# **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

								All Orders 🔻	Search (Alt+
J00	045482: Cre	ate Receipt							×
	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	~
1		-	Dell Adapter - USB-C to HDMI	470-ABMZ	EA	19.99	1 EA	19.99	✓ у
						Create Quantity	Receipt Cheat	e cost Receipt	Cancel

Click the **Complete** option.

MBC T SITE					All • Search (Alt+Q) Q	0.00 USD 👻 🗢 🔎 🔎
Quantity Receipt • 4701	136				E Dogout	Save Updates Complete
Summary Comments A	Attachments History					
						Draft
Receipt Name	2021-11-11 BT37893 01	Carrier	Other	•	Details	~
Receipt No	To Be Assigned	Tracking No.			Creation Date	11/11/2021 3:06:56 PM
Receipt Date	11/11/2021				Source	Manual
	mm/dd/yyyy	Flexible Text Field			Supplier	DELL MARKETING L P
Packing Slip No.		Flexible Text Field 2			Received by	Rafael Espinoza
Supplier Name	DELL MARKETING L P	Elevible Drop Down		_	Total (1,385.21 USD)	~
Received by	Rafael Espinoza	Liekible brop bowit		•	Subtotal	1,385.21
Receipt Address	•	Attachments	Add			1,385.21
	Contact: Rafael Espinoza	Notes			Related Documents	~
	Univ of MD Baltimore Cnty 1000 Hilltop Circle Baltimore, MD 21250		1000 characters remaining	ĥ	Purchase Order: JT00001195	0
	United States					
Line Details				1		
PO · JT00001195				0		

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**.

8	JMBC								All Orders 👻	Search (Alt+Q)	0.0	USD 🗑 🛇 👖	<b>2</b>
	Purchase Order • DEL	MARKETING L P	• J00045482 R	evision 0							<del>0</del>	Add Comment	< >
	Status Summary	Revisions 1	Confirmations	Shipments	Receipts	Invoices	Comments Attachments	History				Add Notes to Histor	y
	General Information				Doct	ument Status			~	Summary	Comple	Create Credit Memo	
	PO/Reference No.	J00045482			A/P s	status	Open			Details		Create Invoice	
	Revision No.	0			Work	.flow	Completed (10/9/2024 9:41 AM)			Supplier Status		Print Fax Version	

In the Pop up locate your line items. Uncheck the line(s) that you <u>do not</u> 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	
1	1	-	Oxford Neon Index Cards - 3' x 5' - 100 / Pack - Sustainable Forestry Initiative (SFI) - Orange, Yellow, Pink, Orange	OXF40279	РК	4.68	1 PK	4.68	
2	1		Business Source Ruled Index Cards - 5' Width x 3' Length - 100 / Pack	BSN65259	PK	1.15	1 PK	1.15	$\checkmark$
					$\longrightarrow$	Create Quantity I	Receipt Create	e Cost Receipt	Cancel

Line item 1 was unchecked as shown above. Click **Complete.** 

ntity Receipt • 470	0138									= ⊖	Logout	Save Updates	Comple
mmary Comments	Attachments History												
acking Slip No.				Flexible Text Field 2								Draft	
upplier Name	DELL MARKETIN	GLP		Flexible Drop Down					- 11	Details			
aceived by	Rafael Espinoza									Creation Date		11/1	1/2021 3:21
eceipt Address			•	Attachments		Add				Source			1
	Contact: Rafael E	spinoza		Notes						Supplier		DEI	LL MARKETI
	Univ of MD Baltin 1000 Hilltop Circl	nore Cnty le								Received by			Rafael Es
Baltimore United St		laltimore, MD 21250 Inited States				1000 characters remaining				Total (1,385.21 USD)			
										Subtotal			1,
ne Details								[	Î				1,3
ne Details 0 • JT00001196								: + C		Related Documents			1,3
e Details D • JT00001196 ne Item			Catalog No.		Quantity		Status	0	] 🕯	Related Documents Purchase Order: JT0000	01196		1,3
e Details 0 • JT00001196 ne Item Base,OptiPlex 749	90 All-in-One XCTO		Catalog No. 210-AYVV	1 EA	Quantity	1	Status	) () () () ()		Related Documents Purchase Order: JT0000	01196		1,1
e Detsis 0 • JT00001196 ne Item Base,OptiPiex 749 ^ ITEM DETAILS &	90 All-in-One XCTO		Catalog No. 210-AYVV	1 EA	Quantity	1	Status Received	: ⊖ • 4 ≐ (		Related Documents Purchase Order: JT0000	01196		1,3
D • JT00001196     Item     Base,OptiPiex 749     A ITEM DETAILS •     Contract No.	90 All-in-One XCTO	no value	Catalog No. 210-AYVV	1 EA	Quantity	1	Status Received	⊖ • 0 ≡ 0		Related Documents Purchase Order: JT0000	01196		1,3
e Detail: D • JT00001196 te Item Base,OptiPiex 749 rrem DETAILS • Contract No. Fiex Field 2	90 All-In-One XCTO	no value	Catalog No. 210-AYYV	1EA	Quantity	1	Status Received	: ::::::::::::::::::::::::::::::::::::		Related Documents Purchase Order: JT0000	01196		1,
Pometr     J     L     J	90 All-in-One XCTO	no vatue	Catalog No. 210-AYVV	1 EA	Quantity	1	Status Received	: • •		Related Documents Purchase Order: JT0000	01196		1,
v Ecnel     v Contract     No     No     Sase,OptPicex 749     Contract No.     Flex Field 2     Attachments	90 Al-In-One XCTO	no value Add	Catalog No. 210-AVVV	1 EA	Quantity	1	Status Received	: • • •		Related Documents Purchase Order: JT0000	01196		1,
e tents 0 · JT00001196 ne Rem Base,OptPiex 749 Contract No. Flex Field 2 Attachments Notes	90 Ali-io One XCTO	no value  Add	Catalog No. 210-AVVV	1 EA	Quantify	1	Status Received	: ⊖ • Q ∎ (		Related Documents Purchase Order: JT0000	21196		ų

z

Receipt Cre	ated		
Summary		Next Steps	
Receipt No	470138 🖶	Create Qty Receipt	
Created for the PO No(s)	JT00001196 🚔	Create Cost Receint	

