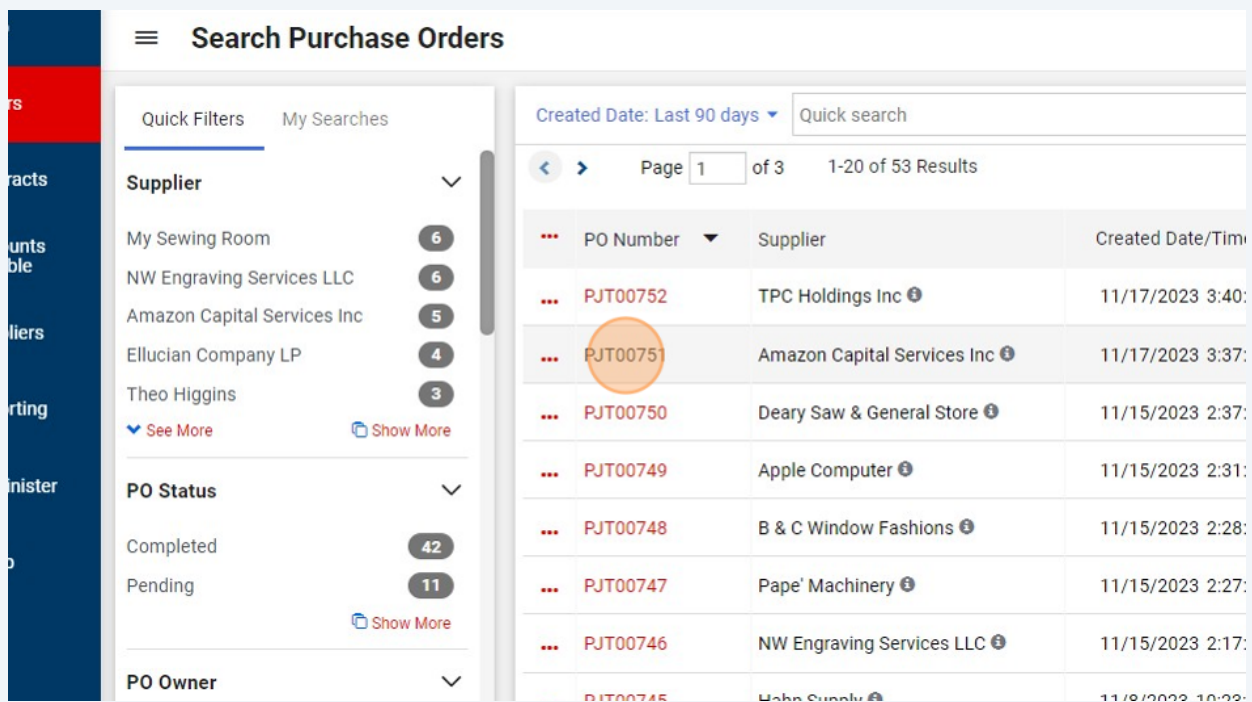


Creating Receipts 1

The process to create a receipt has been simplified to the Quantity Receipt option only.

1 Select the Purchase Order you need to enter a receipt against.



Search Purchase Orders

Quick Filters | My Searches

Supplier

- My Sewing Room (6)
- NW Engraving Services LLC (6)
- Amazon Capital Services Inc (5)
- Ellucian Company LP (4)
- Theo Higgins (3)
- [See More](#) [Show More](#)

PO Status

- Completed (42)
- Pending (11)
- [Show More](#)

PO Owner

Created Date: Last 90 days | Quick search

Page 1 of 3 | 1-20 of 53 Results

PO Number	Supplier	Created Date/Time
PJT00752	TPC Holdings Inc	11/17/2023 3:40:
PJT00751	Amazon Capital Services Inc	11/17/2023 3:37:
PJT00750	Deary Saw & General Store	11/15/2023 2:37:
PJT00749	Apple Computer	11/15/2023 2:31:
PJT00748	B & C Window Fashions	11/15/2023 2:28:
PJT00747	Pape' Machinery	11/15/2023 2:27:
PJT00746	NW Engraving Services LLC	11/15/2023 2:17:
PJT00745	Lehn Supply	11/9/2023 10:22:

2 Click "Receipts"

The screenshot shows a software interface for document management. At the top, there is a search bar with a dropdown menu set to "All" and a search icon. Below the search bar, the document title "nc • PJT00751 Revision 0" is displayed. A navigation bar contains several tabs: "Confirmations", "Shipments", "Change Requests", "Receipts" (highlighted with an orange circle), "Invoices", "Comments", and "Attachments". The main content area is divided into two columns. The left column, titled "Document Status", contains the following information: "A/P status" is "Open"; "Workflow" is "Completed" with a green checkmark and a timestamp "(11/17/2023 3:37 PM)"; a note states "The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view"; "cXML (Electronic Integration)" is "no value"; and "Distribution Date/Time" is "11/17/2023 3:37 PM". The right column, titled "Summary", shows a green bar at the top, followed by "Details", "Supplier S", "Sent To S", "Supplier", "Amazon C", and "Total (97:".

