



## Jaggaer eProcurement System: Process Guides

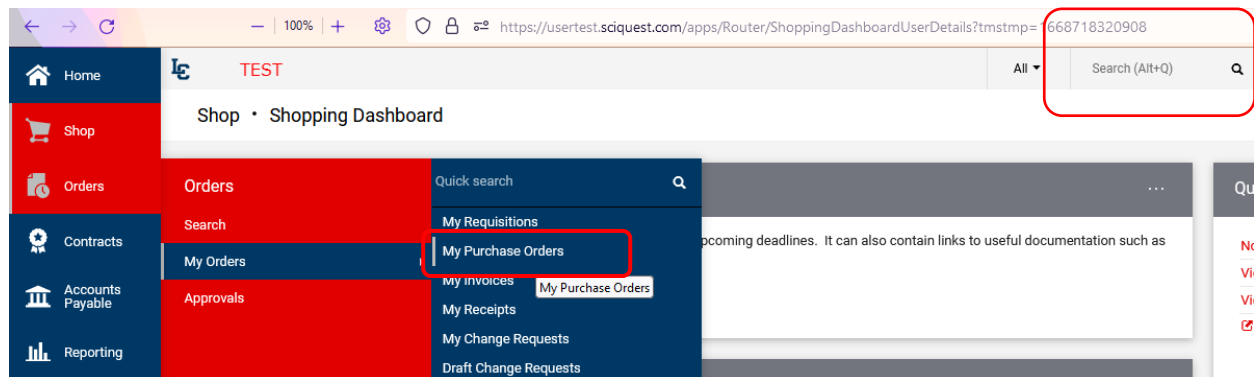
### How to Enter a Receipt

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.

Receipts are required for all Purchase Orders, except these specific request types:  
Check Request, Payment Request and Team Travel Advance (Athletics)

### 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				
Supplier		Created Date: Last 90 days				
WW Grainger Inc		PO Owner: Requester, Roger				
NW Engraving Services LLC		1-26 of 26 Results				
ODP Business Solutions LLC						
Applied Surfaces Technology Inc						
Amazon Capital Services Inc						
See More						
Show More						
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



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**

PO/Reference No. **PJ000396**

Revision No. **0**

Supplier Name **WW Grainger Inc**

Purchase Order Date **1/11/2023**

**Document Status**

A/P status **Open**

Workflow **✓ Completed**  
(1/11/2023 6:38 AM)

The system distributed the purchase order using the method it was distributed: [view](#)

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		
Received by	Jessica Waddington		1000 characters re

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.

Summary	Comments	Attachments	History	
Quantity Receipt • 546685				
PO • PJ000396				
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				
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	<input type="text" value="07/24/2020"/>	Attachments	<a href="#">Add</a>
Packing Slip No.	<input type="text"/>	Notes	<div>Total cost was only \$275. No further invoices are expected. 940 characters remaining</div>
Supplier Name	Pacific Steel & Recycling		
Received by	Jessica Waddington		
Receipt Address	<div><input type="text"/></div> <div>Attn: Jessica Waddington Bldg/Rm: 104 Mailstop: 500 8th Ave. Lewiston, ID 83501</div>		

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

Due

- Click the Complete button to submit the receipt.