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

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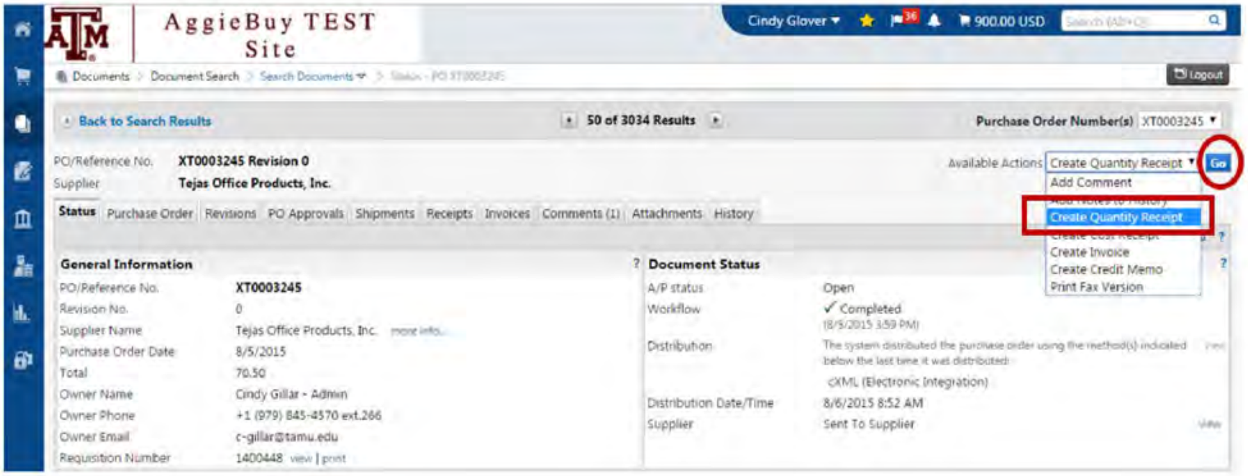
How to Receive Entire Purchase Order

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 ▾
36
900.00 USD
Search (Alt+Q)
Logout
Documents > Document Search > Search Documents ▾
Back to Search Results
50 of 3034 Results
Status
Purchase Order
Revisions
PO Approvals
Shipments
Receipts
Invoices
Comments (1)
Attachments
History
Add Comment
Create Quantity Receipt
Create Invoice
Create Credit Memo
Print Fax Version
Go

Purchase Order Number(s): XT0003245

PO/Reference No.: **XT0003245 Revision 0**

Supplier: **Tejas Office Products, Inc.**

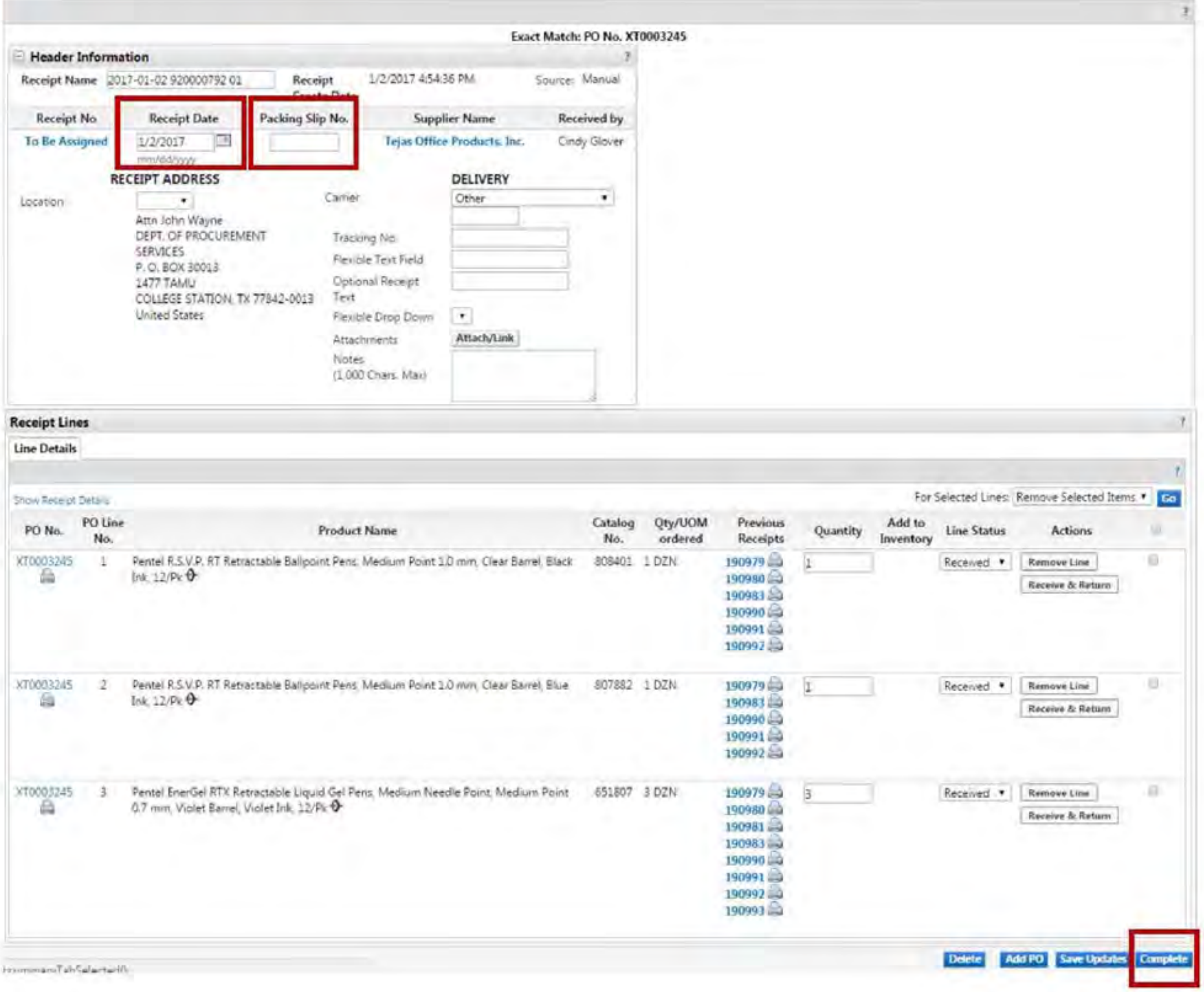
Available Actions: Create Quantity Receipt

