

# Receiving

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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 Quantity Receipt** and click Go
- 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. Select **Complete**

AggieBuy TEST Site  
Cindy Glover | 900.00 USD | Search (Alt+Q)

Documents > Document Search > Search Documents > Status - PO XT0003245

Back to Search Results | 50 of 3034 Results | Purchase Order Number(s) XT0003245

PO/Reference No. **XT0003245 Revision 0** | Available Actions: Create Quantity Receipt (Go), Add Comment, Create Invoice, Create Credit Memo, Print Fax Version

Supplier: **Tejas Office Products, Inc.**

Status: Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments (1) | Attachments | History

**General Information**

|                     |  |
|---------------------|--|
| PO/Reference No.    | XT0003245  |
| Revision No.        | 0  |
| Supplier Name       | Tejas Office Products, Inc. <a href="#">more info...</a> |
| Purchase Order Date | 8/5/2015   |
| Total               | 70.50  |
| Owner Name          | Cindy Gillar - Admin                                     |
| Owner Phone         | +1 (979) 845-4570 ext.266                                |
| Owner Email         | c-gillar@tamu.edu  |
| Requisition Number  | 1400448 <a href="#">view</a>   <a href="#">print</a>     |

**Document Status**

|                        |  |
|------------------------|--|
| A/P status             | Open   |
| Workflow               | ✓ Completed (8/5/2015 3:59 PM)   |
| Distribution           | The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view |
| Distribution Date/Time | cXML (Electronic Integration) 8/6/2015 8:52 AM   |
| Supplier               | Sent To Supplier view  |

Exact Match: PO No. XT0003245

Header Information

Receipt Name: 2017-01-02 920000792 01 | Receipt: 1/2/2017 4:54:36 PM | Source: Manual

|                |              |                  |                             |              |
|----------------|--------------|------------------|-----------------------------|--------------|
| Receipt No.    | Receipt Date | Packing Slip No. | Supplier Name               | Received by  |
| To Be Assigned | 1/2/2017     |                  | Tejas Office Products, Inc. | Cindy Glover |

RECEIPT ADDRESS: Attn John Wayne, DEPT. OF PROCUREMENT SERVICES, P. O. BOX 30013, 1477 TAMU, COLLEGE STATION, TX 77842-0013, United States

