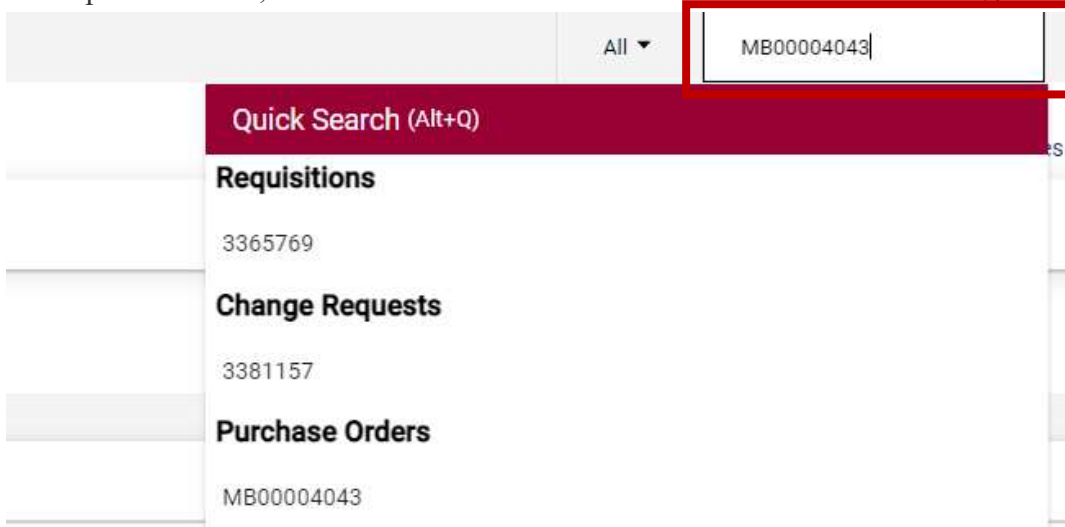**To create a Quantity or Cost Receipt** - (Only the creator of the PO can complete this process)

If you need a PO transferred to someone else's name to create the receipt, please contact macbuyhelp@mcmaster.ca
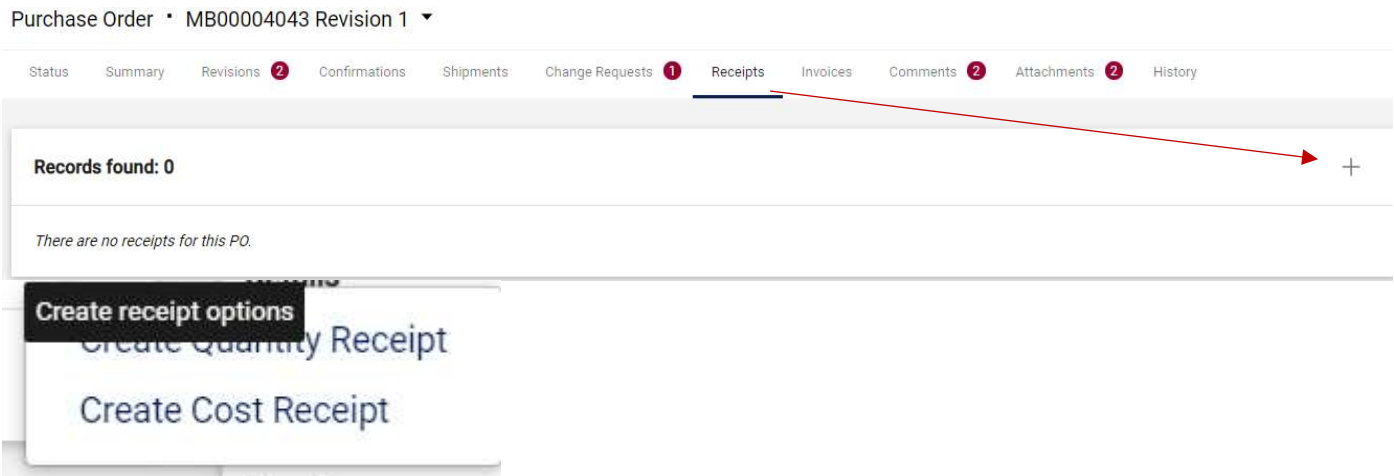
1. Open the Purchase Order: in the **Quick Search** field, enter the PO number found on the Packing

   Slip/Invoice etc., click enter > locate the Purchaser Order and click the 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.

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.	*no value*	
Flex Field 2	[ ]	
Attachments	Add	
Notes	[ ]	
	1000 characters remaining	

Line	Item	Catalog No.		Quantity	Status	
2	Estimated Total Value $ (after discounts, before taxes and over contract terms)	1		1	Received ▼	🗑 ☐

∧ ITEM DETAILS

Contract No.	*no value*	
Flex Field 2	[ ]	
Attachments	Add	

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

Quantity Receipt · 470102   ☰ 🖨 Logout | Save Updates | Complete ▼

Summary   Comments   Attachments   History

					Draft	
Receipt Name	2021-11-11 Requester 01	Carrier	Other ▼ [ ]	**Details**	∨
Receipt No	To Be Assigned	Tracking No.	[ ]	Creation Date	11/11/2021 12:48:31 PM
Receipt Date	11/11/2021 📅 mm/dd/yyyy	Flexible Text Field	[ ]	Source	Manual
Packing Slip No.	[ ]	Flexible Text Field 2	[ ]	Supplier	ABC COMPANY
Supplier Name	ABC COMPANY	Flexible Drop Down	[▼]	Received by	Requester
Received by	Requester	Attachments	Add	**Total (125,000.00 CAD)**	>
Receipt Address	[▼]	Notes	[ ]	**Related Documents**	∨
	ATTN: Kari Wright BLDG/ROOM: OJN ROOM 302 1 James Street North MCMASTER-ONE JAMES NORTH DTC RECV Hamilton, ON L8R 2K3 Canada		1000 characters remaining	Purchase Order: MB00004043	🖨

Line Details   ☐ 🗑

PO · MB00004043   🖨 ☐

Line	Item	Catalog No.	Quantity	Status

The Receipt has been completed.

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