3 Click the +

The screenshot shows a software interface for document management. At the top, there is a search bar with a dropdown menu set to "All" and a search icon. Below the search bar, the document title "nc • PJT00751 Revision 0" is displayed. A navigation bar contains several tabs: "Change Requests", "Receipts" (highlighted with a blue underline), "Invoices", "Comments", "Attachments", and "History". The main content area is divided into two columns. The left column shows a large empty space with a "Create Receipt" button (a black button with a white plus sign) overlaid on it. The right column, titled "Summary", shows a green bar at the top with the word "Completed", followed by "Details", "Supplier Status", "Sent To Supplier", "Supplier", "Amazon Capital Services Inc", and "Total (973.67 USD)".

4

The first screen loads with all of the PO items selected as a default. Click the check marks to remove any items you are not going to enter as being received.

A screenshot of a software interface showing a list of PO items. A modal window is overlaid on top, displaying a table with columns: Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price, and a checkmark column. The table contains four rows of data. The first row has a checkmark circled in orange. The background shows a blurred view of the main application with a search bar and a list of items.

Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	✓
B003WIZ5UC	EA	499.95	1 EA	499.95	✓
B008H4SLV6	EA	394.19	1 EA	394.19	✓
B0771MJHKT	EA	16.38	1 EA	16.38	✓
B09DPQCSMF	EA	21.05	3 EA	63.15	✓

5

Click "Create Quantity Receipt"

A screenshot of the 'Create Quantity Receipt' modal. The modal shows a table with two rows of data. The first row has a checkmark, and the second row has an unchecked checkbox. At the bottom of the modal, there are two buttons: 'Create Quantity Receipt' (highlighted with an orange circle) and 'Cancel'. The background shows a blurred view of the main application with a list of items and a 'Submitted' status.

771MJHKT	EA	16.38	1 EA	16.38	✓
9DPQCSMF	EA	21.05	3 EA	63.15	<input type="checkbox"/>

6 Click "Complete"

1000 characters remaining

Summary →

Draft

Details ↓

Creation Date 11/17/2023 3:42:04 PM

Source Manual

Supplier **Amazon Capital Services Inc**

Received by Diana Higgins

Total (410.57 USD) >

i Repeat the steps when you need to enter a receipt for more items on the PO.

7 Select the Purchase Order.

Search Purchase Orders

Quick Filters | My Searches

Created Date: Last 90 days | Quick search

Page 1 of 3 | 1-20 of 53 Results

PO Number	Supplier	Created Date/Time
PJT00752	TPC Holdings Inc	11/17/2023 3:4
PJT00751	Amazon Capital Services Inc	11/17/2023 3:3
PJT00750	Deary Saw & General Store	11/15/2023 2:3
PJT00749	Apple Computer	11/15/2023 2:3
PJT00748	B & C Window Fashions	11/15/2023 2:2
PJT00747	Pape' Machinery	11/15/2023 2:2
PJT00746	NW Engraving Services LLC	11/15/2023 2:1

8 Click "Receipts"

PJT00751 Revision 0

Confirmations | Shipments | Change Requests | **Receipts 1** | Invoices | Comments | Attachments

Document Status

A/P status	Open
Workflow	✓ Completed (11/17/2023 3:37 PM)
The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
cXML (Electronic Integration)	no value
Distribution Date/Time	11/17/2023 3:37 PM

Summary

Details

- Supplier Sta
- Sent To Sup
- Supplier
- Amazon Ca
- Total (973)**

9 Click the +

Cost Amount Received by

- Higgins, Diana

Catalog No.	Unit Price	Qty/UOM	Extended Price
B003WIZ5UC	499.95 USD	1 EA	499.95 USD

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier

Amazon Capital Services Inc

Total (973.67 USD)

10

NOTE: The receipt will again load all of the PO's line items selected as a default, even the ones you have already received on a previous receipt. At the next step, you will see that you cannot receive the same line twice so this is not a problem.

EA	16.38	1 EA	16.38	✓
EA	21.05	3 EA	63.15	✓

Create Quantity Receipt **Cancel**

3907111

Submitted

1/17/2023 3:37 PM

Diana Higgins

Powered by JAGGAER | Private

11

Once in the receipt, you have the option to delete the line(s) you've already received - but you don't have to. You can disregard them as they have already been marked as received.

The screenshot shows a receipt interface with a table of items and a summary sidebar. The table has columns for 'Quantity' and 'Status'. The first row shows a quantity of '1' and a status of 'Received'. To the right of the status is a 'Remove Line' button, which is highlighted with a red circle. The summary sidebar on the right is titled 'Summary' and has a purple header 'Draft'. It contains a 'Details' section with the following information: Creation Date: 11/17/2023 3:43:; Source: ; Supplier: Amazon Capital Serv; Received by: Diana F. Below this is a 'Total (563.10 USD)' and a 'Related Documents' section with 'Purchase Order: PJT00751'.

12

If you don't need to remove any lines to be received at a later date, you can simply click the Complete button.

The screenshot shows a receipt interface with a top navigation bar and a summary sidebar. The top navigation bar includes 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below the navigation bar is a 'Save Updates' button and a 'Complete' button, which is highlighted with a red circle. A tooltip 'Complete:' is visible below the 'Complete' button. The summary sidebar on the right is titled 'Summary' and has a purple header 'Draft'. It contains a 'Details' section with the following information: Creation Date: 11/17/2023 3:43:28 PM; Source: Manual; Supplier: Amazon Capital Services Inc; Received by: Diana Higgins. Below this is a 'Total (63.15 USD)'.