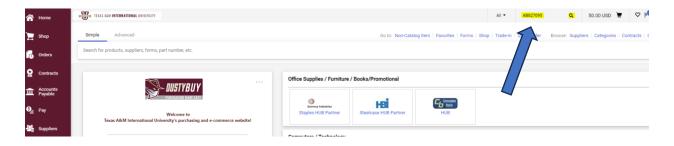
#### How to Create a Receiving Document

#### 1. What is a Receiving Document?

- **A.** Receiving is how the department acknowledges that goods/services have been received.
- **B.** Receiving is how the department provides the date the goods/services were received.
- **C.** Receiving also provides the approval to release the payment.
- D. Receiving should <u>only</u> be completed when the goods/services have been received.

#### 2. Create a Quantity Receipt

A. Search for the Purchase Order you wish to create a receiving document for.



### B. Click the <u>Receipt</u> tab on Purchase Order

A Home	TEXAS A&M INTERNATIONAL UNIVERSITY			All 🔻	Search (Alt+Q) Q	50.00 USD 📜
Shop	Purchase Order • Summus - VWR • ABO	1827095 Revision 0			∃ ● ● Ø	••• 1 of 1 Result
Orders	Status Summary Revisions 1	Confirmations 1 Shipments	Change Requests Recents Invoices Comment	s Attachments 3	History	
🔮 Contracts	General Information			ø v	Details	Completed
Accounts	PO/Reference No. AB0827095	Ship To	Ship To Bill To			

### **C.** Click on the cross to create a quantity receipt.

	Shop	Purcha	Purchase Order • Summus - VWR • AB0827095 Revision 0										
	Orders	Status		Summary	Revisions 1	Confirmations 1	Shipments	Change Requests	Receipts	Invoices	Comments	Attachments 3	
Š	Contracts	Reco	Records found: 0										
Ē	Accounts Payable	There	are no	receipts for this P	0.								

**D.** Add the order's Receipt Date, Packing Slip Number, Tracking Number, and any Notes needed with this order.

Receipt Name	2023-07-10 618000916 01	Carrier	Other 🗸
Receipt No	To Be Assigned	Tracking No.	
Receipt Date	7/10/2023	Flexible Text Field	
Packing Slip No.		Optional Receipt Text	
Supplier Name	Summus - VWR	Flexible Drop Down	~
Received by	Carlos Bella (16-Texas A&M International University)	Attachments	Add
Receipt Address	~		
	Attn: Biology & Chemistry Dept c/o Central Receiving Room 5201 University Blvd	Notes	1000 characters remaining

## **E.** Include the quantity of each line item that has been received.

P0 •	PO • AB0827095									
Line	Item	Catalog No.		Quantity	Status					
1	#6Q8032163221-000010#MTBSTFA 5ML PURIFIED	10066-350	1 EA	3	Received	~	≙ ≝ 🗌			
~	V ITEM DETAILS 🚸 🔂									
2	#6Q8032163221-000020#KWIK-STIK 2 PACK B SUBTILIS ATCC 6051	89502-376	1 EA	1	Received	~	0 ≝ 🗌			
~	ITEM DETAILS									
3	#6Q8032163221-000030#KWIK-STIK 2 PACK ATCC 10792	89503-262	1 EA	1	Received	~				
	•									

**F.** If an item needs to be returned, include the quantity returned and change the Status to Returned.

P0 •	AB0827095					⊕ □
Line	Item	Catalog No.		Quantity	Status	
1	#6Q8032163221-000010#MTBSTFA 5ML PURIFIED	10066-350	1 EA	1	Returned 🗸	
~	ITEM DETAILS				Î	

**G.** If a partial shipment is received, select the line items not included and click the delete button.

<b>PO</b>	AB0827095						θ-
Line	Item	Catalog No.		Quantity	Status		
1	#6Q8032163221-000010#MTBSTFA 5ML PURIFIED	10066-350	1 EA	1	Received	~	0 🔳 🧹
~	ITEM DETAILS   🚸 🔂						1
2	#6Q8032163221-000020#KWIK-STIK 2 PACK B SUBTILIS ATCC 6051	89502-376	1 EA	1	Received	~	0 🕯 🗌

# H. Once a Receiving Document is finalized, click <u>Complete</u>.

Qu	antity Receipt • 3908850	$\equiv \Theta$	Save Updates	Complete 👻					
s	ummary Comments	Attachments History							1
	Receipt Name	2023-07-10 618000916 01	Carrier	Other	•		Details	Draft	