General Information

PO/Reference No.	**XT0003245**
Revision No.	0
Supplier Name	Tejas Office Products, Inc. more info...
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 view | print

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: cXML (Electronic Integration)
Distribution Date/Time	8/6/2015 8:52 AM
Supplier	Sent To Supplier


Attach/Link
Show Receipt Details
Go
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete

Exact Match: PO No. XT0003245

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	1/2/2017 mm/dd/yyyy		Tejas Office Products, Inc.	Cindy Glover

RECEIPT ADDRESS

Location:

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

DELIVERY

Carrier: Other

Tracking No.:

Flexible Text Field:

Optional Receipt Text:

Flexible Drop Down:

Attachments:

Notes (1,000 Chars. Max):

Receipt Lines

Line Details

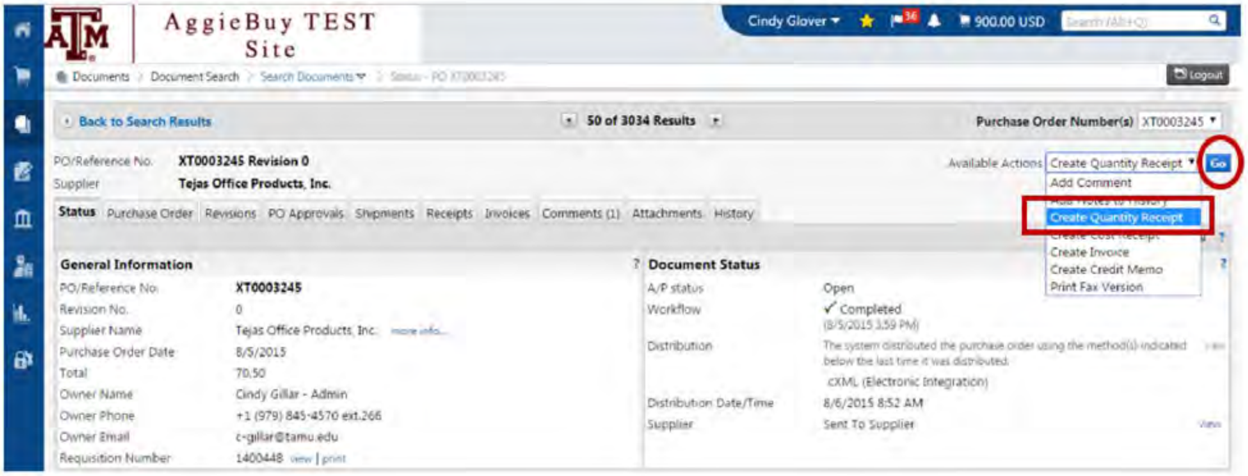
For Selected Lines: Remove Selected Items

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

Back To Table of Contents

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**


AggieBuy TEST Site
Cindy Glover
36
900.00 USD
Search (Alt+Q)
Documents
Document Search
Search Documents
Status - PO XT0003245
Logout
Back to Search Results
50 of 3034 Results
Purchase Order Number(s) XT0003245
Available Actions
Create Quantity Receipt
Go
Add Comment
Create Quantity Receipt
Create Invoice
Create Credit Memo
Print Fax Version
Status
Purchase Order
Revisions
PO Approvals
Shipments
Receipts
Invoices
Comments (1)
Attachments
History

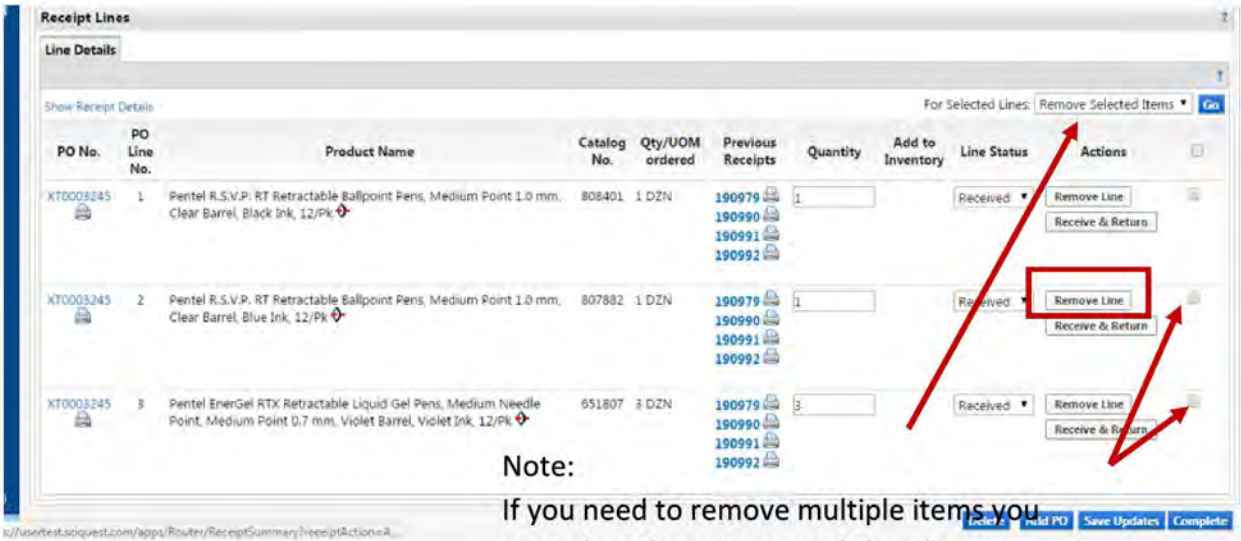
PO/Reference No. **XT0003245 Revision 0**
Supplier **Tejas Office Products, Inc.**