DELIVERY: Other

Receipt Lines

Line Details

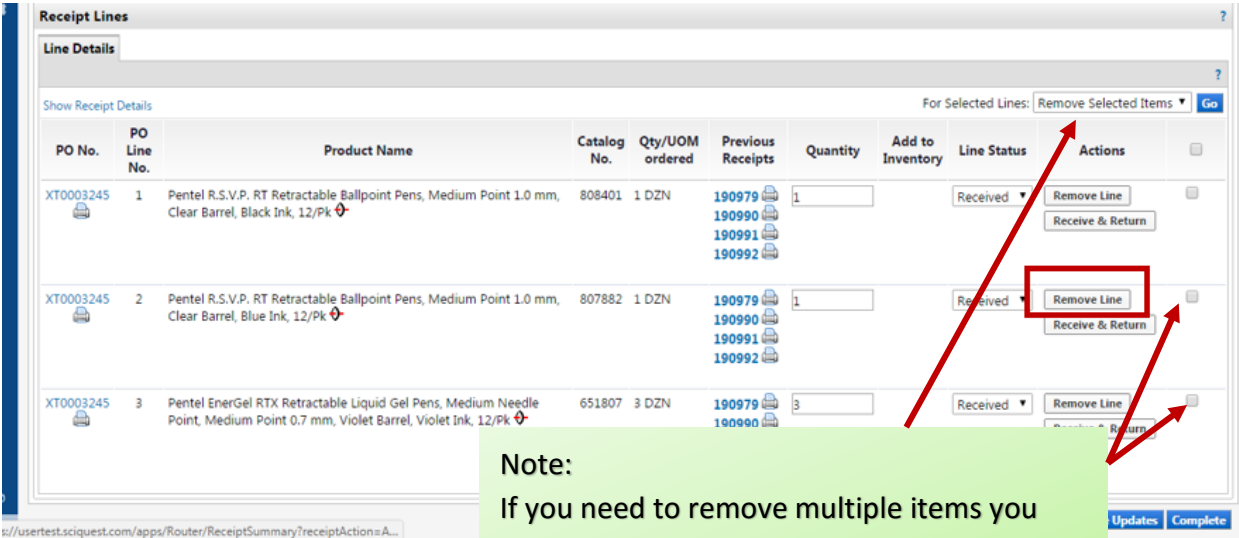
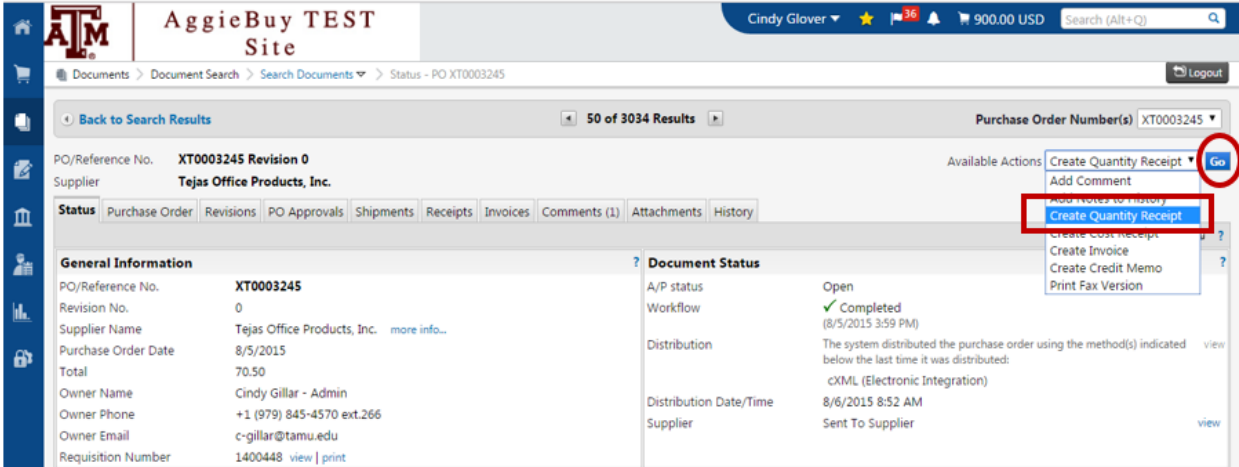
Show Receipt Details | For Selected Lines: Remove Selected Items (Go)

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts  | Quantity | Add to Inventory | Line Status | Actions                       |
|-----------|-------------|--|-------------|-----------------|--|----------|------------------|-------------|-------------------------------|
| XT0003245 | 1           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk                         | 808401      | 1 DZN           | 190979, 190980, 190983, 190990, 190991, 190992                 | 1        |                  | Received    | Remove Line, Receive & Return |
| XT0003245 | 2           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk                          | 807882      | 1 DZN           | 190979, 190983, 190990, 190991, 190992                         | 1        |                  | Received    | Remove Line, Receive & Return |
| XT0003245 | 3           | Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk | 651807      | 3 DZN           | 190979, 190980, 190981, 190983, 190990, 190991, 190992, 190993 | 3        |                  | Received    | Remove Line, Receive & Return |

Delete | Add PO | Save Updates | Complete

### How to Partially Receive Items on a Purchase Order

- 1. Open the purchase order
- 2. Select **Create Quantity Receipt** and click Go
- 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**



