 2026: 37,500 January 1, 2027: 37,500	Fee	EA	75,000.00	1 EA	75,000.00	<input type="checkbox"/>
5	--	--	July 1, 2027 - June 30, 2028 July 1, 2027: 37,500 January 1, 2028: 37,500	Fee	EA	75,000.00	1 EA	75,000.00	<input type="checkbox"/>
6	--	--	July 1, 2028 - June 30, 2029 July 1, 2028: 37,500 January 1, 2029: 37,500	Fee	EA	75,000.00	1 EA	75,000.00	<input type="checkbox"/>

How to Return Items

1. Open the purchase order
2. Select **Create Quantity Receipt** and click Go
3. Remove the items that you have NOT returned
4. Enter the actual goods received date in the **Receipt Date** field
5. *optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
6. Verify/adjust the quantity being returned and select Returned from the drop-down
7. In the line item, under the **Status** section, change to **Returned** and state the **Returned For** the reason
8. Select **Complete**

 All ▾

Quantity Receipt • 43906761

Summary Comments Attachments History


College Hall
Room 121
c/o Central Receiving
1255 Retama Dr
Kingsville, TX 78363
United States

1000 characters remaining

PO • AB0919656

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	GREGORY.BASON@JOSTENS.COM	n/a	3 EA	0	Returned ▾

ITEM DETAILS

PO Business Unit: 17-Texas A&M University - Kingsville (17) Previous Receipts: 43857176 

Contract No.: no value Returned For ★: Changed Mind ▾

Line Item Type: no value

Optional Receipt Text: RMA No.:

Attachments: Add

Notes:

1000 characters remaining