General Information

PO/Reference No.	XT0003245
Revision No.	0
Supplier Name	Tejas Office Products, Inc. more info...
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 view | print

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. cXML (Electronic Integration)
Distribution Date/Time	8/6/2015 8:52 AM
Supplier	Sent To Supplier


Receipt Lines
Line Details
Show Receipt Details
For Selected Lines: Remove Selected Items
Go
Delete
Add PO
Save Updates
Complete

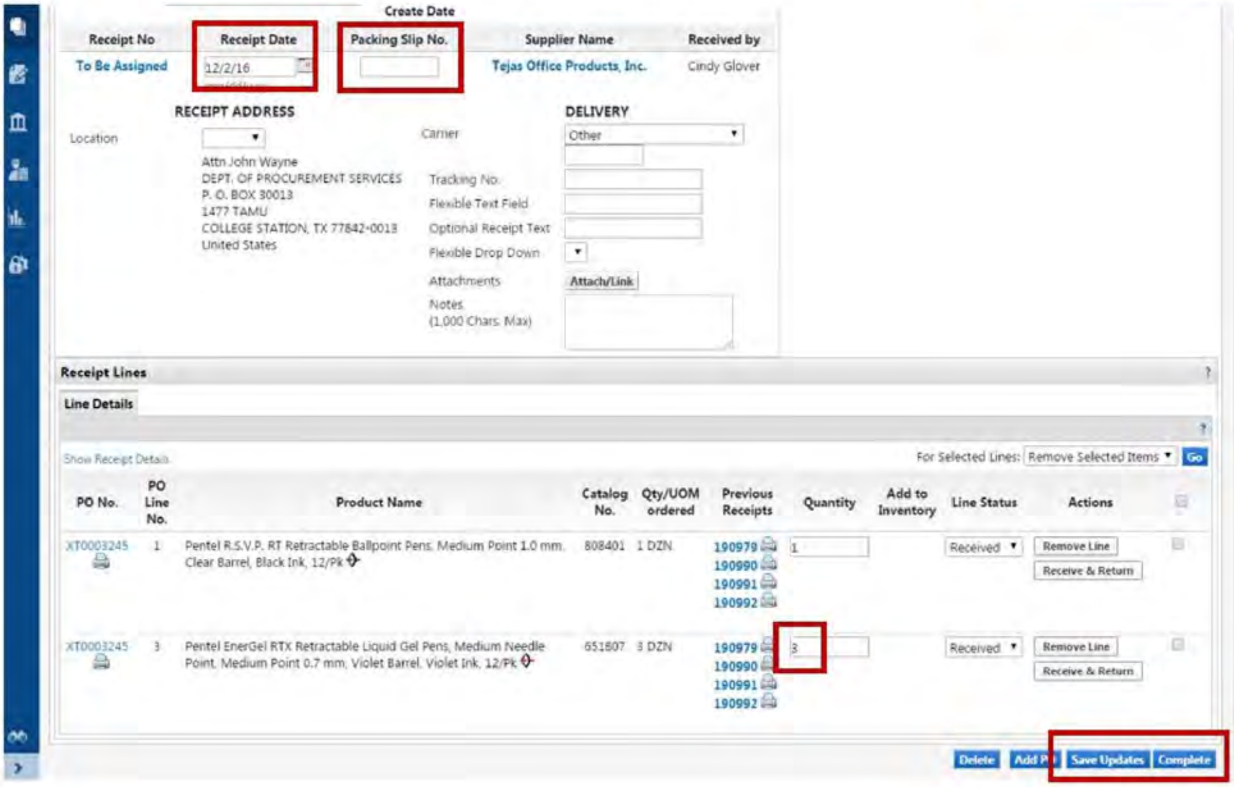
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	☐
XT0003245	1	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk	808401	1 DZN	190979 190990 190991 190992	1		Received	Remove Line 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	☐

s://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...

Note:

If you need to remove multiple items you can select those items and then “remove selected items” and Go instead of removing each item individually

Back To Table of Contents


Attach/Link
For Selected Lines: Remove Selected Items
Go
Remove Line
Receive & Return
Delete
Add PO
Save Updates
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

RECEIPT ADDRESS

Location

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

DELIVERY

Carrier: Other

Tracking No.

Flexible Text Field

Optional Receipt Text

Flexible Drop Down

Attachments

Notes (1,000 Chars. Max)

