

About Receiving

- ▶ Confirming physical receipt of goods, or having documentation that services were rendered, is required for audit purposes.
- ▶ In BearBuy there is optional receiving for recordkeeping purposes.
 - ✓ Receiving is open to all BearBuy Roles, including the Shopper.
 - ✓ Entering receipts will not affect invoice matching or timely payment.
 - ✓ Departments can attach a scanned image of Packing Slip to the PO.
 - ✓ Receipts cannot be attached or cancelled once the PO is closed.
- ▶ *Shoppers* can view receipts against their Purchase Orders. *Requesters* and *Approvers* can view all receipts and run Document Search queries on Receipts.

Enter a Receipt

1. Navigate to Document Search via to [Documents > Document Search > Search Documents](#).
2. Locate the purchase order.
3. Click the **PO number** to open the purchase order.
4. Go to **Available Actions** then select **Create Quantity Receipt** or **Create Cost Receipt**.
 - a. Note: receipts cannot be entered once the PO is closed.
 - b. Quantity Receipts are for POs that have distinct quantities, such as orders placed using catalogs or the Non-Catalog Form.
 - c. Cost Receipts are for entering receipts by the amount rather than quantities. Amount-only POs can only be received using Cost Receipts.
5. Click the **Go** button.
6. Each receipt receives a unique **Receipt Name** (can be changed). Enter the **Receipt Date**. Enter the **Packing Slip No.** and attach the scanned packing slip (if needed). Enter the received **Quantity (or Amount for Cost Receipts)**.

7. Any PO line items for which you will not be entering a receipt should be deleted from the receipt by clicking the **Remove Line** button.
8. When done, click the **Save Updates** button, and then click the **Complete** button.
9. A confirmation page will display with the **Receipt** and **PO** numbers.

Enter a Receipt and a Return

- ▶ Entering a return is similar to a receipt; however, the action at the line detail level is to mark the Line Status as Returned.
1. Navigate to Document Search via [Documents > Document Search > Search Documents](#) Locate the purchase order.
 2. Click the **PO number** to open the purchase order.
 3. Go to **Available Actions** and select **Create Quantity Receipt (or Create Cost Receipt)**.
 4. Click the **Go** button.
 5. Enter a unique **Receipt Name** (if needed).
 6. Then enter the **Packing Slip No.** and attach a scan of the packing slip (if needed).
 7. In the **Line Details** section, find the PO line for which you are entering the receipt.
 8. Enter the **Quantity (or Amount)** to be received.
 9. From the **Line Details** dropdown, select **Received (or Cost Received)**, then click the **Receive & Return (or Receive/Cancel)** button.

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
8000015448	1	cryogenic vials	10	74981	3			Received	Remove Line

Buttons: Received, Returned, Cancelled, Receive & Return (highlighted), Add PO, Save Updates, Complete

- When the **Receive & Return (or Receive/Cancel)** button is clicked, another line for the item is added to the receipt. This line represents the quantity (or amount) to be returned.
- The **Line Status** is set by default to **Returned (or Cost Cancelled)**.

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
8000015448	1	cryogenic vials	10	74981	3			Received	Remove Line, Receive & Return
8000015448	1	cryogenic vials	10	74981	2			Returned	Remove Line, Receive & Return

Buttons: Delete, Add PO, Save Updates (highlighted), Complete

- Change the **Quantity (or Amount)** to be returned if it's different from the system-defaulted value.
- Scroll down and click **Remove Line** for any PO items not involved on this receipt.
- When done, click the **Save Updates** button, and then click the **Complete** button.
- A confirmation page will display noting the **Receipt** and **PO** numbers.

View Existing Receipts

- Receipts are always linked to the PO.
- Navigate to Document Search via **Documents > Document Search > Search Documents**.
 - Locate the purchase order.
 - Click the **PO number** to open the purchase order.
 - The **receiving** status for each line item is always available.

Line Item Status

Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 cryogenic vials		1/BX	194.70	10 BX	1,947.00 USD	Sent To	Partially	none	No
Total									1,947.00 USD

Buttons: Do not want to see help on mouse over? Click here to disable it.

- Click the **Receipts** tab.
 - The **Receipts** section lists all completed receipts.
 - The **Receipt Line Details** lists all PO Line items, and the Quantity received (*in the Qty / Cost (In) column*) so far.

Status | Purchase Order | Revisions | PO Approvals | Shipments | **Receipts** | Invoices | Comments | Attachments | History

Receipts

Receipt No.	Receipt Date	Receipt Type	Received by
74992	4/5/2013	Quantity	Requester4, Ray
74981	4/5/2013	Quantity	Requester4, Ray

Receipt Line Details

No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	cryogenic vials		194.70 USD	10 BX	1,947.00 USD	8	1	Received
						3		Returned
						7		Open
								Net Received

- To view a specific Receipt, click the **Receipt No.** link in the **Receipt** section.
- Click the **Status** or **Purchase Orders** tabs to go back to the main **PO** pages.

Re-Open or Delete a Receipt

- Completed receipts can only be edited and deleted if there are no vouchers applied to the Purchase Order.
- Once the Purchase Order is invoiced, the receipts cannot be modified.
- If receipts cannot be modified, add a comment to the Comments tab of the PO detailing any corrections to the receipts.

- Navigate to Document Search via **Documents > Document Search > Search Documents** Locate the purchase order.
- Click the **PO number** to open the purchase order.
- Click the **Receipts** tab.
- Open the receipt you would like to edit.
- Click the **Reopen Receipt** button in the upper right hand of the page
 - If you do not see this button, this means your PO has been invoiced and receipts cannot be modified.
- A box pops up asking **Are you sure you want to reopen this receipt?** Click the **OK** button.
- Enter a comment in the **Reopen Receipt Reason** window that appears. The receipt will not reopen without a comment. Click the **Reopen Receipt** button.
 - The receipt can now be edited. Save the Updates and Complete the receipt.
 - To delete your receipt, click the **Delete** button.