

Creating Quantity Receipts for Purchase Orders (PO)

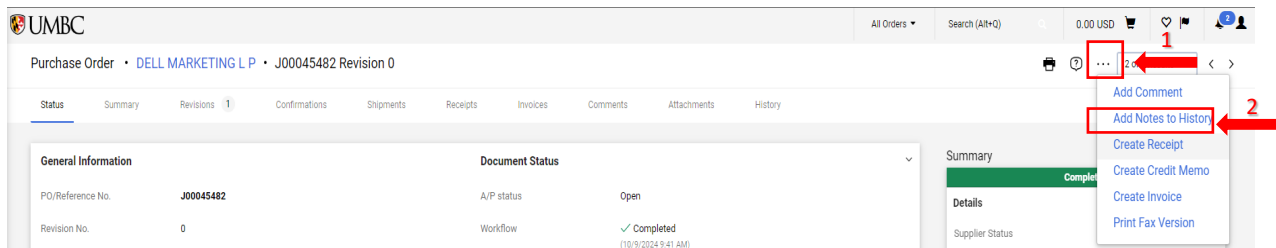
This option is not available if the multiple invoice selection was chosen for the purchase order. There are multiple ways to do quantity “receipts” in Paw. Scroll down for the option that best resembles your transaction.

Full Receipt (Quantity)

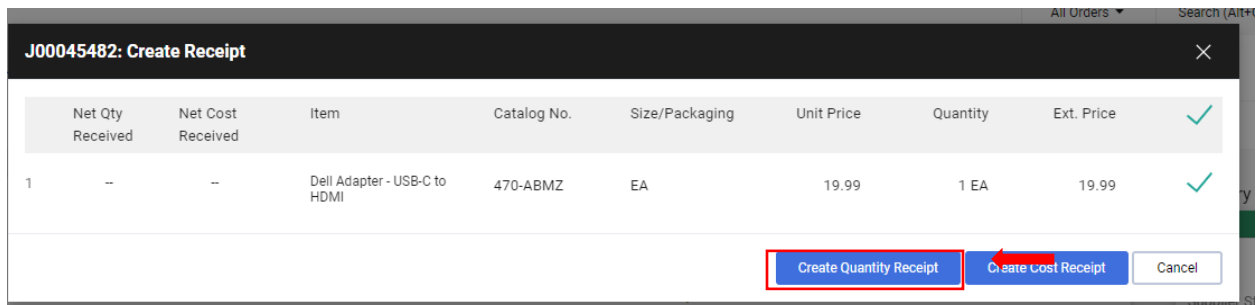
For a Partial Receipt Scroll to Page 3

Locate your PO.

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



Select **Create Quantity Receipt**



Click the **Complete** option.

Quantity Receipt • 470136

Summary Comments Attachments History

Receipt Name: 2021-11-11 BT37893 01
 Receipt No: To Be Assigned
 Receipt Date: 11/11/2021
 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

Carrier: Other
 Tracking No.:
 Flexible Text Field:
 Flexible Text Field 2:
 Flexible Drop Down:
 Attachments: Add
 Notes: 1000 characters remaining

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

PO • JT00001195

A confirmation for your receipt will be created.

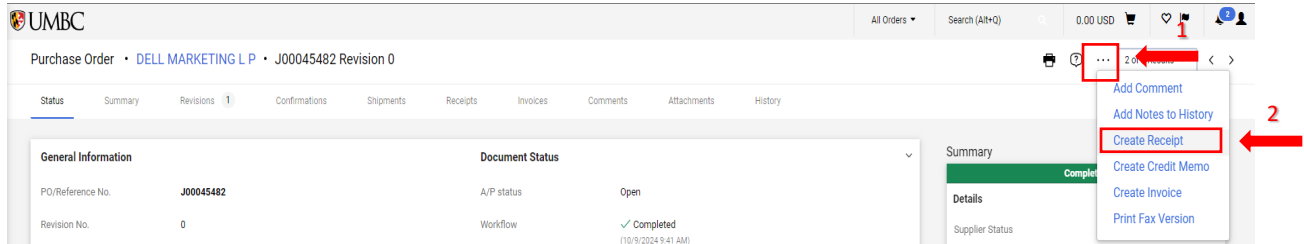
Receipt Created

Summary		Next Steps	
Receipt No	470136	Create Qty Receipt	
Created for the PO No(s)	JT00001195	Create Cost Receipt	

Partial Receipt with Multiple Lines(Quantity)

Locate your PO.

