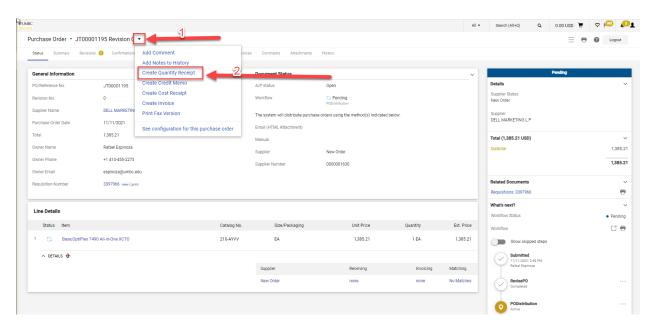
Creating Quantity Receipts for Purchase Orders (PO)

This option is not available if the multiple invoice selection was chosen for the purchase order. There are multiple ways to do quantity "receipts" in Paw. Scroll down for the option that best resembles your transaction.

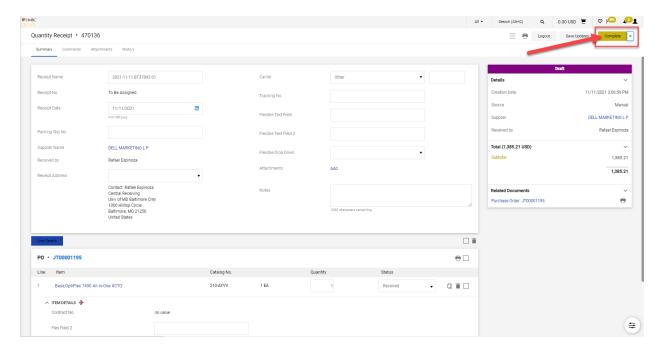
Full Receipt (Quantity)

Locate your PO.

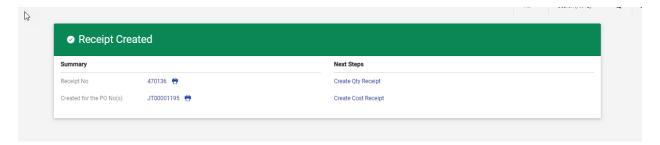
Use the **Dropdown** to the right of PO number to **Create Quantity Receipt**.



Click the **Complete** option.



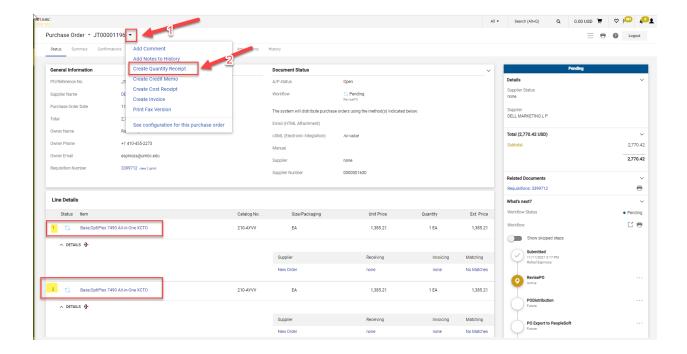
A confirmation for your receipt will be created.



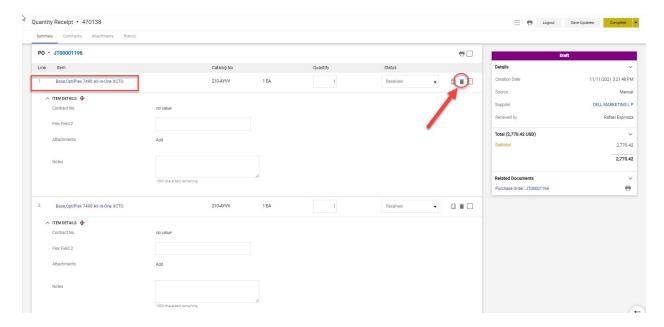
Partial Receipt with Multiple Lines(Quantity)

Locate your PO.

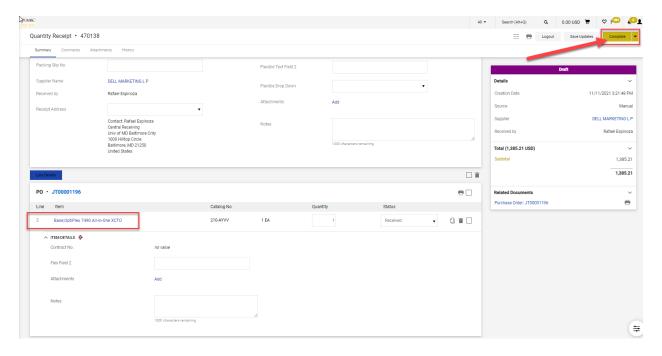
Use the **Dropdown** to the right of PO number to **Create Quantity Receipt**.