Receipt Lines

Line Details

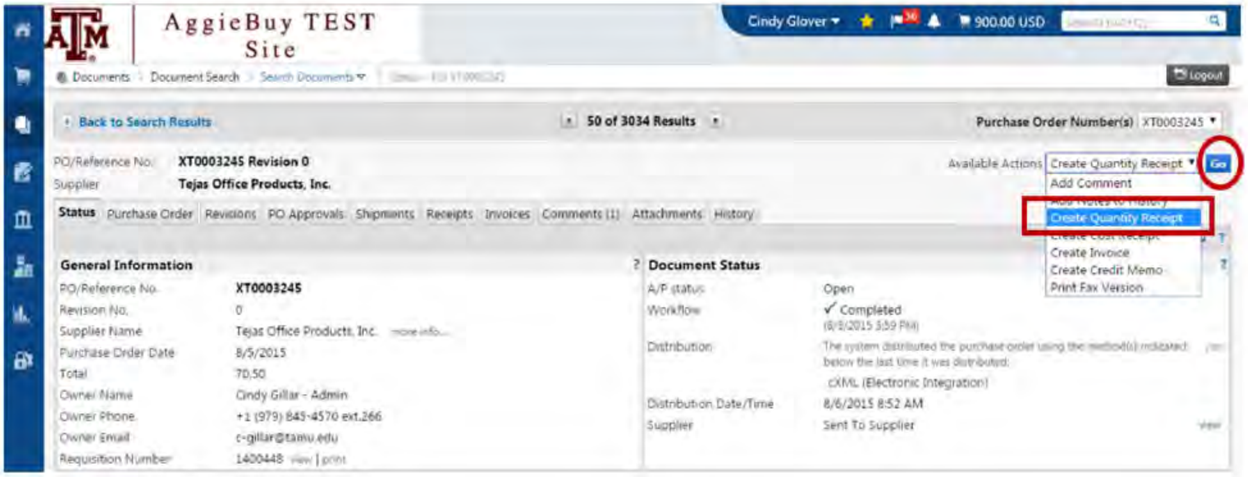
Show Receipt Details

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	651607	3 DZN	190979 190990 190991 190992	3		Received	Remove Line Receive & Return	☐

Back To Table of Contents

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**


AggieBuy TEST Site
Cindy Glover
900.00 USD
Logout
Documents
Document Search
Search Documents
Back to Search Results
50 of 3034 Results
Status
Purchase Order
Revisions
PO Approvals
Shipments
Receipts
Invoices
Comments (1)
Attachments
History
Add Comment
Create Quantity Receipt
Create Invoice
Create Credit Memo
Print Fax Version
Go

Purchase Order Number(s) XT0003245

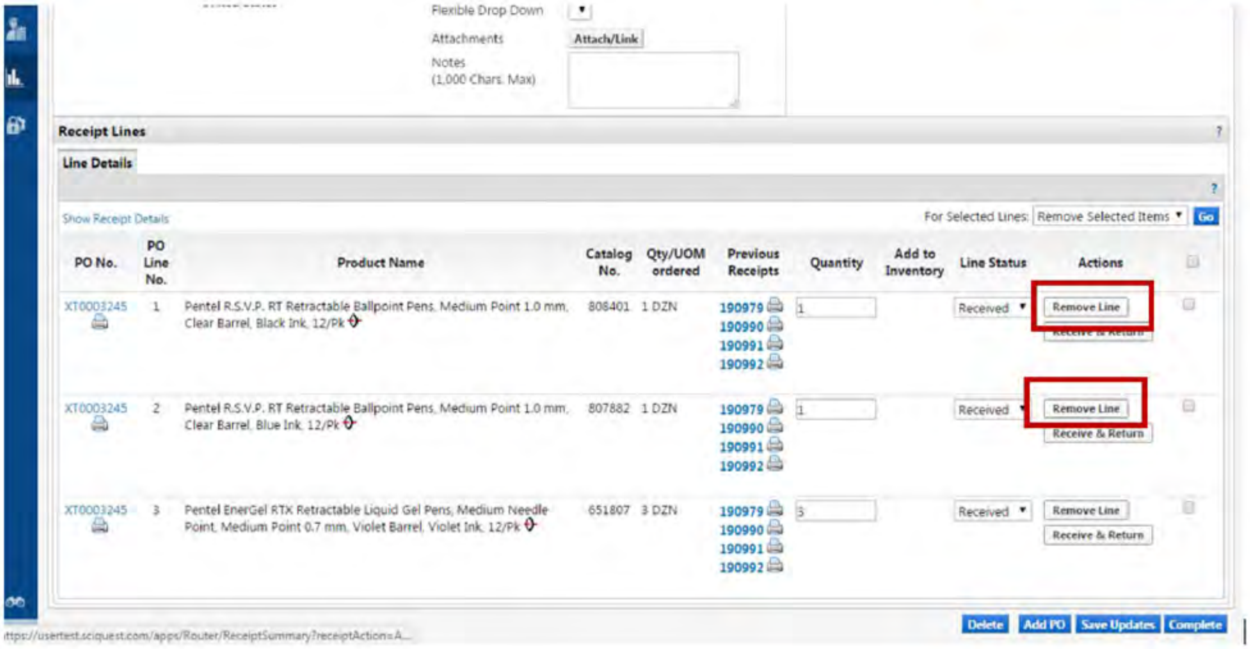
PO/Reference No. XT0003245 Revision 0
Supplier Tejas Office Products, Inc.

Available Actions Create Quantity Receipt

General Information
PO/Reference No. XT0003245
Revision No. 0
Supplier Name Tejas Office Products, Inc.
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

Document Status
A/P status Open
Workflow ✓ Completed
Distribution cXML (Electronic Integration)
Distribution Date/Time 8/6/2015 8:52 AM
Supplier Sent To Supplier

Back To Table of Contents


Attach/Link
Show Receipt Details
Go
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete
https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...