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



In the Pop up locate your line items. Uncheck the line(s) that you ***do not*** want to receive. For instance, line 1 is being unchecked, as only line item 2 needs a receipt done. Click **Create Quantity Receipt** (circled in red with arrow).

	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	1	--	Oxford Neon Index Cards - 3' x 5' - 100 / Pack - Sustainable Forestry Initiative (SFI) - Orange, Yellow, Pink, Orange	OXF40279	PK	4.68	1 PK	4.68	<input type="checkbox"/>
2	1	--	Business Source Ruled Index Cards - 5' Width x 3' Length - 100 / Pack	BSN65259	PK	1.15	1 PK	1.15	<input checked="" type="checkbox"/>

Create Quantity Receipt **Create Cost Receipt** Cancel

Line item 1 was unchecked as shown above. 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 Items

PO • JT00001196

Line	Item	Catalog No.	Quantity	Status
2	Base,OptPlex 7490 All-in-One XCTO	210-4YV	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

Complete

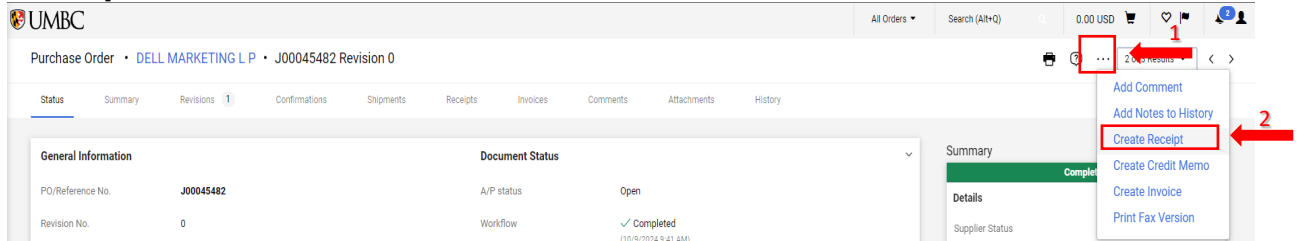
Receipt Created

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

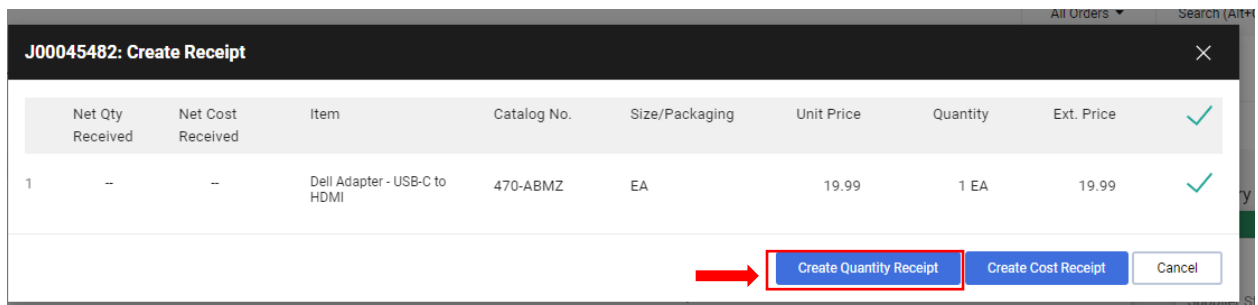
Partial Receipt with One-Single Line and Multiple Items

Locate your PO.

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



Select **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).

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

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		1	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

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

Logout Assign To Myself

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 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
			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
Total	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.