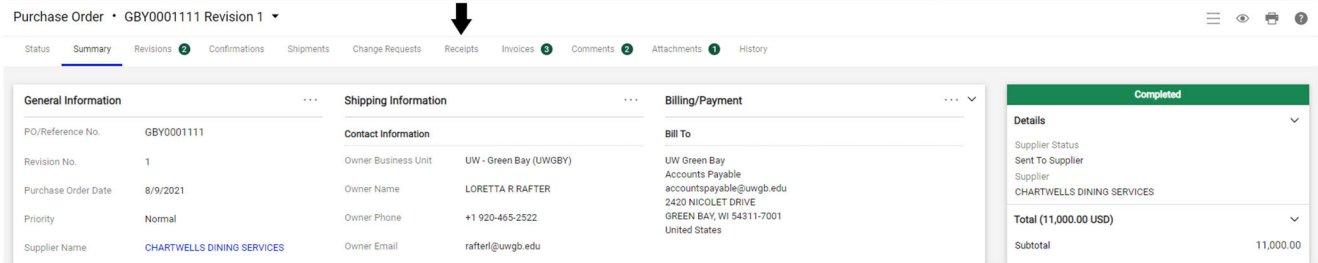


Creating a Receipt

When the material or service is complete, a receipt needs to be entered on the PO. Alternatively, when an invoice is entered against a PO that requires receipt, the PO owner is notified via email. The link in the email will bring you to the PO, or you can search for the PO in ShopUW+ search bar.

1. From the purchase order screen, click on the **Receipts** tab.



Purchase Order • GBY0001111 Revision 1 ▾

Status Summary Revisions 2 Confirmations Shipments Change Requests Receipts Invoices 3 Comments 2 Attachments 1 History

General Information	Shipping Information	Billing/Payment
PO/Reference No. GBY0001111	Contact Information	Bill To
Revision No. 1	Owner Business Unit UW - Green Bay (UWGBY)	UW Green Bay Accounts Payable accounts.payable@uwgb.edu
Purchase Order Date 8/9/2021	Owner Name LORETTA R RAFTER	2420 NICOLET DRIVE GREEN BAY, WI 54311-7001 United States
Priority Normal	Owner Phone +1 920-465-2522	
Supplier Name CHARTWELLS DINING SERVICES	Owner Email rafterl@uwgb.edu	

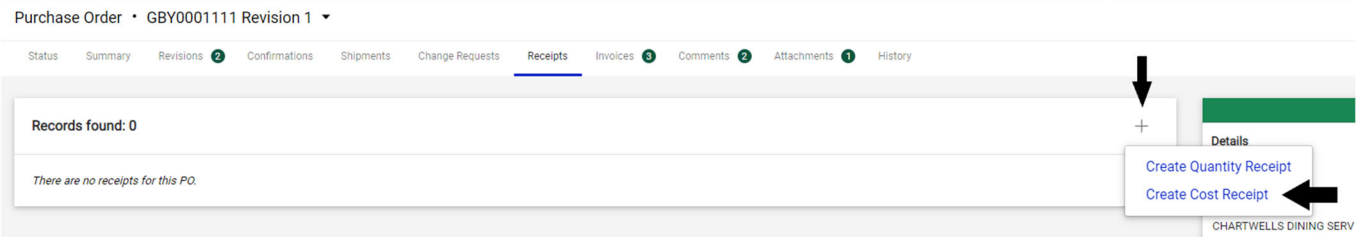
Completed

Details

Supplier Status
Sent To Supplier
Supplier CHARTWELLS DINING SERVICES

Total (11,000.00 USD)
Subtotal 11,000.00

2. Click on the **+ sign**.
3. If a drop down appears, Click **Create Cost Receipt** (declining POs/blanket POs).



Purchase Order • GBY0001111 Revision 1 ▾

Status Summary Revisions 2 Confirmations Shipments Change Requests Receipts Invoices 3 Comments 2 Attachments 1 History