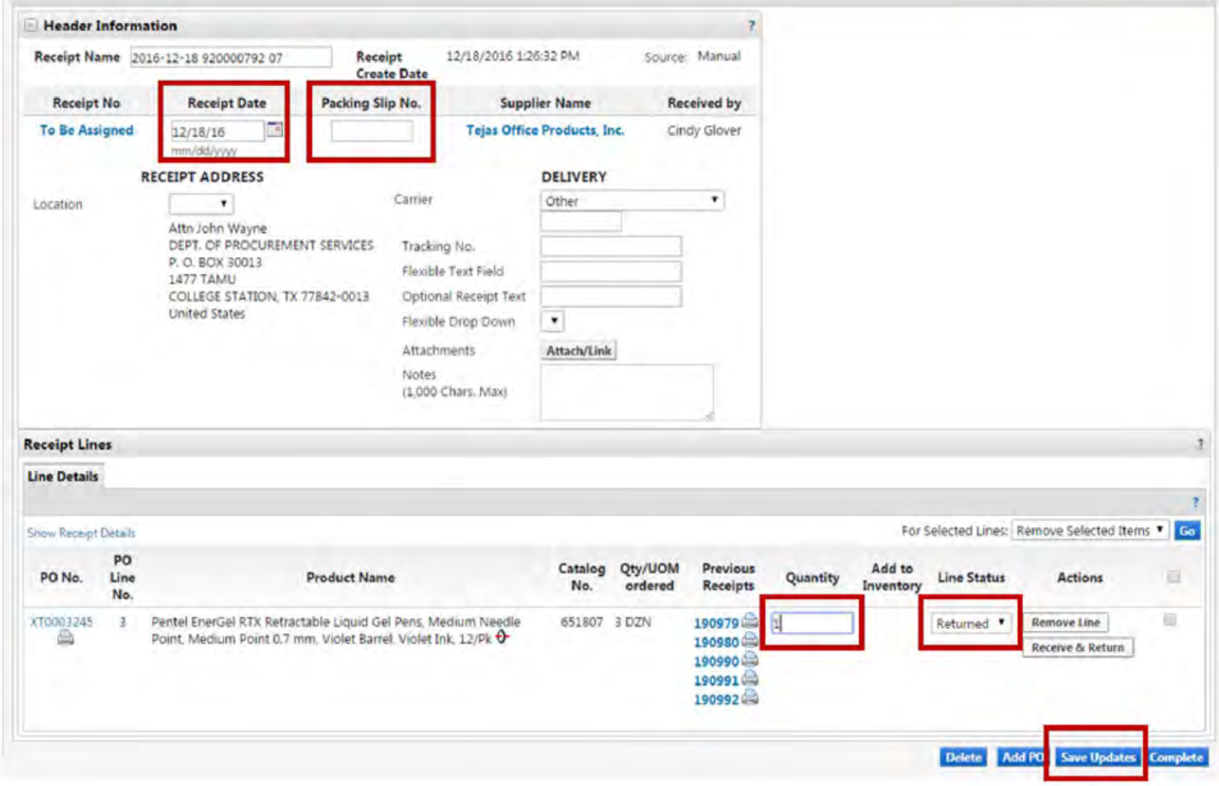
Flexible Drop Down
Attachments
Notes (1,000 Chars. Max)

Receipt Lines

Line Details

For Selected Lines: Remove Selected Items

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	☐


Attach/Link
Show Receipt Details
Go
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete

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	12/18/16 mm/dd/yyyy		Tejas Office Products, Inc.	Cindy Glover

RECEIPT ADDRESS

Location

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

DELIVERY

Carrier: Other
Tracking No.
Flexible Text Field
Optional Receipt Text
Flexible Drop Down
Attachments
Notes (1,000 Chars. Max)

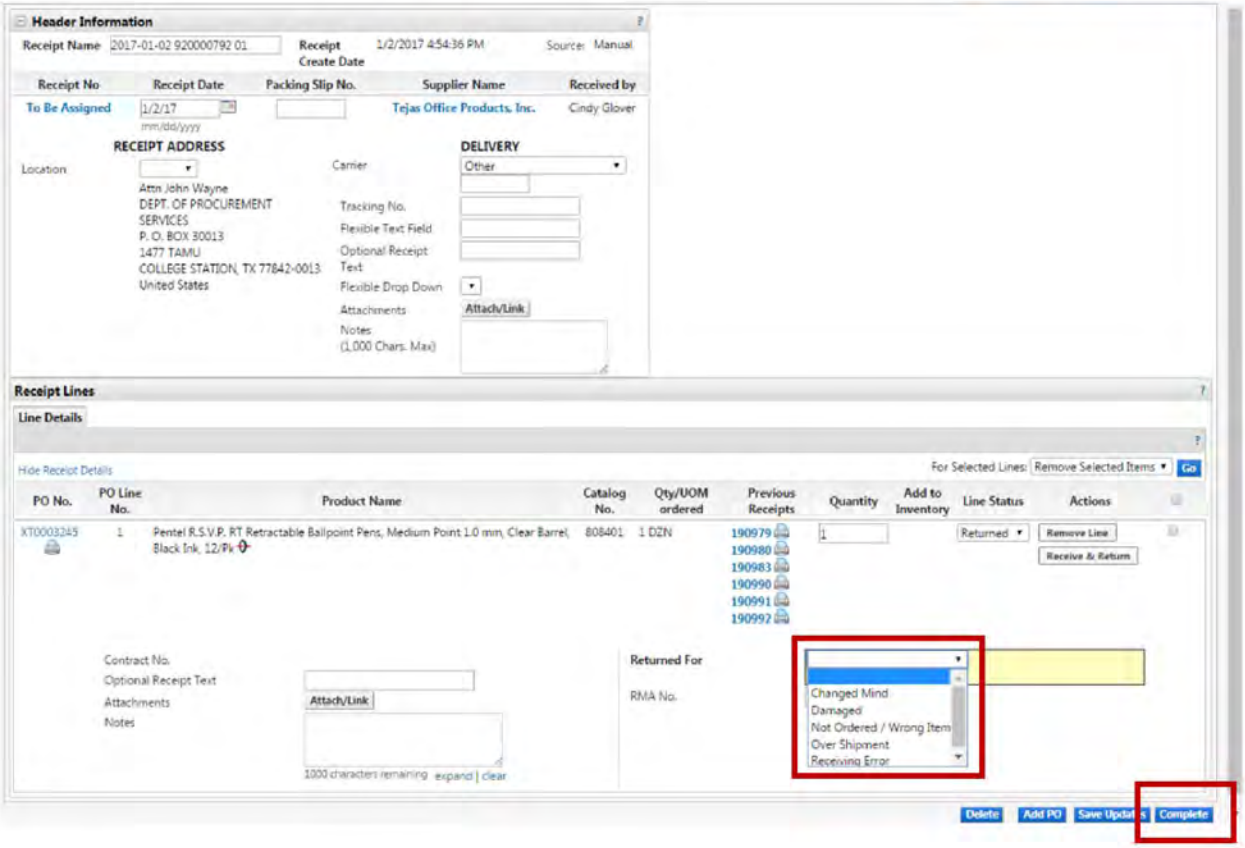
Receipt Lines

Line Details

For Selected Lines: Remove Selected Items

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	1		Returned	Remove Line Receive & Return	☐

