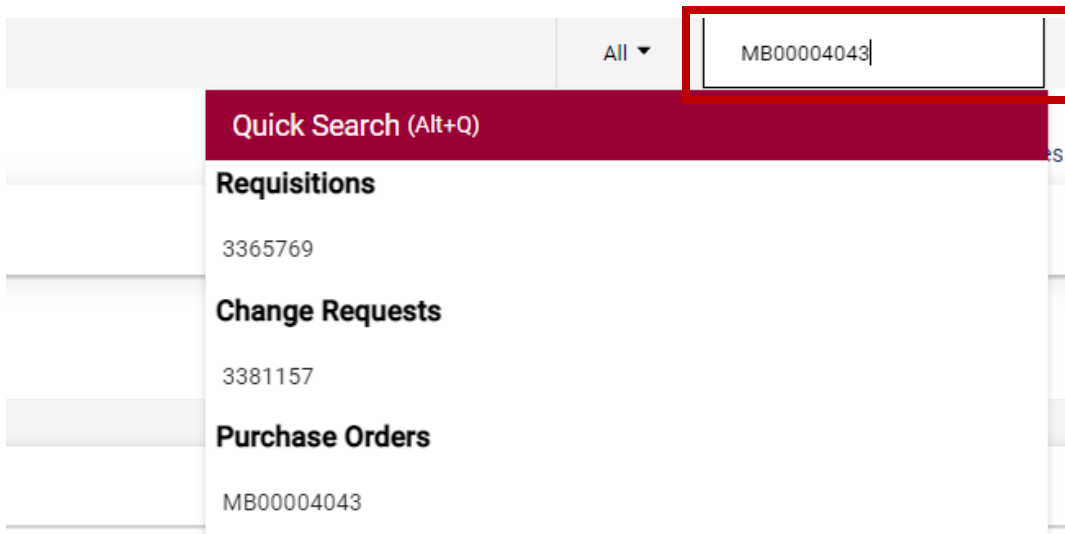


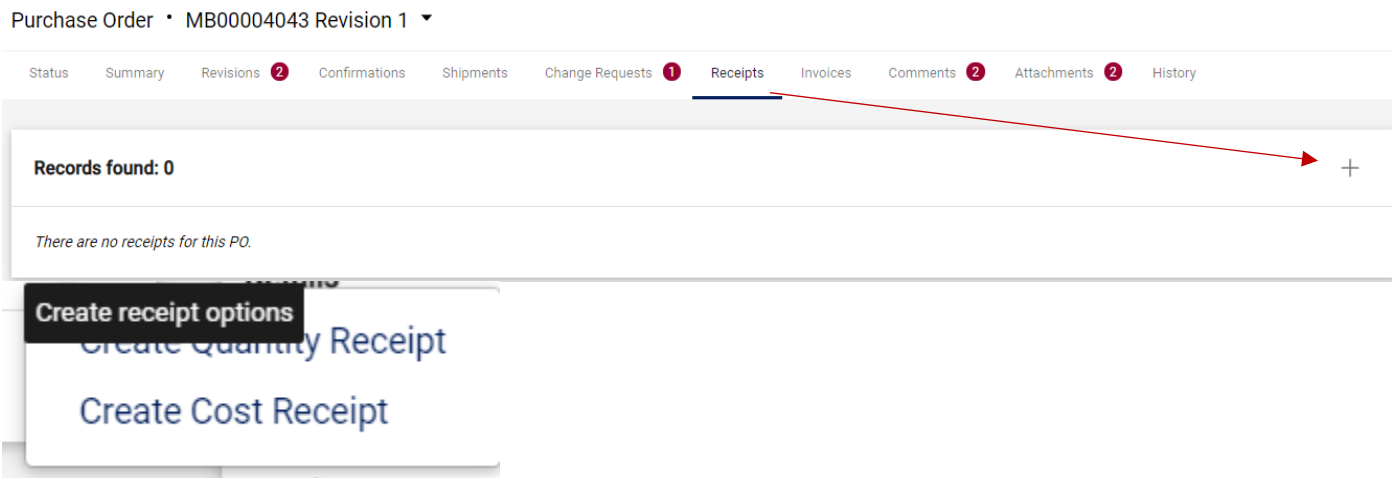
To create a Quantity or Cost Receipt

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 hyper link



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.

PO • MB00004043

Line	Item	Catalog No.	Quantity	Status
1	Estimated Total Value \$ (after discounts, before taxes and over contract terms)	1	1	Received
ITEM DETAILS Contract No. <i>no value</i> Flex Field 2 <input type="text"/> Attachments Add Notes <input type="text"/> <small>1000 characters remaining</small>				
2	Estimated Total Value \$ (after discounts, before taxes and over contract terms)	1	1	Received
ITEM DETAILS Contract No. <i>no value</i> Flex Field 2 <input type="text"/> Attachments Add				

4. When you have finished, click the **Complete** button.

Quantity Receipt • 470102

Logout Save Updates **Complete**

Summary Comments Attachments History

Receipt Name 2021-11-11 Requester 01

Receipt No To Be Assigned

Receipt Date 11/11/2021

Packing Slip No.

Supplier Name ABC COMPANY

Received by Requester

Receipt Address

ATTN: Karl Wright
BLDG/ROOM: OJN ROOM 302
1 James Street North
MCMASTER-ONE JAMES NORTH DTC REC
Hamilton, ON L8R 2K3
Canada

Carrier Other

Tracking No.

Flexible Text Field

Flexible Text Field 2

Flexible Drop Down

Attachments Add

Notes

1000 characters remaining

Draft

Details

Creation Date 11/11/2021 12:48:31 PM

Source Manual

Supplier ABC COMPANY

Received by Requester

Total (125,000.00 CAD)

Related Documents

Purchase Order: MB00004043

Line Details

PO • MB00004043

Line	Item	Catalog No.	Quantity	Status
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The Receipt has been completed.

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