

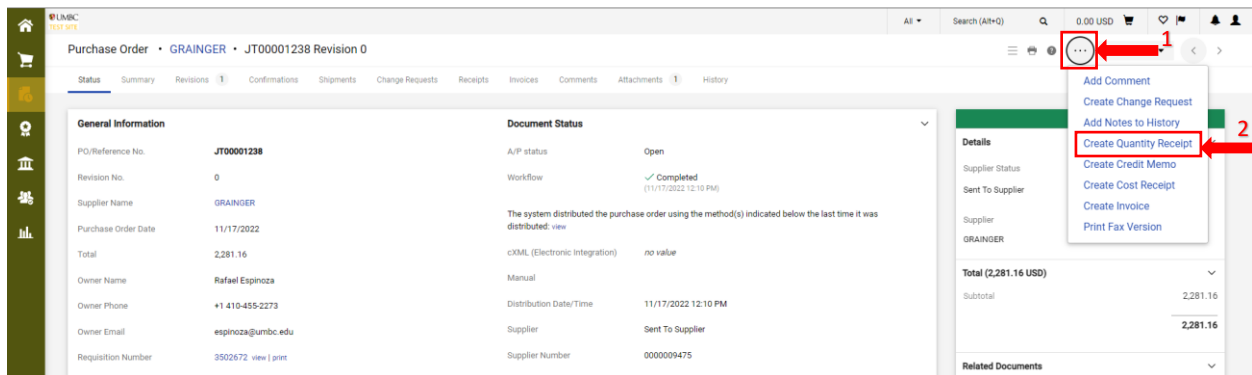
Creating Quantity Receipts for Purchase Orders (PO)

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.

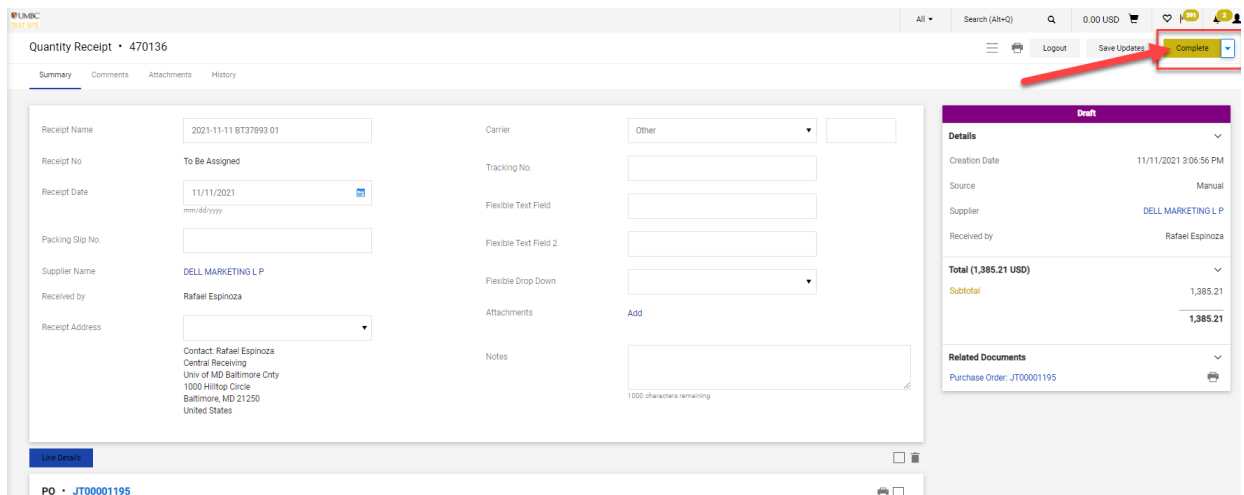
Full Receipt (Quantity)

Locate your PO.

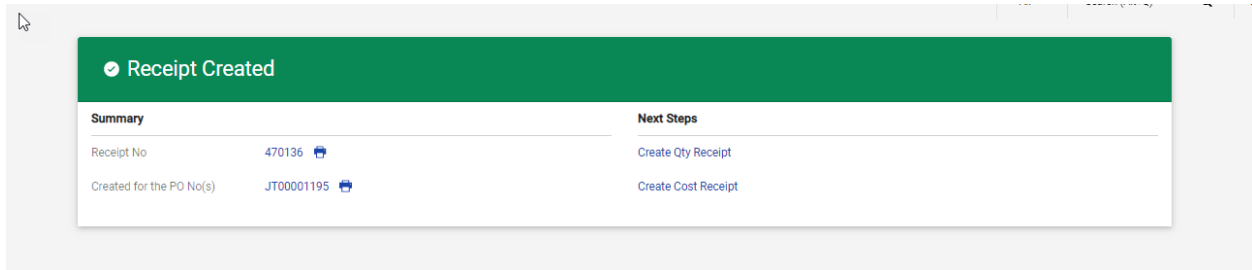
Use the **Three horizontal dots** just beneath the shopping cart total to **Create Quantity Receipt**.



