

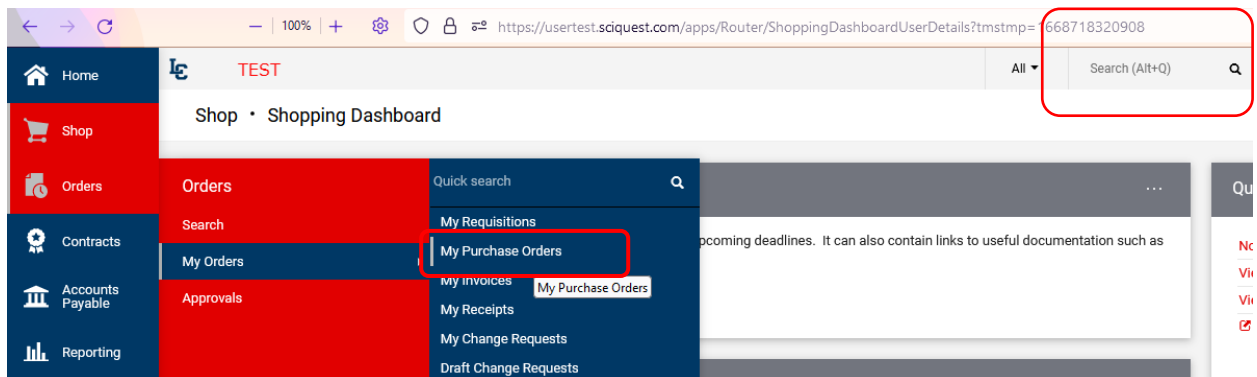
## Jaggaer eProcurement System: Process Guides

### How to Enter a Receipt

Overview: Requesters will enter a receipt for the Purchase Order when goods are received and services rendered. Creating a receipt in Jaggaer allows system matching logic and Accounts Payable to identify which invoices can be paid.

#### Entering a Receipt

1. Navigate to the Jaggaer site.
2. Access the PO that goods were received for.
  - a. Type the PO number in the search bar at the top left of the screen.
  - b. Or access the Orders menu, My Orders, then My Purchase Orders. Select the PO by clicking on the PO Number link.



### My Purchase Orders

Quick Filters    My Searches

Created Date: Last 90 days    Quick search

PO Owner: Requester, Roger    X

1-26 of 26 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PC
PJ000361	WW Grainger Inc	11/16/2022 1:41:22 PM	Pending	3652860	Ro Re
PJ000360	Home Depot	11/16/2022 1:41:22 PM	Pending	3652860	Ro Re

Supplier list on the left includes: WW Grainger Inc (4), NW Engraving Services LLC (4), ODP Business Solutions LLC (2), Applied Surfaces Technology Inc (2), Amazon Capital Services Inc (1). See More and Show More links are available.



3. In the PO screen, click on the Receipts tab.

Purchase Order • WW Grainger Inc • PJ000396 Revision 0

Status Summary Revisions **1** Confirmations Shipments Change Requests **Receipts** Invoices Comments Attach

General Information		Document Status	
PO/Reference No.	PJ000396	A/P status	Open
Revision No.	0	Workflow	✓ Completed (1/11/2023 6:38 AM)
Supplier Name	WW Grainger Inc	The system distributed the purchase order using the met time it was distributed: <a href="#">view</a>	
Purchase Order Date	1/11/2023		

4. Click on the + button to add a receipt.

Purchase Order • WW Grainger Inc • PJ000396 Revision 0

Status Summary Revisions **1** Confirmations Shipments Change Requests **Receipts** Invoices Comments Attachments History

Records found: 0 +

*There are no receipts for this PO.*

+

Details

Create Quantity Receipt

Create Cost Receipt

Supplier



5. Select Quantity or Cost Receipt.
  - a. Choose Quantity Receipt when you have received a quantity of the goods you ordered (either all or a portion).
    - i. For example, you have received 2 out of the 4 items ordered. Enter a receipt for the 2 items received. When the remainder of the items are received, enter another receipt for those items.
  - b. Choose Cost Receipt in these scenarios:
    - i. You have received all or a portion of the services ordered on the PO.
      1. For example, \$800 of services on a \$1200 PO have been completed, and an invoice for that amount is expected. Enter a receipt for the \$800 of completed services. When the remainder of the services have been completed, additional receipts must be entered.
    - ii. The invoice total is less than the amount entered on the PO for goods or services.
      1. For example, the Requisition was initially entered for an estimated \$300 of metal sheeting at Pacific Steel. The metal sheeting ended up costing only \$275. Enter a cost receipt for the \$275, and add an internal note indicating that the total cost ended up being less than the PO was entered for. This note will notify Accounts Payable that no further invoices are expected.
6. The receipt auto-populates the item information from the PO.
  - a. Information such as packing slip number, tracking number and notes can entered, but are not required.



b. Documents can also be attached by clicking on the Attachments tab, if desired.

### Quantity Receipt • 546685

Summary Comments Attachments History

Receipt Name	2023-01-20 0322254 01	Carrier	Other
Receipt No	To Be Assigned	Tracking No.	
Receipt Date	1/20/2023 <small>mm/dd/yyyy</small>	Attachments	Add
Packing Slip No.		Notes	
Supplier Name	WW Grainger Inc		1000 characters re
Received by	Jessica Waddington		

7. For a Quantity Receipt, review the Quantity information carefully, and update if necessary. For example, if 4 items were ordered and only 2 were received so far, update the Quantity field to reflect 2.
  - a. Additional receipts should be added when the remaining items are received.

Quantity Receipt • 546685 Save Updates Complete

Summary Comments Attachments History

Line	Item	Catalog No.	Quantity	Status
1	TK1314897T Adjustable Locations Headband, ANSI Dust/Splash Rating Not Rated for Dust or Splash, Application General Purpose, Brow Lining Material Polycarbonate, Dielectric Protection Yes, Eye Socket Lining Material Polyurethane, Eyewear Size Universal, F	401Y49	1 EA	Received

ITEM DETAILS

**Draft**

**Details**

Creation Date: 1/20/2023 9:57:38 AM

Source: Manual

Supplier: WW Grainger Inc

Received by: Jessica Waddington

**Total (17.61 USD)**

Subtotal: 17.61

8. For a Cost Receipt, review the Cost information carefully, and update if necessary. Add an internal note if necessary.



Receipt Date:  mm/dd/yyyy

Packing Slip No.

Supplier Name: **Pacific Steel & Recycling**

Received by: Jessica Waddington

Receipt Address:

Attn: Jessica Waddington  
Bldg/Rm: 104  
Mailstop:  
500 8th Ave.  
Lewiston, ID 83501

Attachments: [Add](#)

Notes: 

Total cost was only \$275. No further invoices are expected. 1

940 characters remaining

Catalog No.	Cost	Status
300.00	<input type="text" value="275"/>	<input type="text" value="Cost Received"/>

lue

9. Click the Complete button to submit the receipt.