

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**.

The screenshot displays the UMBc system interface for a Purchase Order (PO) with the number JT00001195. The interface is divided into several sections: General Information, Line Details, Document Status, and Pending. The General Information section shows the PO/Reference No. as JT00001195, Revision No. as 0, Supplier Name as DELL MARKETING, and a Total of 1,385.21. The Line Details section shows a single line item for BaseOptiPlex 7490 All-in-One XCTO with a quantity of 1 EA and an extended price of 1,385.21. The Document Status section shows the A/P status as Open and the Workflow as Pending. The Pending section shows the Supplier Status as New Order and the Supplier as DELL MARKETING L P. A dropdown menu is open next to the PO number, showing options such as Add Comment, Add Notes to History, Create Quantity Receipt (highlighted), Create Credit Memo, Create Cost Receipt, Create Invoice, and Print Fax Version. Red arrows and numbers 1 and 2 indicate the location of the dropdown and the selected option respectively.

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	BaseOptiPlex 7490 All-in-One XCTO	210-AVVV	EA	1,385.21	1 EA	1,385.21

Supplier	Receiving	Invoicing	Matching
New Order	none	none	No Matches

Click the **Complete** option.

Quantity Receipt • 470136

Summary Comments Attachments History

Receipt Name: 2021-11-11 8T37893 01
Carrier: Other
Receipt No: To Be Assigned
Tracking No.:
Receipt Date: 11/11/2021
Flexible Text Field:
Packing Slip No.:
Flexible Text Field 2:
Supplier Name: DELL MARKETING L P
Received by: Rafael Espinoza
Flexible Drop Down:
Receipt Address:
Attachments: Add
Notes:
Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore Crty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Line Items

PO • JT00001195

Line	Item	Catalog No.	Quantity	Status
1	Base,OptPlex 7490 All-in-One XCTO	210-AVVV	1 EA	Received

ITEM DETAILS

Contract No. no value
Flex Field 2:

Draft

Details

Creation Date: 11/11/2021 3:06:56 PM
Source: Manual
Supplier: DELL MARKETING L P
Received by: Rafael Espinoza

Total (1,385.21 USD)
Subtotal: 1,385.21
1,385.21

Related Documents
Purchase Order: JT00001195

A confirmation for your receipt will be created.

Receipt Created

Summary

Receipt No: 470136
Created for the PO No(s): JT00001195

Next Steps

Create Qty Receipt
Create Cost Receipt

Partial Receipt with Multiple Lines(Quantity)

Locate your PO.

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

Purchase Order • JT00001196

General Information

Document Status

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Base OptiPlex 7490 All-in-One XCTO	210-AYVV	EA	1,385.21	1 EA	1,385.21
2	Base OptiPlex 7490 All-in-One XCTO	210-AYVV	EA	1,385.21	1 EA	1,385.21

Scroll down and locate your line items. Remove the line(s) that you ***do not*** 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).

Quantity Receipt • 470138

PO • JT00001196

Line	Item	Catalog No.	Quantity	Status
1	Base OptiPlex 7490 All-in-One XCTO	210-AYVV	1 EA	Received
2	Base OptiPlex 7490 All-in-One XCTO	210-AYVV	1 EA	Received

Details

Total (2,770.42 USD)

Subtotal 2,770.42

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

Quantity Receipt • 470138

Summary Comments Attachments History

Packing Slip No. Flexible Text Field 2

Supplier Name DELL MARKETING L.P. Flexible Drop Down

Received by Rafael Espinoza Attachments Add

Receipt Address

Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore City
1000 Hilltop Circle
Baltimore, MD 21250
United States

Notes

1000 characters remaining

Line Details

PO • JT00001196

Line	Item	Catalog No.	Quantity	Status
2	Base,OptiPlex 7490 All-in-One XCTO	210-4YVV	1 EA	Received

ITEM DETAILS

Contract No. no value

Flex Field 2

Attachments Add

Notes

1000 characters remaining

Details

Creation Date 11/11/2021 3:21:48 PM

Source Manual

Supplier DELL MARKETING L.P.

Received by Rafael Espinoza

Total (1,385.21 USD)

Subtotal 1,385.21

1,385.21

Related Documents

Purchase Order: JT00001196

Receipt Created

Summary	Next Steps
Receipt No 470138	Create Qty Receipt
Created for the PO No(s) JT00001196	Create Cost Receipt

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**.