Back To Table of Contents



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 mm/dd/yyyy		Tejas Office Products, Inc.	Cindy Glover

RECEIPT ADDRESS

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

DELIVERY

Carrier: Other
Tracking No.
Flexible Text Field
Optional Receipt Text
Flexible Drop Down
Attachments
Notes (1,000 Chars. Max)

Receipt Lines

Line Details

Hide Receipt Details

For Selected Lines: Remove Selected Items

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	Remove Line Receive & Return

Contract No.
Optional Receipt Text
Attachments
Notes
1000 characters remaining expand | clear

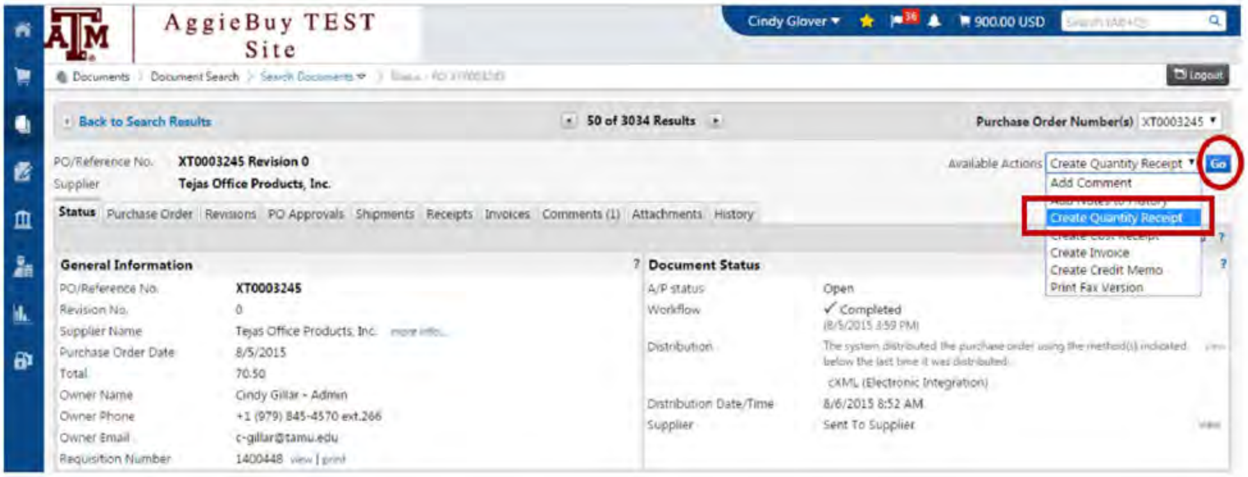
Returned For
RMA No.

Go
Attach/Link
Changed Mind
Damaged
Not Ordered / Wrong Item
Over Shipment
Receiving Error
Delete
Add PO
Save Updates
Complete

Back To Table of Contents

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
Logout
Documents
Document Search
Search Documents
Back to Search Results
50 of 3034 Results
Status
Purchase Order
Revisions
PO Approvals
Shipments
Receipts
Invoices
Comments (1)
Attachments
History
Go
Add Comment
Create Quantity Receipt
Create Invoice
Create Credit Memo
Print Fax Version
more info...
view | print

Purchase Order Number(s): XT0003245

PO/Reference No.: XT0003245 Revision 0
Supplier: Tejas Office Products, Inc.

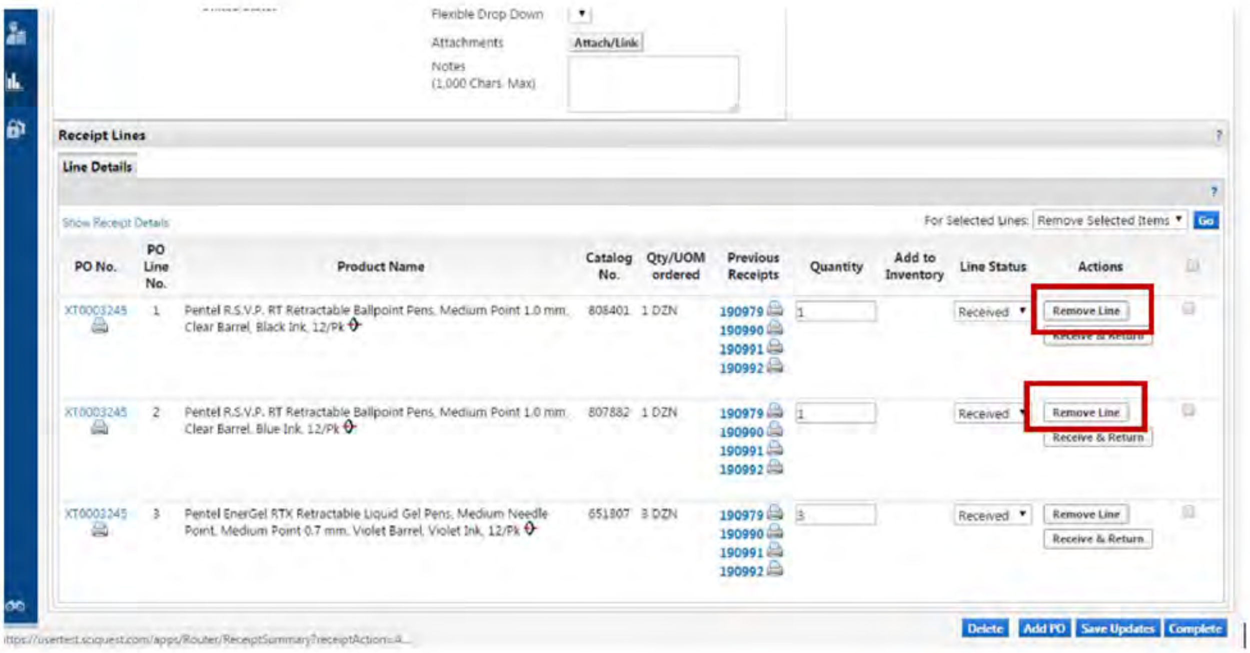
Available Actions: Create Quantity Receipt

