**To create a Quantity or Cost Receipt** - (Only the creator of the PO can complete this process)

If you need a PO transferred to someone else’s name to create the receipt, please contact macbuyhelp@mcmaster.ca

1. Open the Purchase Order: in the **Quick Search** field, enter the PO number found on the Packing Slip/Invoice etc., click enter > locate the Purchaser Order and click the hyperlink

   ![Quick Search](image)

2. On the **Receipts** tab, click the + icon on the right-hand side.

   The Option to create QUANTITY RECEIPT OR COST RECEIPT will appear.

3. In the **Line Details** section, review the line item details and quantities. Check this information against the packing slip to ensure the *quantity ordered* equals the *quantity received*, If necessary, adjust the quantity received.
4. When you have finished, click the **Complete** button.

The Receipt has been completed.

All Invoices should be sent directly to AP once receiving has been completed.