Receiving

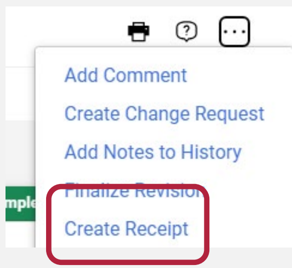
This document outlines the steps required to enter a receipt. Receipts can be entered at any time on an open PO. The Requestor or Shopper, whomever is listed as the "Prepared For", will receive a notification in B2P when a receipt is required, but any B2P user who has access to the PO can enter the receipt.

There are two types of receipts depending upon how the purchase order was created:

- **Quantity Receipt**: for POs created by *Quantity*
- **Cost Receipt**: for POs that were created as a Standing *Amount*-Based PO

How to navigate to the receiving screen (for both types of receipts)

OPTION 1: Open the Purchase Order you want to receive against. Go to the menu under **Purchase Order** and select **Create Receipt**.



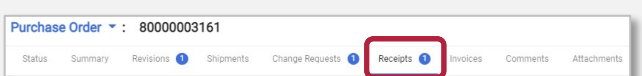
The system will automatically determine which type of receipt your PO requires whether the PO is quantity or amount based.

1. Once inside the receipt, you will see a **Summary** section with *optional* fields including receipt name, packing slip number, tracking number, internal attachments, and comments. Use these as needed or determined by your local business process.

2. Scroll to **Line Details** tab to *adjust the quantity or cost (amount) as needed.*

PLEASE NOTE: When creating a receipt, it will always populate with the full remaining amount of the PO. *Be sure to adjust the cost or quantity if you are only receiving part of the PO.*

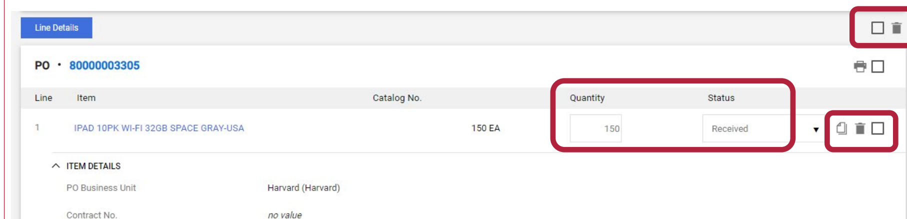
A list of all receipts currently on a PO can be found by click on the **Receipts** tab at the top of the PO document



How to input a Quantity Receipt

Note: Lines will pre-populate with the full quantity of the PO. <u>You need to update each line before completing the receipt if you are not receiving the full amount.</u>

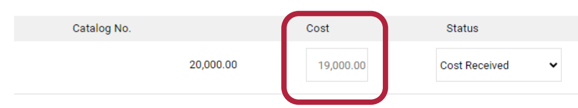
1. If you are doing a partial receipt, adjust the lines as needed.
    1. Change quantity
    2. Delete lines that were not received



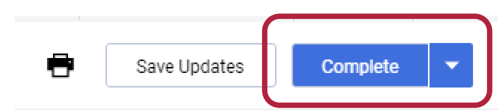
How to input a Cost Receipt (Standing/Amount Based)

Note: Lines will pre-populate with the full quantity of the PO. <u>You need to update each line before completing the receipt if you are not receiving the full amount.</u>

1. If you are doing a partial receipt, adjust the lines as needed.
    1. Change dollar amount in the **Cost** field
    2. Change dollar amount to zero for in the **Cost** field lines not included in this receipt



When completed entering adjustments, click the **Complete** button to finalize the receipt



12.06.23

Receiving

How to adjust a Cost Receipt

In a case where a PO was over-received by mistake, a new receipt can be created for the negative dollar amount to properly reflect the correct amount still available. The steps would be the same as outlined under the **How to input a Cost Receipt** section in this guide.

General considerations when Receiving

- You are not required to enter receipts on orders of goods or services under $2500
- You cannot receive against a closed PO
- Items flagged for a two-way match do not require a receipt (they are effectively closed)

Returning an item

- PLEASE NOTE: Return functionality in B2P does not notify a supplier that you wish to return an item. You must contact the supplier directly to process a return.
- The return functionality in B2P is not used. Instead, once you have returned an item
    - If the item has been invoiced against in B2P, you will need to get a credit memo from the supplier.
    - If the item has not been invoiced against, and you have contacted the supplier and already processed the return, you can simply close the PO to prevent future invoicing against open line items that were returned.