General Information

PO/Reference No.	XT0003245
Revision No.	0
Supplier Name	Tejas Office Products, Inc.
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

Document Status

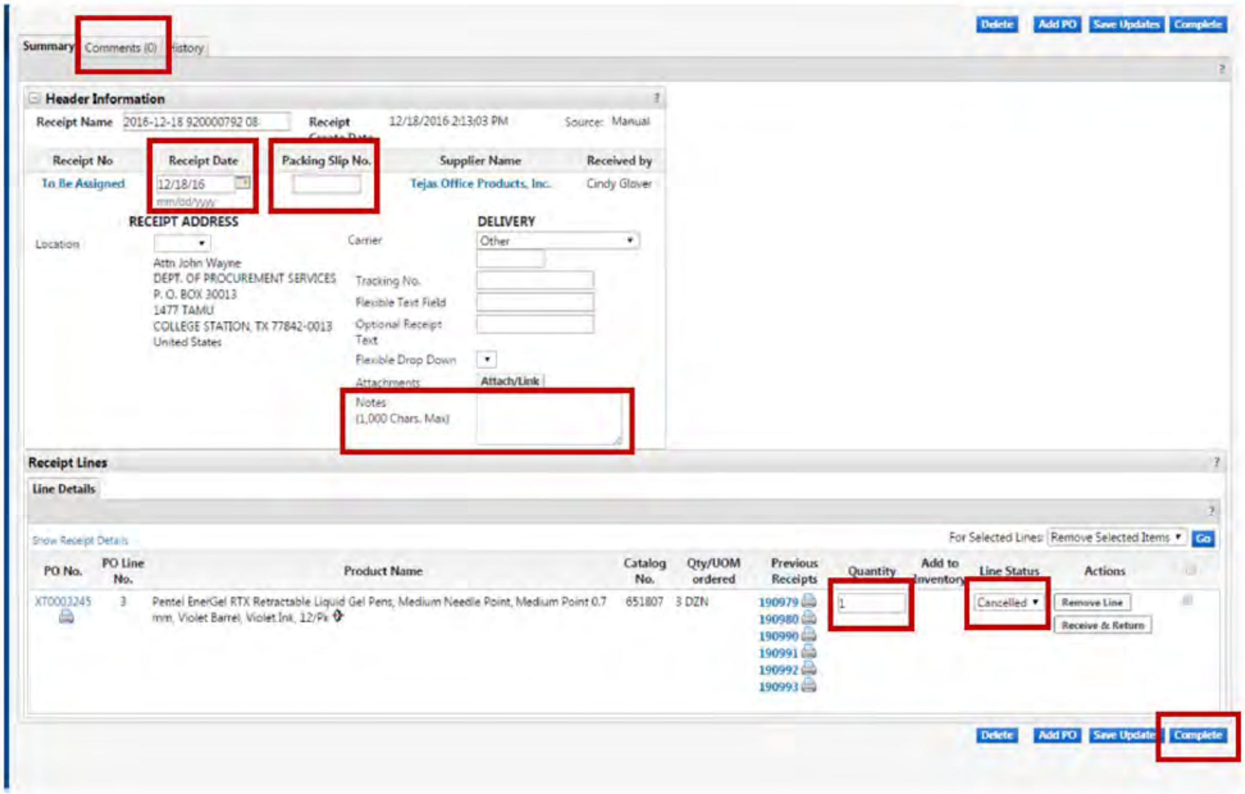
A/P status	Open
Workflow	✓ Completed (8/5/2015 3:59 PM)
Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed. cXML (Electronic Integration)
Distribution Date/Time	8/6/2015 8:52 AM
Supplier	Sent To Supplier


Flexible Drop Down
Attachments
Attach/Link
Notes
(1,000 Chars. Max)
Receipt Lines
Line Details
Show Receipt Details
For Selected Lines: Remove Selected Items
Go
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete

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

https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=4...

Back To Table of Contents


Delete
Add PO
Save Updates
Complete
Summary
Comments (0)
History
Attach/Link
Go
Remove Line
Receive & Return
Delete
Add PO
Save Update
Complete

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 mm/dd/yyyy		Tejas Office Products, Inc.	Cindy Glover

RECEIPT ADDRESS

Location:

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

DELIVERY

Carrier: 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

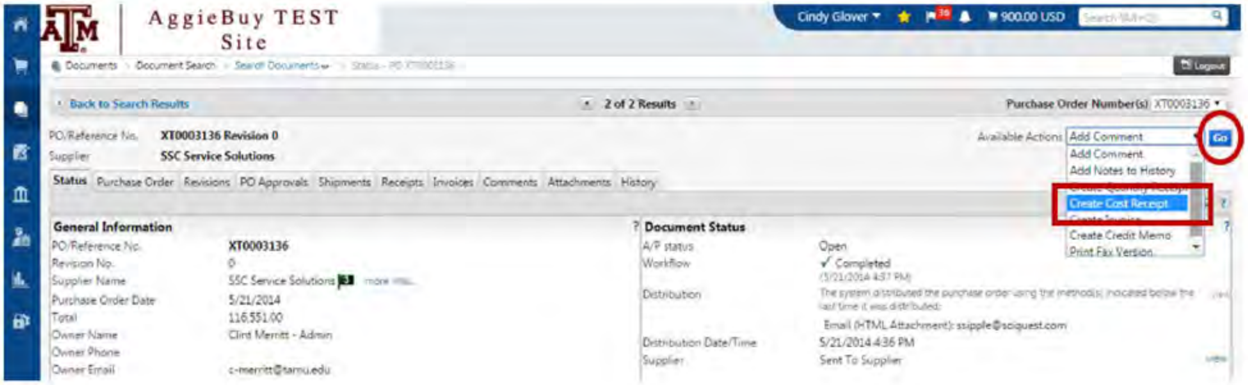
For Selected Lines: Remove Selected Items