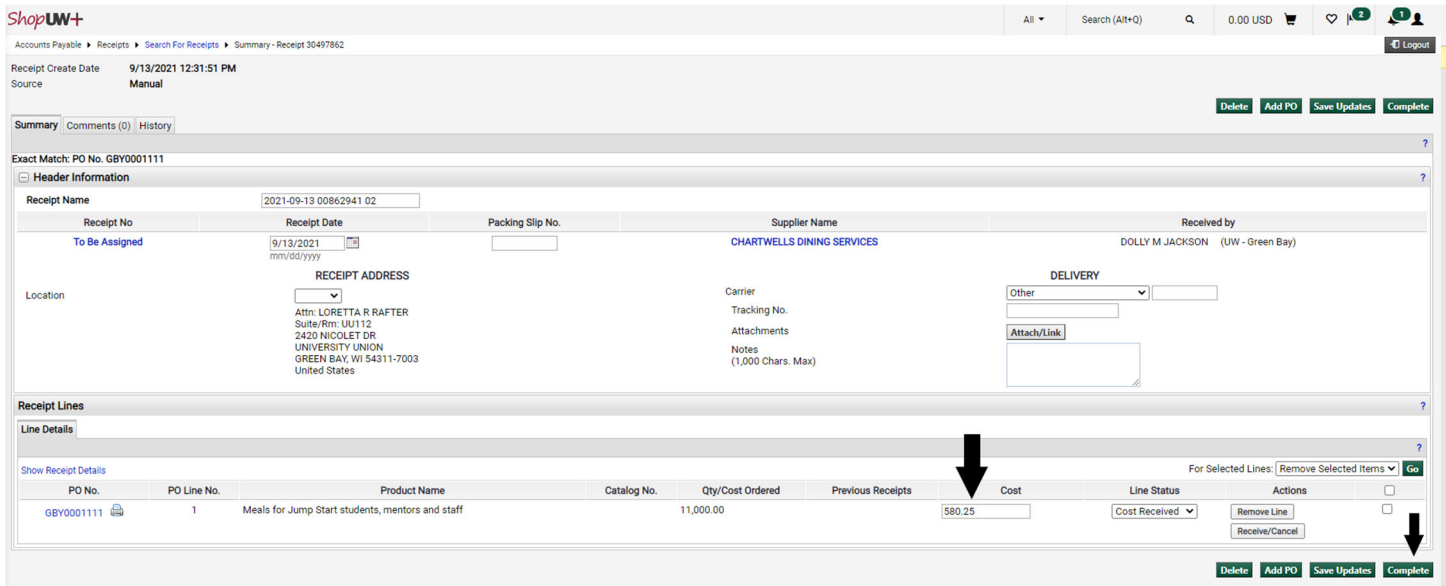
Records found: 0

There are no receipts for this PO.

+
Details
Create Quantity Receipt
Create Cost Receipt

CHARTWELLS DINING SERV

4. For Cost Receipts: Enter the amount of goods/services received or completed. This is your approval to pay invoices up to the total of the receipts. For example, if you approve payment of invoices for \$537 and \$43.25, then you can enter a receipt for \$580.25.
For Quantity Receipts: Enter the number of goods/services received or completed.
5. Click **Complete**.



ShopUW+ Accounts Payable ▸ Receipts ▸ Search For Receipts ▸ Summary - Receipt 30497862

Receipt Create Date 9/13/2021 12:31:51 PM
Source Manual

Summary Comments (0) History

Exact Match: PO No. GBY0001111

Header Information

Receipt Name 2021-09-13 00862941 02

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	9/13/2021 mm/dd/yyyy		CHARTWELLS DINING SERVICES	DOLLY M JACKSON (UW - Green Bay)

Location

RECEIPT ADDRESS

Attn: LORETTA R RAFTER
Suite/Rm: U0112
2420 NICOLET DR
UNIVERSITY UNION
GREEN BAY, WI 54311-7003
United States

CARRIER

Carrier Other

Tracking No.

Attachments Attach/Link

Notes (1,000 Chars. Max)

DELIVERY

Other

Receipt Lines

Line Details

Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
GBY0001111	1	Meals for Jump Start students, mentors and staff		11,000.00		580.25	Cost Received	Remove Line Receive/Cancel

For Selected Lines: Remove Selected Items Go

Delete Add PO Save Updates Complete