## **Creating Cost Receipts for Purchase Orders**

There are multiple ways to do cost "receipts" in Paw. Scroll down for the option that best resembles your transaction.

## Full Receipt

Locate your PO.

Use the **Three horizontal dots** just beneath the shopping cart total to **Create Cost Receipt**.

*	B UMBC				AI •	Search (Alt+Q) Q	0.00 USD 🗑 🗢 🛤 🛓		
2	Purchase Order • GRA	INGER • JT00001238 Revision 0		= 0 0					
	Status Summary Revis	sions 1 Confirmations Shipments Change Re	equests Receipts Invoices Commer	nts Attachments 1 History			Add Comment		
TO							Create Change Request		
0	General Information		Document Status		~		Add Notes to History		
	PO/Reference No.	JT00001238	A/P status	Open		Details	Create Quantity Receipt		
血	Revision No.	0	Workflow	Completed		Supplier Status	Create Credit Memo 2		
44	Nevialon No.			(11/17/2022 12:10 PM)		Sent To Supplier	Create Cost Receipt	•	
-	Supplier Name	GRAINGER	The system distribute	d the purchase order using the method(s) indicated below t	he last time it was	Supplier	Create Invoice		
lik.	Purchase Order Date	11/17/2022	distributed: view			GRAINGER	Print Fax Version		
	Total	2,281.16	cXML (Electronic Inte	gration) no value					
	Owner Name	Rafael Espinoza	Manual			Total (2,281.16 USD)	~		
	Owner Phone	+1 410-455-2273	Distribution Date/Tim	e 11/17/2022 12:10 PM		Subtotal	2,281.16		
	Owner Email	espinoza@umbc.edu		Sent To Supplier			2,281.16		
	Requisition Number	3502672 view   print	Supplier Number	0000009475		Delated Desuments			
						Related Documents	~		

## Click the **Complete** option.

MBC SITE									All 👻	Search (Alt+Q)	٩	0.00 USD 📜	v 🙉 🙆
Cost Receipt • 470155										= 0	Logout	Save Updates	Complete 💌
Summary Comments Atta	chments History									_			
										_		Draft	_
Receipt Name	2021-11-11 BT37893 04			Carrier		Other	•			Details			~
Receipt No	To Be Assigned			Tracking No.						Creation Date		11/	1/2021 4:21:35 PM
Receipt Date	11/11/2021									Source			Manual
	mm/dd/yyyy			Flexible Text Field						Supplier			BGE
Packing Slip No.				Flexible Text Field 2						Received by			Rafael Espinoza
Supplier Name	BGE									Total (1,000.00 USD)			~
Received by	Rafael Espinoza			Flexible Drop Down			•			Subtotal			1,000.00
Receipt Address		•		Attachments	4	dd							1,000.00
	Contact: Rafael Espinoza			Notes						Related Documents			~
	Central Receiving Univ of MD Baltimore Cnty 1000 Hillton Circle									Purchase Order: JT000	01198		
	Baltimore, MD 21250 United States				1	000 characters remaining							
Line Details									Î.				
PO · JT00001198								en					
Line Item			Catalog No.		Cost		Status						
1 Stuff				1,000.00	1,000.00		Cost Received	• 0 # F					
Contract No.	PROC-20	20-90											
Elay Eield 2													=
FIEX FIEld Z													-

## Partial Receipt with Single Line

Locate your PO.

Use the **Three horizontal dots** just beneath the shopping cart total to **Create Cost Receipt**.

â	© UMBC TEST SITE			All 🖛	Search (Alt+Q) Q	0.00 USD 🗑 🗢 🖡	<b>1</b>
E	Purchase Order • GRAINGER • JT00001238 F	Revision 0			= 0		>
	Status Summary Revisions 1 Confirmations	Shipments Change Requests Receipts Invoices Comments	Attachments 1 History			Add Comment	
R0						Create Change Request	_
Q	General Information	Document Status		~		Add Notes to History	
	PO/Reference No. JT00001238	A/P status	Open		Details	Create Quantity Receipt	~
血	Revision No. 0	Workflow	Completed (11/17/2022 12-10 PM)		Supplier Status	Create Credit Memo Create Cost Receipt	2
-25	Supplier Name GRAINGER	The system distributed the system	where order using the method/s) indicated below the last time it was			Create Invoice	
հե	Purchase Order Date 11/17/2022	distributed: view	crease order danig die metrod(s) indicated below die rast dire it was		Supplier	Print Fax Version	
	Total 2,281.16	cXML (Electronic Integration)	no value				
	Owner Name Rafael Espinoza	Manual			Total (2,281.16 USD)	`	~
	Owner Phone +1 410-455-2273	Distribution Date/Time	11/17/2022 12:10 PM		Subtotal	2,281.1	16
	Owner Email espinoza@umbc.edu	Supplier	Sent To Supplier			2,281.1	16
	Requisition Number 3502672 view   print	Supplier Number	0000009475		Related Documents	``````````````````````````````````````	~