Create Date

| Receipt No     | Receipt Date | Packing Slip No. | Supplier Name               | Received by  |
|----------------|--------------|------------------|-----------------------------|--------------|
| To Be Assigned | 12/2/16      |                  | Tejas Office Products, Inc. | Cindy Glover |

|  |  |
|--|--|
| <b>RECEIPT ADDRESS</b>   | <b>DELIVERY</b>                                |
| Location: <input type="text"/>   | Carrier: Other <input type="text"/>            |
| Attn: John Wayne<br>DEPT. OF PROCUREMENT SERVICES<br>P. O. BOX 30013<br>1477 TAMU<br>COLLEGE STATION, TX 77842-0013<br>United States | Tracking No.: <input type="text"/>             |
|  | Flexible Text Field: <input type="text"/>      |
|  | Optional Receipt Text: <input type="text"/>    |
|  | Flexible Drop Down: <input type="text"/>       |
|  | Attachments: <input type="text"/>              |
|  | Notes (1,000 Chars. Max): <input type="text"/> |

**Receipt Lines**

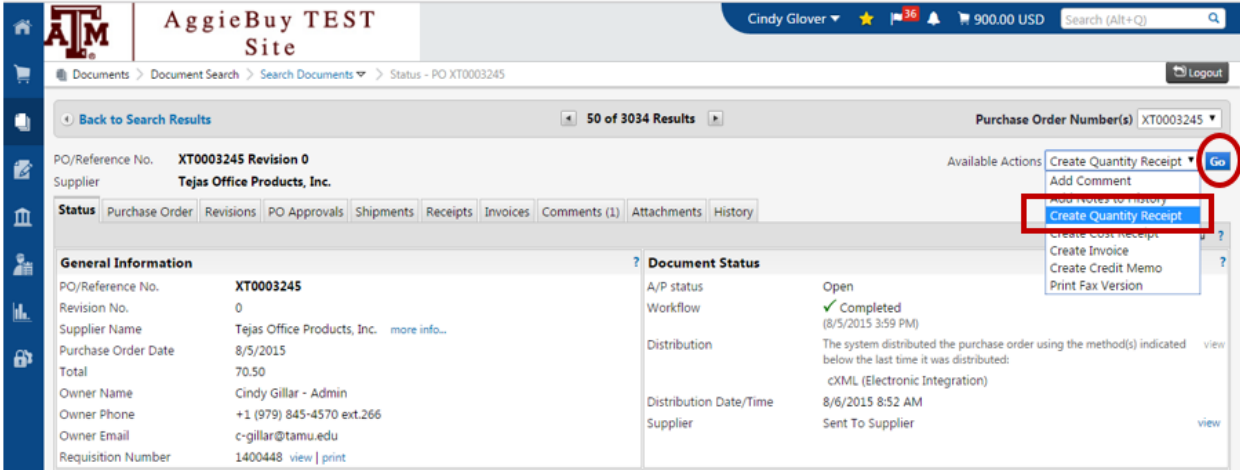
Line Details

Show Receipt Details For Selected Lines: Remove Selected Items

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts                    | Quantity | Add to Inventory     | Line Status | Actions                         |
|-----------|-------------|--|-------------|-----------------|--------------------------------------|----------|----------------------|-------------|---------------------------------|
| XT0003245 | 1           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk                         | 808401      | 1 DZN           | 190979<br>190990<br>190991<br>190992 | 1        | <input type="text"/> | Received    | Remove Line<br>Receive & Return |
| XT0003245 | 3           | Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk | 651807      | 3 DZN           | 190979<br>190990<br>190991<br>190992 | 3        | <input type="text"/> | Received    | Remove Line<br>Receive & Return |

### 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 Retuned from the drop down
7. Select Save Updates
8. After you save then the **Returned For** section will appear and you need to select the reason for the return (required). You can add additional notes if needed
9. Select **Complete**



Flexible Drop Down

Attachments

Notes (1,000 Chars. Max)

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**Receipt Lines**

**Line Details**

Show Receipt Details For Selected Lines:

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts                    | Quantity                       | Add to Inventory | Line Status | Actions                         |
|-----------|-------------|--|-------------|-----------------|--------------------------------------|--------------------------------|------------------|-------------|---------------------------------|
| XT0003245 | 1           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk                         | 808401      | 1 DZN           | 190979<br>190990<br>190991<br>190992 | <input type="text" value="1"/> |                  | Received    | Remove Line<br>Receive & Return |
| XT0003245 | 2           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk                          | 807882      | 1 DZN           | 190979<br>190990<br>190991<br>190992 | <input type="text" value="1"/> |                  | Received    | Remove Line<br>Receive & Return |
| XT0003245 | 3           | Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk | 651807      | 3 DZN           | 190979<br>190990<br>190991<br>190992 | <input type="text" value="3"/> |                  | Received    | Remove Line<br>Receive & Return |

<https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...>

**Header Information**

Receipt Name: 2016-12-18 920000792 07    Receipt Create Date: 12/18/2016 1:26:32 PM    Source: Manual

| Receipt No.    | Receipt Date   | Packing Slip No.     | Supplier Name               | Received by  |
|----------------|--|----------------------|-----------------------------|--------------|
| To Be Assigned | <input type="text" value="12/18/16"/><br><small>mm/dd/yyyy</small> | <input type="text"/> | Tejas Office Products, Inc. | Cindy Glover |

**RECEIPT ADDRESS**

Location:

Attn: John Wayne  
DEPT. OF PROCUREMENT SERVICES  
P. O. BOX 30013  
1477 TAMU  
COLLEGE STATION, TX 77842-0013  
United States

**DELIVERY**

Carrier:

Other:

Tracking No.:

Flexible Text Field:

Optional Receipt Text:

Flexible Drop Down:

Attachments:

Notes (1,000 Chars. Max):

---

**Receipt Lines**

**Line Details**

Show Receipt Details For Selected Lines:

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts                              | Quantity                       | Add to Inventory | Line Status | Actions                         |
|-----------|-------------|--|-------------|-----------------|--|--------------------------------|------------------|-------------|---------------------------------|
| XT0003245 | 3           | Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk | 651807      | 3 DZN           | 190979<br>190980<br>190990<br>190991<br>190992 | <input type="text" value="1"/> |                  | Returned    | Remove Line<br>Receive & Return |

**Header Information**

Receipt Name: 2017-01-02 920000792 01    Receipt Create Date: 1/2/2017 4:54:36 PM    Source: Manual

| Receipt No     | Receipt Date | Packing Slip No. | Supplier Name               | Received by  |
|----------------|--------------|------------------|-----------------------------|--------------|
| To Be Assigned | 1/2/17       |                  | Tejas Office Products, Inc. | Cindy Glover |

Location: [Dropdown]    Carrier: Other [Dropdown]

**RECEIPT ADDRESS**

Attn John Wayne  
DEPT. OF PROCUREMENT  
SERVICES  
P. O. BOX 30013  
1477 TAMU  
COLLEGE STATION, TX 77842-0013  
United States

**DELIVERY**

Tracking No. [Text]  
Flexible Text Field [Text]  
Optional Receipt Text [Text]  
Flexible Drop Down [Dropdown]  
Attachments: [Attach/Link](#)  
Notes (1,000 Chars. Max) [Text Area]

---

**Receipt Lines**

Line Details

Hide Receipt Details    For Selected Lines: Remove Selected Items [Go]

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts  | Quantity | Add to Inventory | Line Status | Actions   |
|-----------|-------------|--|-------------|-----------------|--|----------|------------------|-------------|---|
| XT0003245 | 1           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk | 808401      | 1 DZN           | 190979<br>190980<br>190983<br>190990<br>190991<br>190992 | 1        |                  | Returned    | <a href="#">Remove Line</a><br><a href="#">Receive &amp; Return</a> |

Contract No. [Text]    Returned For: [Dropdown] [Yellow Highlight]

Optional Receipt Text [Text]    RMA No. [Text]

Attachments: [Attach/Link](#)

Notes [Text Area]    1000 characters remaining expand | clear

[Delete] [Add PO] [Save Updates] [Complete]



### How to Cancel Items from the Purchase Order

- 1. Open the purchase order
- 2. Select **Create Quantity Receipt** and click Go
- 3. Remove the items that you do NOT want cancelled
- 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. *Optional* Enter Notes or Comments explaining why the items are being cancelled
- 7. Verify/adjust the quantity that you are cancelling and select Cancelled from the drop down
- 8. Select **Complete**