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

Back To Table of Contents

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
Logout
Back to Search Results
2 of 2 Results
Go
Add Comment
Add Notes to History
Create Cost Receipt
Create Credit Memo
Print Fax Version
Status
Purchase Order
Revisions
PO Approvals
Shipments
Receipts
Invoices
Comments
Attachments
History

Purchase Order Number(s) XT0003136

PO/Reference No. XT0003136 Revision 0

Supplier SSC Service Solutions

Available Actions Add Comment

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

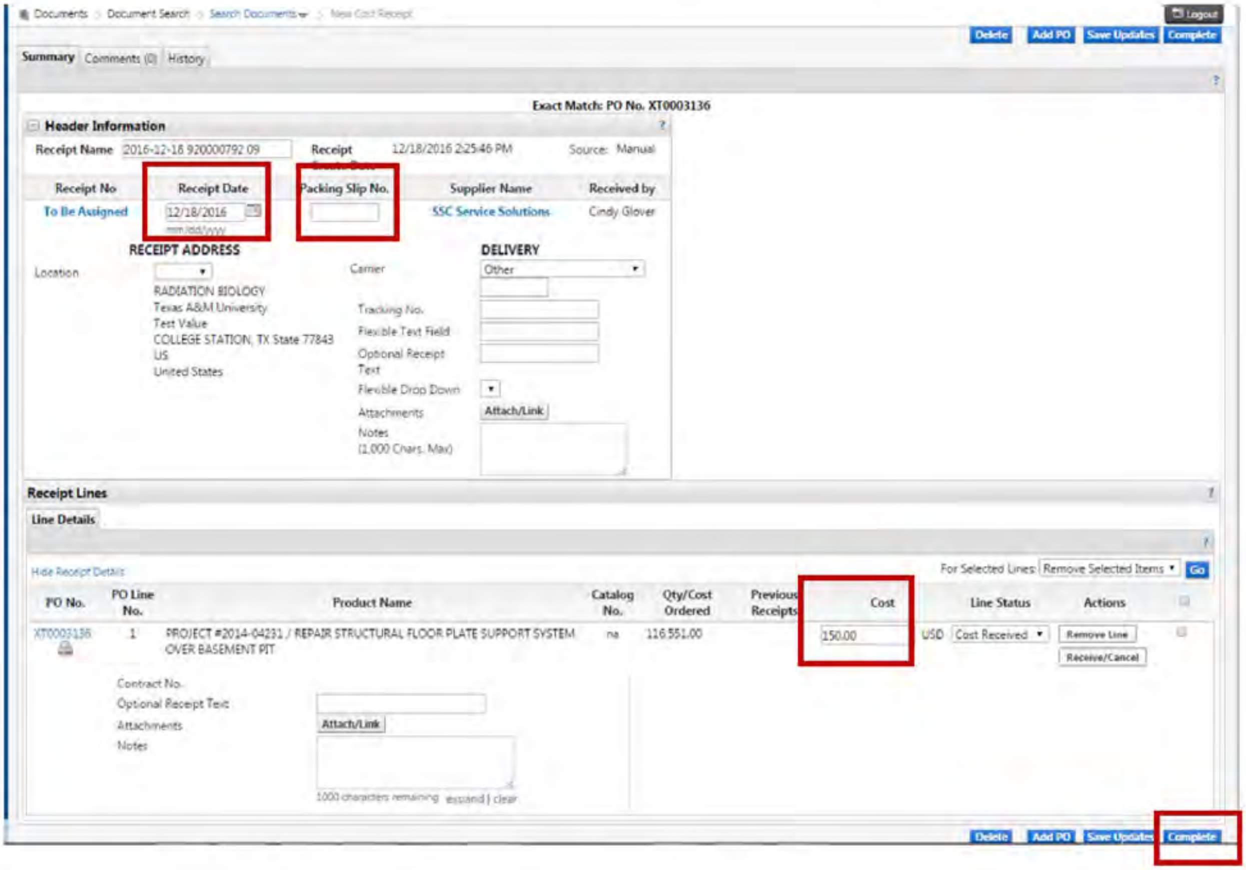
Workflow ✓ Completed (5/21/2014 4:37 PM)

Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed:

Email (HTML Attachment): ssipple@sciquest.com

Distribution Date/Time 5/21/2014 4:36 PM

Supplier Sent To Supplier


Documents > Document Search > Search Documents > New Cost Receipt
Logout
Delete
Add PO
Save Updates
Complete
Summary
Comments (0)
History
Attach/Link
Hide Receipt Details
Go
Remove Line
Receive/Cancel
expand | clear

Exact Match: PO No. XT0003136

Header Information

Receipt Name 2016-12-18 920000792 09

Receipt Create Date 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 mm/dd/yyyy		SSC Service Solutions	Cindy Glover

RECEIPT ADDRESS

Location

RADIATION BIOLOGY
Texas A&M University
Test Value
COLLEGE STATION, TX State 77843
US
United States

DELIVERY

Carrier Other

Tracking No.

Flexible Text Field

Optional Receipt Text

Flexible Drop Down

Attachments

Notes (1,000 Chars. Max)

Receipt Lines

Line Details

For Selected Lines: Remove Selected Items

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