Purchase Order • JT00001197

Assign to myself
Approve
Add Comment
Add Notes to History
Create Quantity Receipt
Create Credit Memo
Create Cost Receipt
Create Invoice
Print Fax Version
See configuration for this purchase order

General Information

PO/Reference No. JT00001197
Supplier Name BGE
Purchase Order Date 11/11/2021
Total 20,000.00
Owner Name Rafael Espinoza
Owner Phone +1
Owner Email espinoza@umbc.edu
Requisition Number 3399721 view | print

Document Status

A/P status Open
Workflow Pending
The system will distribute purchase orders using the method(s) indicated below:
Email (HTML Body) no value
Email (HTML Attachment) procurement@umbc.edu
Manual none
Supplier none
Supplier Number 000000834

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Stuff Procurement Request: Non-Catalog Purchase		EA	10,000.00	2	20,000.00

DETAILS

Supplier	Receiving	Invoicing	Matching
New Order	none	none	No Matches

Pending

Be aware of these issues. You may review and proceed.
The order distribution is invalid.

Details

Supplier Status none
Supplier BGE
Total (20,000.00 USD)
Subtotal 20,000.00
20,000.00

Related Documents
Requisitions: 3399721

What's next?
Workflow Status Pending
Workflow Show skipped steps
Submitted 11/11/2021 3:37 PM Rafael Espinoza

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).

Quantity Receipt • 470142

Summary Comments Attachments History

Packing Slip No. Flexible Text Field 2
Supplier Name BGE Flexible Drop Down
Received by Rafael Espinoza Attachments Add
Receipt Address Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore City
1000 Hilltop Circle
Baltimore, MD 21250
United States Notes 1000 characters remaining

Line Details

PO • JT00001197

Line	Item	Catalog No.	Quantity	Status
1	Stuff		2	Received

ITEM DETAILS

Contract No. PROC-2020-90
Flex Field 2
Attachments Add
Notes

Draft

Details

Creation Date 11/11/2021 3:39:36 PM
Source Manual
Supplier BGE
Received by Rafael Espinoza
Total (20,000.00 USD)
Subtotal 20,000.00
20,000.00

Related Documents
Purchase Order: JT00001197

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

Quantity Receipt • 470142

Summary Comments Attachments History

Picking Slip No. Flexible Text Field 2

Supplier Name BGE Flexible Drop Down

Received by Rafael Espinoza Attachments Add

Receipt Address Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore Cntry
1000 Hilltop Circle
Baltimore, MD 21250
United States

Notes 1000 characters remaining

Line Details

PO • JT00001197

Line	Item	Catalog No.	Quantity	Status
1	Stuff	2	2	Received

ITEM DETAILS

Contract No. PROC-2020-90

Flex Field 2

Attachments Add

Details

Creation Date 11/11/2021 3:39:36 PM

Source Manual

Supplier BGE

Received by Rafael Espinoza

Total (20,000.00 USD)

Subtotal 20,000.00

20,000.00

Related Documents

Purchase Order: JT00001197

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

Purchase Order • JT00001197

Status Summary Confirmations Shipments Receipts Invoices Comments Attachments History

General Information

PO/Reference No. JT00001197

Supplier Name BGE

Purchase Order Date 11/11/2021

Total 20,000.00

Owner Name Rafael Espinoza

Owner Phone +1 410-455-2273

Owner Email espinoza@umbc.edu

Requisition Number 3399721 view | print

Document Status

A/P status Open

Workflow Pending Invalid Distribution

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Body) no value

Email (HTML Attachment) procurement@umbc.edu

Manual

Supplier none

Supplier Number 0000000834

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Stuff Procurement Request: Non-Catalog Purchase	EA		10,000.00	2	20,000.00

DETAILS

Supplier	Receiving	Invoicing	Matching
New Order	Partially Received	none	No Matches

Pending

Be aware of these issues.
You may review and proceed.
The order distribution is invalid.

Details

Supplier Status none

Supplier BGE

Total (20,000.00 USD)

Subtotal 20,000.00

20,000.00

Related Documents

Requisitions: 3399721

What's next?

Workflow Status Pending

Workflow Show skipped steps

Submitted
11/11/2021 3:37 PM
Rafael Espinoza

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