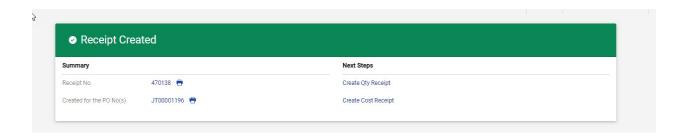


Scroll down and locate your line items. Remove the line(s) that you <u>do not</u> want to receive. For instance, line 1 is being removed, as only line item 2 needs a receipt done. Click **Remove Line** (circled in red).



Line item 1 was removed as shown below. Proceed to do a full receipt for line 2. Click **Complete.**

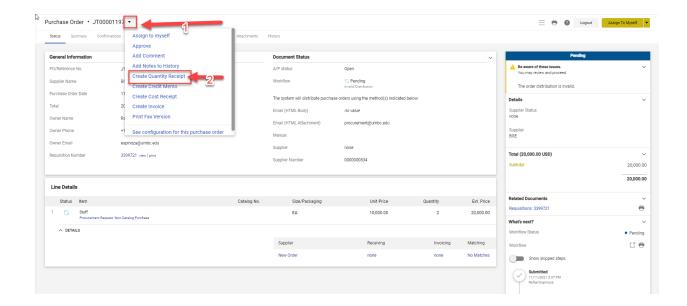




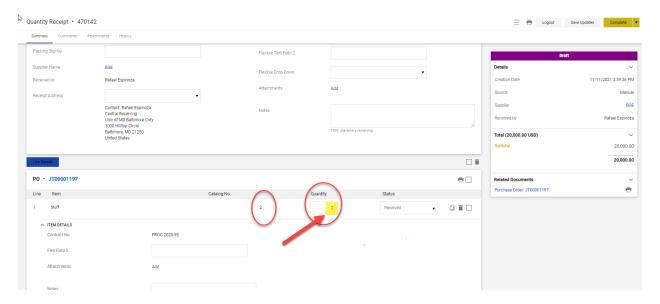
Partial Receipt with One-Single Line and Multiple Items

Locate your PO.

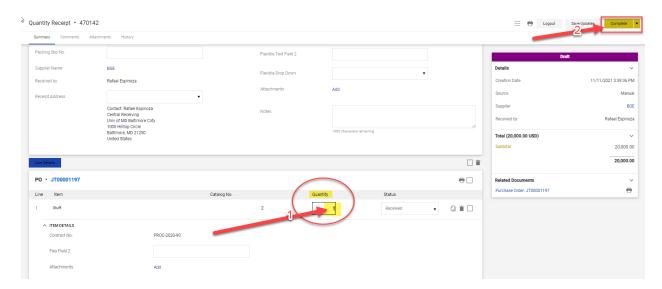
Use the **Dropdown** to the right of PO number to **Create Quantity Receipt**.



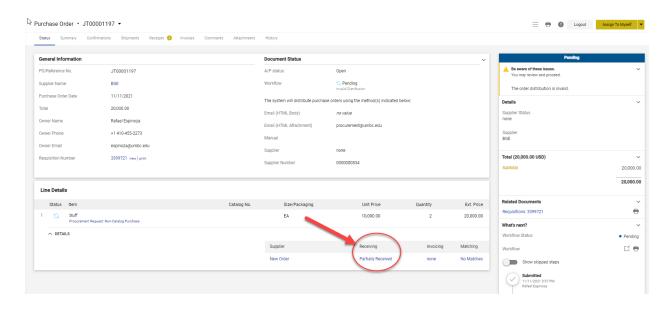
Paw defaults to "full" receipts so it will mirror the quantity amount ordered to the quantity amount being received as shown below (i.e., 2 items ordered -2 items available for receiving).



Overwrite the amount under "quantity" by changing the receipt amount to a lesser amount than the quantity ordered and click **Complete**.



Note that the message under "Receiving" now reads "Partially Received" instead of "None"



In order to receive the remaining quantity (i.e., one more item) later, follow the "Full" receipt steps.