

# 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

Attachments: Attach/Link

Receipt Lines

Line Details

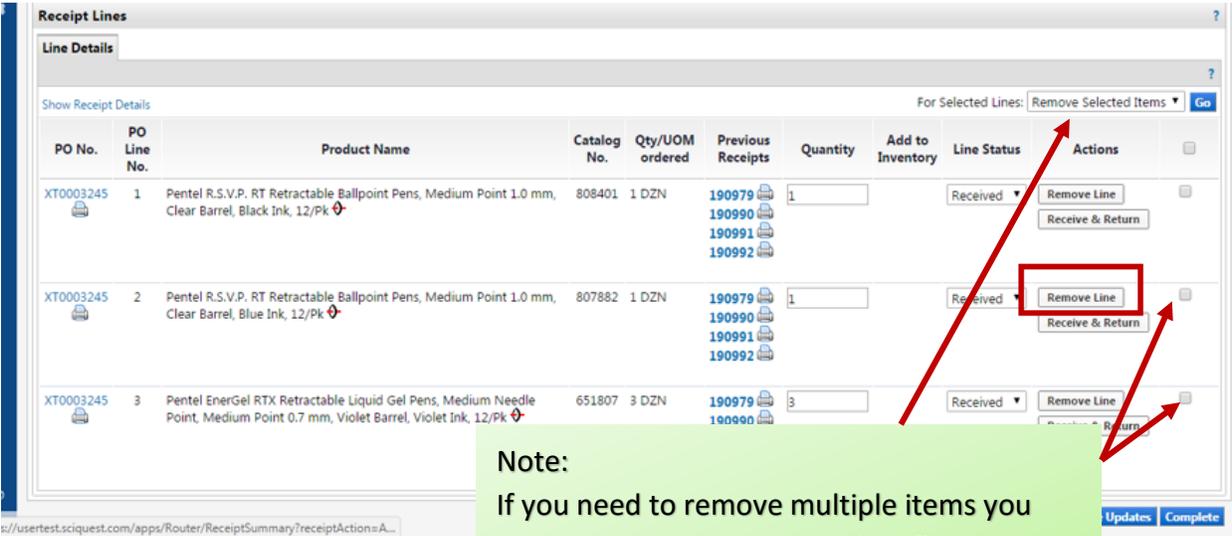
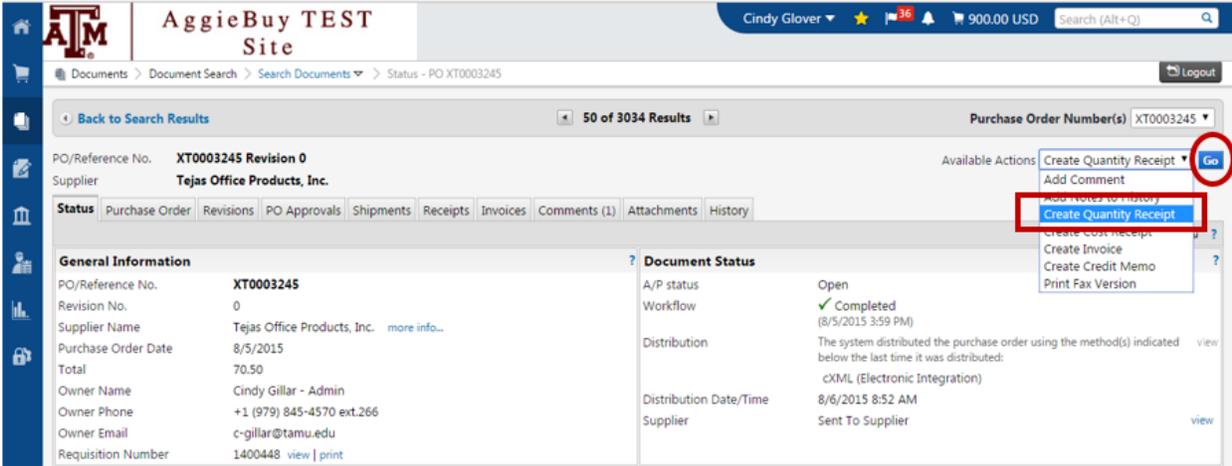
Show Receipt Details | For Selected Lines: Remove Selected Items (Go)

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 DEPT. OF PROCUREMENT SERVICES P. O. BOX 30013 1477 TAMU COLLEGE STATION, TX 77842-0013 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

