

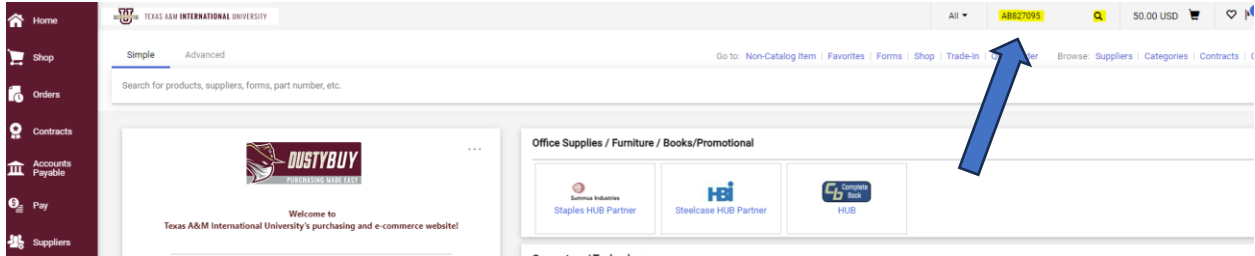
How to Create a Receiving Document

1. What is a Receiving Document?

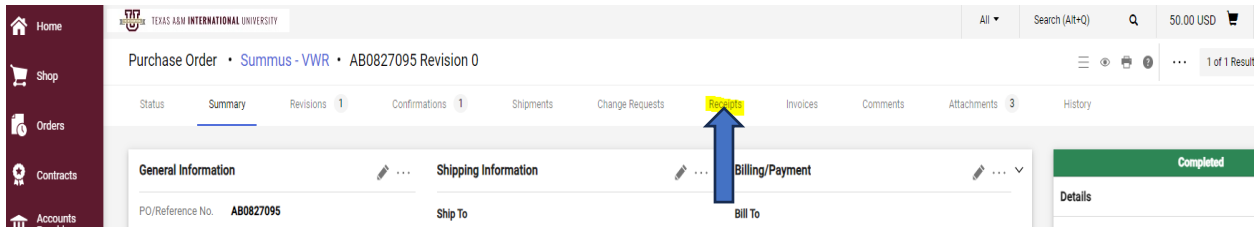
- A. Receiving is how the department acknowledges that goods/services have been received.
- B. Receiving is how the department provides the date the goods/services were received.
- C. Receiving also provides the approval to release the payment.
- D. Receiving should **only** be completed when the goods/services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

2. Create a Quantity Receipt

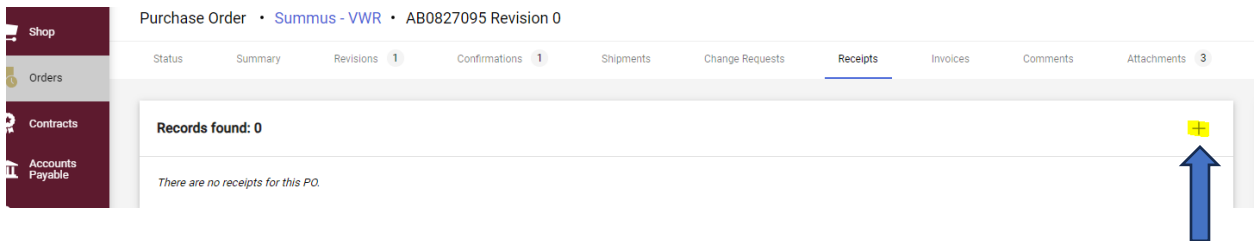
- A. Search for the Purchase Order you wish to create a receiving document for.



- B. Click the **Receipt** tab on Purchase Order



- C. Click on the cross to create a quantity receipt.



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 <small>mm/dd/yyyy</small>	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.


PO • AB0827095

Line	Item	Catalog No.	Quantity	Status
1	#6Q8032163221-000010#MTBSTFA 5ML PURIFIED	10066-350	1 EA	Received
ITEM DETAILS				
2	#6Q8032163221-000020#KWIK-STIK 2 PACK B SUBTILIS ATCC 6051	89502-376	1 EA	Received
ITEM DETAILS				
3	#6Q8032163221-000030#KWIK-STIK 2 PACK ATCC 10792	89503-262	1 EA	Received

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







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Line	Item	Catalog No.	Quantity	Status
1	#6Q8032163221-000010#MTBSTFA 5ML PURIFIED	10066-350	1 EA	Returned
ITEM DETAILS				



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

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Line	Item	Catalog No.	Quantity	Status	
1	#6Q8032163221-000010#MTBSTFA 5ML PURIFIED	10066-350	1 EA	Received	  
ITEM DETAILS					
2	#6Q8032163221-000020#KWIK-STIK 2 PACK B SUBTILUS ATCC 6051	89502-376	1 EA	Received	  

H. Once a Receiving Document is finalized, click **Complete**.

Quantity Receipt • 39088507

Save Updates Complete

Summary Comments Attachments History

Receipt Name: 2023-07-10 618000916 01

Carrier: Other

Draft

Details