

# Creating Cost Receipts for Purchase Orders

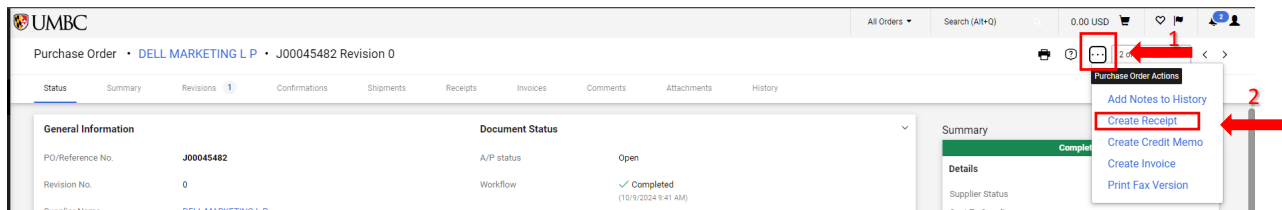
There are multiple ways to do cost “receipts” in Paw. Scroll down for the option that best resembles your transaction.

## Full Receipt

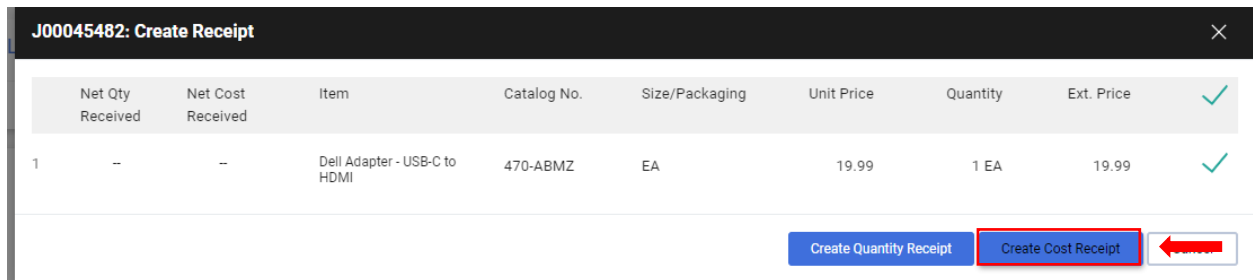
For Partial receipt, please scroll to Page 3

Locate your PO.

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



Select **Create Cost Receipt**



Click the **Complete** option.

Summary Comments Attachments History

Receipt Name	2021-11-11 BT37893 04	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	BGE	Flexible Drop Down	
Received by	Rafael Espinoza	Attachments	Add
Receipt Address	Contact: Rafael Espinoza Central Receiving Univ of MD Baltimore Cnty 1000 Hilltop Circle Baltimore, MD 21250 United States		
Notes	1000 characters remaining		

**Draft**

**Details**

Creation Date: 11/11/2021 4:21:35 PM

Source: Manual

Supplier: BGE

Received by: Rafael Espinoza

**Total (1,000.00 USD)**

Subtotal: 1,000.00

**1,000.00**

**Related Documents**

Purchase Order: JT00001198

Line Detail

PO • JT00001198

Line	Item	Catalog No.	Cost	Status
1	Stuff		1,000.00	Cost Received

**ITEM DETAILS**

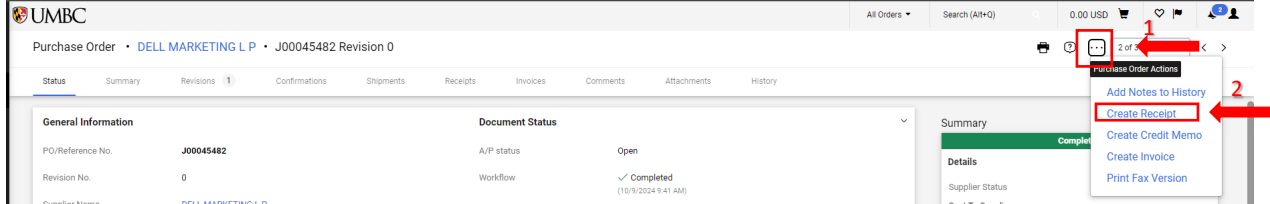
Contract No. PROC-2020-90

Flex Field 2

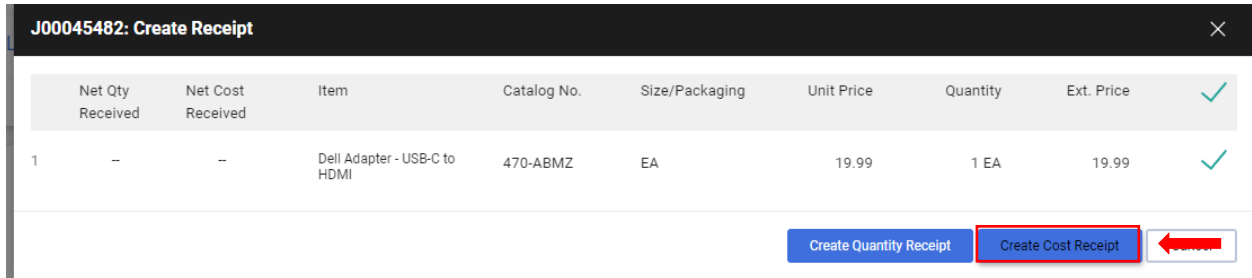
## Partial Receipt with Single Line

Locate your PO.

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



Select **Create Cost Receipt**



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

UIMC  
For you

Cost Receipt • 470155

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 Cnty  
1000 Hilltop Circle  
Baltimore, MD 21250  
United States

Notes

1000 characters remaining

Line Details

PO • JT00001198

Line	Item	Catalog No.	Cost	Status
1	Stuff		1,000.00	Cost Received

ITEM DETAILS

Contract No. PROC-2020-90

Flex Field 2

Attachments Add

Notes

Details

Creation Date 11/11/2021 4:21:35 PM

Source Manual

Supplier BGE

Received by Rafael Espinoza

Total (1,000.00 USD)

Subtotal 1,000.00

1,000.00

Related Documents

Purchase Order: JT00001198

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

UIMC  
For you

Cost Receipt • 470155

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 Cnty  
1000 Hilltop Circle  
Baltimore, MD 21250  
United States

Notes

1000 characters remaining

Line Details

PO • JT00001198

Line	Item	Catalog No.	Cost	Status
1	Stuff		500	Cost Received

ITEM DETAILS

Contract No. PROC-2020-90

Flex Field 2

Attachments Add

Notes

Details

Creation Date 11/11/2021 4:21:35 PM

Source Manual

Supplier BGE

Received by Rafael Espinoza

Total (1,000.00 USD)

Subtotal 1,000.00

1,000.00

Related Documents

Purchase Order: JT00001198

Receipt Created

Summary

Receipt No 470155

Created for the PO No(s) JT00001198

Next Steps

Create Qty Receipt

Create Cost Receipt

Your PO should now read “Partially Received” as shown below:

The screenshot displays a procurement system interface. The main section is titled "Line Details" and contains a table with the following data:

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

Below the table, there is a "DETAILS" section with a sub-table:

Supplier	Receiving	Invoicing	Matching
New Order	Partially Received	none	No Matches

On the right side of the interface, there are sections for "Related Documents" (Requisitions: 3399730), "What's next?" (Workflow Status: Pending), and a "Workflow" section with a "Show skipped steps" toggle and a "Submitted" button.

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