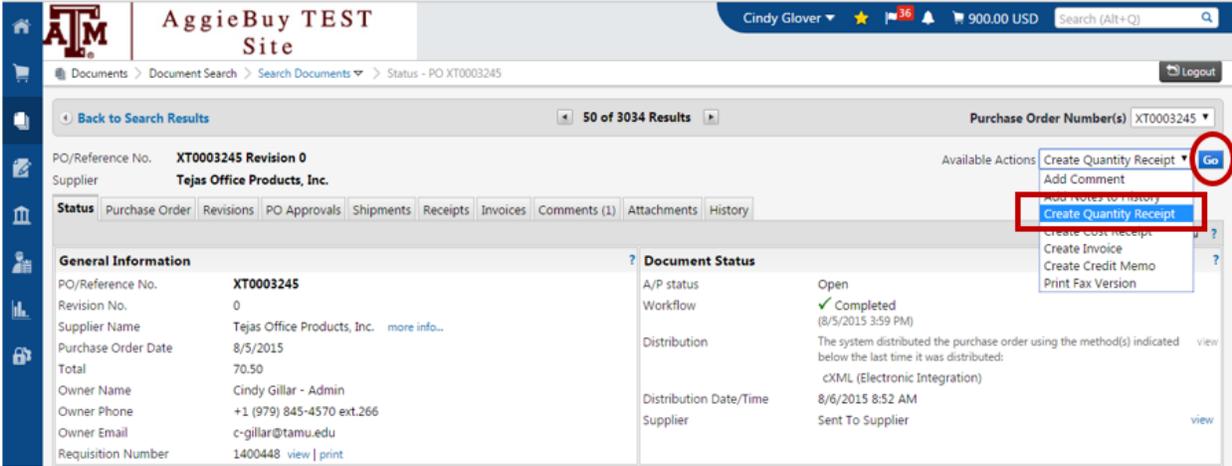
Show Receipt Details For Selected Lines: Remove Selected Items Go

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	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 P Save Updates Complete

### 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)

### 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 190990 190991 190992	<input type="text" value="1"/>		Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive &amp; 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	<input type="text" value="1"/>		Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive &amp; 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	<input type="text" value="3"/>		Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive &amp; 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"/> <small>mm/dd/yyyy</small>	<input type="text"/>	Tejas Office Products, Inc.	Cindy Glover

RECEIPT ADDRESS

Location:     Carrier:

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

DELIVERY

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 190980 190990 190991 190992	<input type="text" value="1"/>		Returned	<input type="button" value="Remove Line"/> <input type="button" value="Receive &amp; 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 190980 190983 190990 190991 190992	1		Returned	<a href="#">Remove Line</a> <a href="#">Receive &amp; Return</a>

Contract No. [Text]    Returned For: [Dropdown]    RMA No. [Text]

Optional Receipt Text [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.**

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

Document Status: Open, 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 | 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 190980 190990 190991 190992 190993	1		Cancelled	Remove Line 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.

AggieBuy TEST Site

Cindy Glover | 900.00 USD

Documents > Document Search > Search Documents > Status - PO XT0003136

Back to Search Results | 2 of 2 Results | Purchase Order Number(s) XT0003136

PO/Reference No. XT0003136 Revision 0  
Supplier SSC Service Solutions

Available Actions: Add Comment, Add Comment, Add Notes to History, **Create Cost Receipt**, Create Credit Memo, Print Fax Version

**General Information**  
PO/Reference No. XT0003136  
Revision No. 0  
Supplier Name SSC Service Solutions  
Purchase Order Date 5/21/2014  
Total 116,551.00  
Owner Name Clint Merritt - Admin  
Owner Phone  
Owner Email c-merritt@tamu.edu

**Document Status**  
A/P status Open  
Workflow Completed (5/21/2014 4:37 PM)  
Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed:  
Distribution Date/Time 5/21/2014 4:36 PM  
Supplier Sent To Supplier

Documents > Document Search > Search Documents > New Cost Receipt

Summary | Comments (0) | History

Exact Match: PO No. XT0003136

**Header Information**  
Receipt Name 2016-12-18 920000792 09 | Receipt 12/18/2016 2:25:46 PM | Source: Manual

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	12/18/2016		SSC Service Solutions	Cindy Glover

**RECEIPT ADDRESS**  
Location: RADIATION BIOLOGY, Texas A&M University, COLLEGE STATION, TX State 77843, US, United States

**DELIVERY**  
Carrier: Other

**Receipt Lines**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
XT0003136	1	PROJECT #2014-04231 / REPAIR STRUCTURAL FLOOR PLATE SUPPORT SYSTEM OVER BASEMENT PIT	na	116,551.00		150.00	USD Cost Received	Remove Line, Receive/Cancel

Contract No., Optional Receipt Text, Attachments, Notes

1000 characters remaining expand | clear

Buttons: Delete, Add PO, Save Updates, **Complete**