## 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**.

1 🧐	JMBC									All Orders 👻	Search (Alt+Q)	0.00	usp`¥ ♥ № . 1	<b>2</b>
	Purchase Order •	DELL MARKETING L	P • J00045482 R	evision 0								<b>e</b> 🧿	··· 20 (5 Results • <	>
	Status Summary	Revisions 1	Confirmations	Shipments	Receipts	Invoices	Comments	Attachments	History				Add Comment Add Notes to History	2
	General Information				Doc	cument Status				~	Summary	Complet	Create Receipt Create Credit Memo	
	PO/Reference No. Revision No.	<b>J00045482</b> 0			A/P Wor	status kflow	Open 🗸 Com	pleted			Details Supplier Status		Create Invoice Print Fax Version	
							(10/9/202	24 9:41 AM)						

# Select Create Quantity Receipt

								All Orders 🔻	Search (Alt+
J00	045482: Cre	ate Receipt							×
	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	~
1	-	-	Dell Adapter - USB-C to HDMI	470-ABMZ	EA	19.99	1 EA	19.99	🗸 у
						Create Quantity	Receipt Creat	e Cost Receipt	Cancel

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 • 47014	2				E Dogout	Save Updates Complete
Summary Comments Atta	achments History					
Packing Slip No.		Flexible Text Field 2			D	raft
Supplier Name	BGE	Flexible Drop Down			Details	~
Received by	Rafael Espinoza				Creation Date	11/11/2021 3:39:36 PM
Receipt Address	-	Attachments	Add		Source	Manual
	Contact: Rafael Espinoza	Notes			Supplier	BGE
	Univ of MD Baltimore Cnty 1000 Hilltop Circle			1	Received by	Rafael Espinoza
	Baltimore, MD 21250 United States		1000 characters remaining		Total (20,000.00 USD)	~
					Subtotal	20,000.00
Line Details				□ <b>i</b>		20,000.00
PO · JT00001197			_	0	Related Documents	~
Line Item		Catalog No. Qua	ntity Status		Purchase Order: JT00001197	0
1 Stuff		2	2 Received	• () i [		
∧ ITEM DETAILS						
Contract No.	PR0C-2020-90					
Flex Field 2						
Attachments	Add					
Notes						

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

Quantity Receipt • 470142							E Logout	Save Updates Complete V
Summary Comments Attach	nents History							6
Packing Slip No.			Flexible Text Field 2				Draf	1
Supplier Name	BGE		Flexible Drop Down		•		Details	~
Received by	Rafael Espinoza		444-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0				Creation Date	11/11/2021 3:39:36 PM
Receipt Address	•		Attachments	A00			Source	Manual
	Contact: Rafael Espinoza		Notes				Supplier	BGE
	Univ of MD Baltimore Crity 1000 Hillton Circle						Received by	Rafael Espinoza
	Baltimore, MD 21250 United States			1000 characters remaining			Total (20,000.00 USD)	~
							Subtotal	20,000.00
Line Details								20,000.00
PO · JT00001197						e0	Related Documents	~
Line Item		Catalog No.	Quantity	Status			Purchase Order: JT00001197	•
1 Stuff			2	Received	•	<b>i</b> 🗆		
∧ ITEM DETAILS								
Contract No.	PROC-2020-90							
Flex Field 2								
Attachments	Add							

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

Status Summary Con	firmations Shipments Receipts 🕤 Invoices	Comments Attachments	History					
General Information			Document Status			~	Pending	
PO/Reference No.	JT00001197		A/P status	Open			A Be aware of these issues. You may review and proceed.	
Supplier Name	BGE		Workflow	C Pending			The order distribution is invalid.	
Purchase Order Date	11/11/2021		The system will distribute purcha	se orders using the method(s) indicated bek	DW:		Details	
Total	20,000.00		Email (HTML Body)	no value			Supplier Status	
Owner Name	Rafael Espinoza		Email (HTML Attachment)	procurement@umbc.edu			none	
Owner Phone	+1 410-455-2273		Manual				Supplier BGE	
Owner Email	espinoza@umbc.edu		Supplier	none				
Requisition Number	3399721 view   print		Supplier Number	000000834			Total (20,000.00 USD)	
							Subtotal	20,000.0
Line Details								20,000.0
Status Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	Related Documents	
1 😋 Stuff			EA	10,000.00	2	20,000.00	Requisitions: 3399721	
Procurement Re	quest: Non-Catalog Purchase						What's next?	
∧ DETAILS							Workflow Status	<ul> <li>Pending</li> </ul>
			Supplier	Receiving	Invoicing	Matching	Workflow	C 🖷
			New Order	Partially Received	none	No Matches	Show skipped steps	
							C Out-mud	

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