

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 document management interface. 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 is 'nc • PJT00751 Revision 0'. A horizontal navigation bar contains several tabs: 'Confirmations', 'Shipments', 'Change Requests', 'Receipts', 'Invoices', 'Comments', and 'Attachments'. The 'Receipts' tab is highlighted with an orange circle. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Document Status' and contains the following information: 'A/P status' is 'Open', 'Workflow' is 'Completed' with a green checkmark and the timestamp '(11/17/2023 3:37 PM)', a note stating '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 is titled 'Summary' and contains a green bar, 'Details', 'Supplier S', 'Sent To S', 'Supplier', 'Amazon C', and 'Total (97:'.

3 Click the +

The screenshot shows a document management interface. 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 is 'nc • PJT00751 Revision 0'. A horizontal navigation bar contains several tabs: 'Change Requests', 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. The 'Receipts' tab is highlighted with a blue underline. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Document Status' and contains a large orange plus sign in a circle, with a black button labeled 'Create Receipt' below it. The right column is titled 'Summary' and contains a green bar with the text 'Completed', 'Details', 'Supplier Status', 'Sent To Supplier', 'Supplier', 'Amazon Capital Services Inc', and 'Total (973.67 USD)'.

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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 open over the list, displaying a table with columns: Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price, and a checkmark column. The items listed are:

| Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price | Checkmark |
|-------------|----------------|------------|----------|------------|-------------------------------------|
| B003WIZ5UC | EA | 499.95 | 1 EA | 499.95 | <input checked="" type="checkbox"/> |
| B008H4SLV6 | EA | 394.19 | 1 EA | 394.19 | <input checked="" type="checkbox"/> |
| B0771MJHKT | EA | 16.38 | 1 EA | 16.38 | <input checked="" type="checkbox"/> |
| B09DPQCSMF | EA | 21.05 | 3 EA | 63.15 | <input checked="" type="checkbox"/> |

The background shows a blurred view of a PO summary page with a 'Completed' status bar and various details.

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Click "Create Quantity Receipt"

A screenshot of the 'Create Quantity Receipt' modal window. The window displays a table with the following items:

| | | | | | |
|----------|----|-------|------|-------|-------------------------------------|
| 771MJHKT | EA | 16.38 | 1 EA | 16.38 | <input checked="" type="checkbox"/> |
| 9DPQCSMF | EA | 21.05 | 3 EA | 63.15 | <input type="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 PO summary page.

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) >

 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)

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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**

Submitted

1/17/2023 3:37 PM

Diana Higgins

Powered by JAGGAER | Private

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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. On the left, there is a table with columns 'Quantity' and 'Status'. The first row has a quantity of '1' and a status of 'Received'. To the right of this row are several icons: a close icon (X), a refresh icon, a trash icon, and a 'Remove Line' button. A callout box points to the trash icon. On the right side, there is a 'Summary' sidebar. The top of the sidebar is a purple bar with the word 'Draft'. Below it, the 'Details' section shows: 'Creation Date' as '11/17/2023 3:43:', 'Source' as 'Manual', 'Supplier' as 'Amazon Capital Serv', and 'Received by' as 'Diana F'. The 'Total (563.10 USD)' is displayed below the details. At the bottom of the sidebar, there is a 'Related Documents' section with the text 'Purchase Order: PJT00751'.

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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. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below the navigation bar, there is a 'Save Updates' button and a 'Complete' button. A callout box points to the 'Complete' button. On the left side, there is a table with columns 'Quantity' and 'Status'. The first row has a quantity of '3' and a status of 'Received'. To the right of this row are several icons: a close icon (X), a refresh icon, a trash icon, and a square icon. On the right side, there is a 'Summary' sidebar. The top of the sidebar is a purple bar with the word 'Draft'. Below it, the 'Details' section shows: 'Creation Date' as '11/17/2023 3:43:28 PM', 'Source' as 'Manual', 'Supplier' as 'Amazon Capital Services Inc', and 'Received by' as 'Diana Higgins'. The 'Total (63.15 USD)' is displayed below the details.