AggieBuy TEST Site  
Cindy Glover | 900.00 USD | Search (Alt+Q)

Documents > Document Search > Search Documents > Status - PO XT0003245

Back to Search Results | 50 of 3034 Results | Purchase Order Number(s) XT0003245

PO/Reference No. **XT0003245 Revision 0**  
Supplier **Tejas Office Products, Inc.**

Status: Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments (1) | Attachments | History

Available Actions: Create Quantity Receipt (Go), Add Comment, Create Invoice, Create Credit Memo, Print Fax Version

**General Information**  
PO/Reference No. XT0003245  
Revision No. 0  
Supplier Name Tejas Office Products, Inc.  
Purchase Order Date 8/5/2015  
Total 70.50  
Owner Name Cindy Gillar - Admin  
Owner Phone +1 (979) 845-4570 ext.266  
Owner Email c-gillar@tamu.edu  
Requisition Number 1400448

**Document Status**  
A/P status: Open  
Workflow: Completed (8/5/2015 3:59 PM)  
Distribution: The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration)  
Distribution Date/Time: 8/6/2015 8:52 AM  
Supplier: Sent To Supplier

Flexible Drop Down  
Attachments: Attach/Link  
Notes (1,000 Chars. Max)

**Receipt Lines**

Line Details

Show Receipt Details | For Selected Lines: Remove Selected Items | Go

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts              | Quantity | Add to Inventory | Line Status | Actions                       |
|-----------|-------------|--|-------------|-----------------|--------------------------------|----------|------------------|-------------|-------------------------------|
| XT0003245 | 1           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk                         | 808401      | 1 DZN           | 190979, 190990, 190991, 190992 | 1        |                  | Received    | Remove Line, Receive & Return |
| XT0003245 | 2           | Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk                          | 807882      | 1 DZN           | 190979, 190990, 190991, 190992 | 1        |                  | Received    | Remove Line, Receive & Return |
| XT0003245 | 3           | Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk | 651807      | 3 DZN           | 190979, 190990, 190991, 190992 | 3        |                  | Received    | Remove Line, Receive & Return |

Delete | Add PO | Save Updates | Complete

https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...

Summary **Comments (0)** History Delete Add PO Save Updates Complete

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**Header Information**

Receipt Name: 2016-12-18 920000792 08    Receipt Create Date: 12/18/2016 2:13:03 PM    Source: Manual

| Receipt No.    | Receipt Date | Packing Slip No. | Supplier Name               | Received by  |
|----------------|--------------|------------------|-----------------------------|--------------|
| To Be Assigned | 12/18/16     |                  | Tejas Office Products, Inc. | Cindy Glover |

RECEIPT ADDRESS: Attn John Wayne, DEPT. OF PROCUREMENT SERVICES, P. O. BOX 30013, 1477 TAMU, COLLEGE STATION, TX 77842-0013, United States

CARRIER: Other

DELIVERY: Other

Attachments: Attach/Link

Notes (1,000 Chars. Max)

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**Receipt Lines**

Line Details

Show Receipt Details    For Selected Lines: Remove Selected Items    Go

| PO No.    | PO Line No. | Product Name   | Catalog No. | Qty/UOM ordered | Previous Receipts  | Quantity | Add to Inventory | Line Status | Actions                         |
|-----------|-------------|--|-------------|-----------------|--|----------|------------------|-------------|---------------------------------|
| XT0003245 | 3           | Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk | 651807      | 3 DZN           | 190979<br>190980<br>190990<br>190991<br>190992<br>190993 | 1        |                  | Cancelled   | Remove Line<br>Receive & Return |

Delete Add PO Save Updates Complete

### How to Create Cost Receipt

- 1. Open the purchase order
- 2. Select **Create Cost Receipt** and click Go
- 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 Notes or Comments if needed
- 6. Verify/adjust the AMOUNT that you are approving for payment
- 7. Select **Complete**
- 8.