Click the **Complete** option.



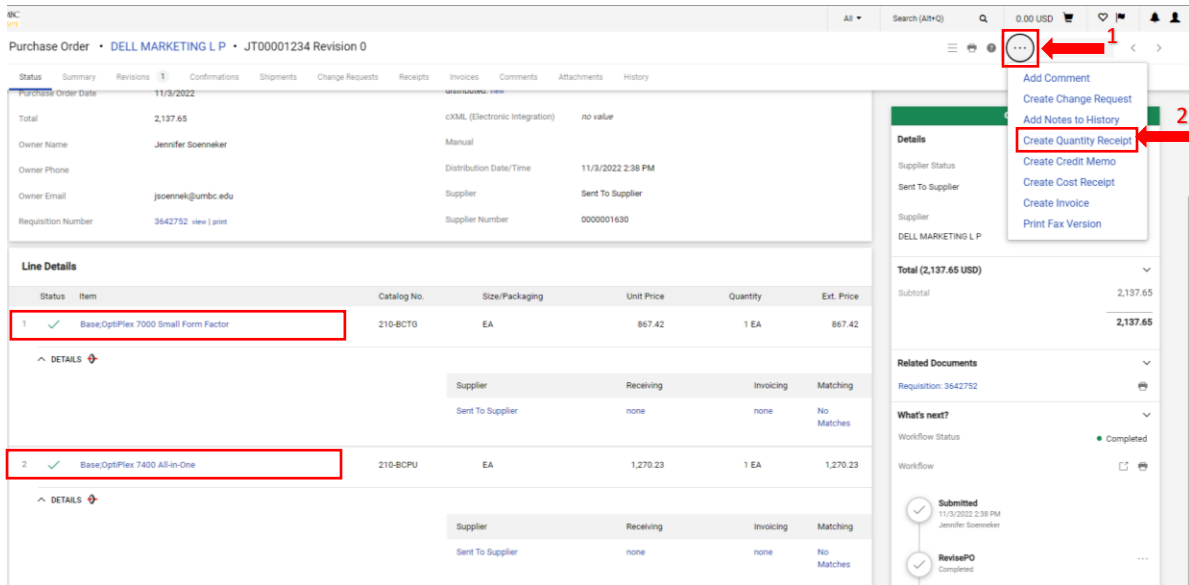
A confirmation for your receipt will be created.



Partial Receipt with Multiple Lines(Quantity)

Locate your PO.

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



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

Summary Comments Attachments History

PO • JT00001196

Line	Item	Catalog No.	Quantity	Status
1	BaseOptPlex 7490 All-in-One XCTO	210-4YVY	1 EA	Received
2	BaseOptPlex 7490 All-in-One XCTO	210-4YVY	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 (2,770.42 USD)

Subtotal 2,770.42

2,770.42

Related Documents

Purchase Order: JT00001196

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.

Supplier Name DELL MARKETING L P

Received by Rafael Espinoza

Receipt Address

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

Flexible Text Field 2

Flexible Drop Down

Attachments Add

Notes

1000 characters remaining

Live Drop

PO • JT00001196

Line	Item	Catalog No.	Quantity	Status
2	BaseOptPlex 7490 All-in-One XCTO	210-4YVY	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 **Three horizontal dots** just beneath the shopping cart total to **Create Quantity Receipt**.

Purchase Order • GRAINGER • JT00001238 Revision 0

General Information		Document Status	
PO/Reference No.	JT00001238	A/P status	Open
Revision No.	0	Workflow	✓ Completed (11/17/2022 12:19 PM)
Supplier Name	GRAINGER	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
Purchase Order Date	11/17/2022	cXML (Electronic Integration)	no value
Total	2,281.16	Manual	
Owner Name	Rafael Espinoza	Distribution Date/Time	11/17/2022 12:10 PM
Owner Phone	+1 410-455-2273	Supplier	Sent To Supplier
Owner Email	espinoza@jumbc.edu	Supplier Number	0000009475
Requisition Number	3502672 view print		

Total (2,281.16 USD)

Subtotal	2,281.16
Total	2,281.16

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		Notes	

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

1000 characters remaining

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
Total	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

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 Crty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Notes 1000 characters remaining

Unit 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

Details Draft

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
	Stuff		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.