Paw defaults to "full" receipts so it will mirror the cost amount ordered to the cost being received as shown below.

VIBC SITE									All	<ul> <li>Search (Alt+Q)</li> </ul>	Q 0.00 USD	₩ ♥ K	D 🔎
Cost Rece	ipt • 470155									= 0	Logout Save U	odates Cor	mplete 💌
Summary	Comments Attachm	ents History											
Packing SI	ip No.			Flexible Text Field 2							Draft		
Supplier N	ame	BGE		Flexible Drop Down				•		Details			~
Received b	NA.	Rafael Espinoza		Attachments		Add				Creation Date		11/11/2021 4	:21:35 PM
Receipt Ac	Idress	•								Source			Manual
		Contact: Rafael Espinoza Central Receiving		Notes						Supplier			BGE
		Univ of MD Baltimore Cnty 1000 Hilltop Circle				1000 -				Received by		Rafael	l Espinoza
		Baltimore, MD 21250 United States				1000 characters remainin	9			Total (1,000.00 USD)			~
										Subtotal			1,000.00
Line Details													1,000.00
PO · J	T00001198								0	Related Documents			~
Line	ltem		Catalog No.		Cost	-	Status			Purchase Order: JT00001	198		•
1 \$	Stuff			1,000.00	1,000	00	Cost Received	•	0 î 🗌				
∧ ITE	M DETAILS												
Co	ntract No.	PROC-2020-90											
Fle	x Field 2												
Att	achments	Add											

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

									All 👻	Search (Alt+Q)	٩	0.00 USD 👻	♥ /፡፡
t Receipt • 470155										= =	Logout	Save Updates	Complete
mmary Comments Atta	chments History										-	2	
acking Slip No.				Flexible Text Field 2								Draft	
upplier Name	BGE			Flexible Drop Down			-			Details			
aceived by	Rafael Espinoza			Attachments	Add					Creation Date		11/1	1/2021 4:21:3
aceipt Address		•			Add					Source			Ma
	Contact: Rafael Espinoza Central Receiving			Notes						Supplier			Defeel Feel
	Univ of MD Baltimore Cnty 1000 Hilitop Circle Baltimore MD 21250				1000 0	characters remaining			le .	Neceived by			Nalael Espi
	United States									Total (1,000.00 US Subtotal	))		1.00
									1 =				1.00
e Details								L					
5 · JT00001198						-		0		Related Document	0001198		
ne Item			Catalog No.		Cost	St	atus						
Stuff				1,000.00	soq	C	ost Received	• CIL					
<ul> <li>ITEM DETAILS</li> <li>Contract No.</li> </ul>	PRO	0.2020.90		1									
Flox Field 2	110	0 2020 30	-										
Plex Pleid 2													
Attachments	Add												
Notes													
Rece	ipt Created												
Summary						Next Steps							
Dessist No.	47015	5 📾				Create Oty Rece	int						
Receipt No		5 <del>T</del>				oreate gty need	- the second						

Your PO should now read "Partially Received" as shown below:

Line Details							1,000.00
Status Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	Related Documents	~
1 😋 Stuff		EA	1,000.00	1	1,000.00	Requisitions: 3399730	
Procurement Request: Non-Catalog Purchase						What's next?	~
∧ DETAILS						Workflow Status	Pending
		Supplier	Receiving	Invoicing	Matching	Workflow	Ľ 🖶
		New Order	Partially Received	none	No Matches	Show skipped steps	
						a.t	

In order to receive the remaining cost (i.e., \$500 in this instance) later, follow the "Full" receipt steps.