Creating Quantity Receipts for Purchase Orders (PO)
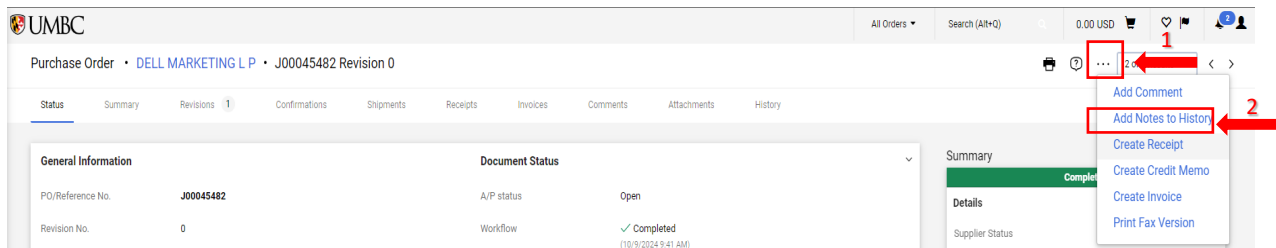
This option is not available if the multiple invoice selection was chosen for the purchase order. There are multiple ways to do quantity "receipts" in Paw. Scroll down for the option that best resembles your transaction.

<u>*Full Receipt (Quantity)*</u>
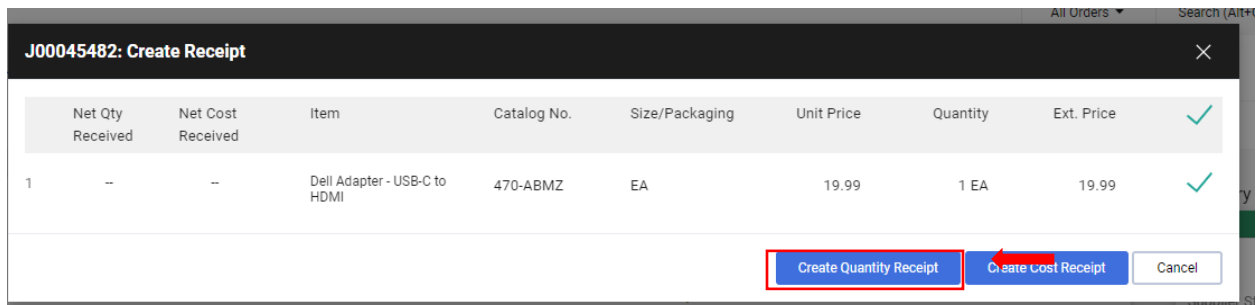
<u>For a Partial Receipt Scroll to Page 3</u>

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.

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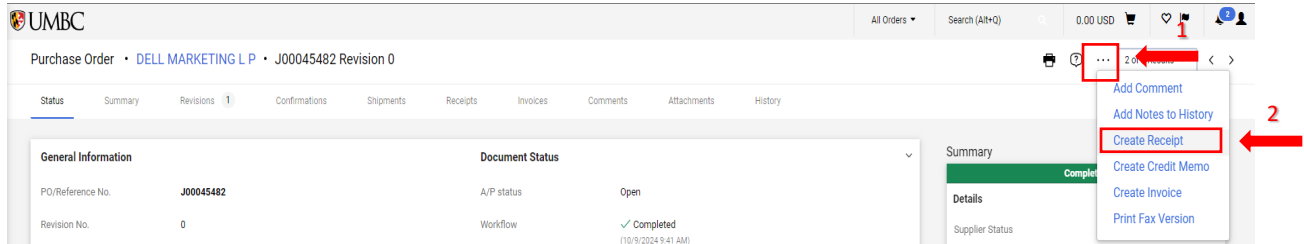
In the Pop up locate your line items. Uncheck the line(s) that you ***do not*** want to receive. For instance, line 1 is being unchecked, as only line item 2 needs a receipt done. Click **Create Quantity Receipt** (circled in red with arrow).

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

Quantity Receipt • 470138

☰ 🖨   Logout   Save Updates   **Complete** ▾

Summary   Comments   Attachments   History

Packing Slip No.		Flexible Text Field 2	
Supplier Name	DELL MARKETING L P	Flexible Drop Down	▾
Received by	Rafael Espinoza	Attachments	Add
Receipt Address	▾	Notes	

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

1000 characters remaining

Line Details ☐ 🗑

PO • JT00001196 🖨 ☐

Line	Item	Catalog No.	Quantity	Status	
2	Base;OptiPlex 7490 All-in-One XCTO	210-AYVV	1 EA	1	Received ▾ 🗋 🗑 ☐

∧ ITEM DETAILS ⬦

Contract No.	no value
Flex Field 2	
Attachments	Add
Notes	

1000 characters remaining

Draft

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**

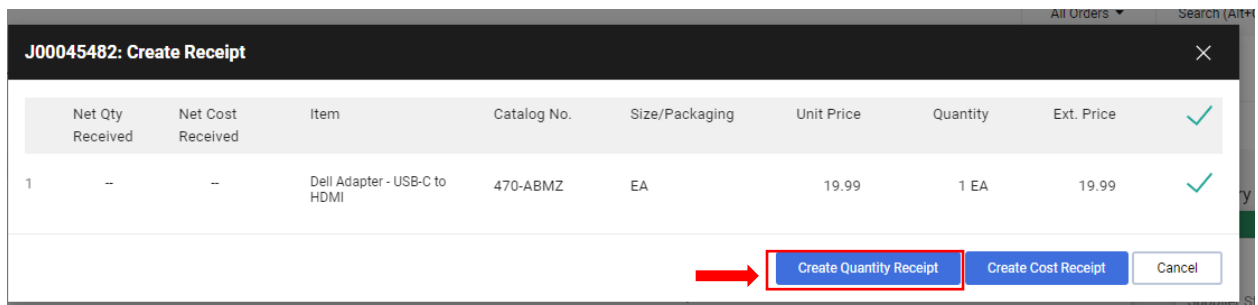| **Summary**		**Next Steps**
Receipt No	470138 🖨	Create Qty Receipt
Created for the PO No(s)	JT00001196 🖨	Create Cost Receipt

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 Receipt**.
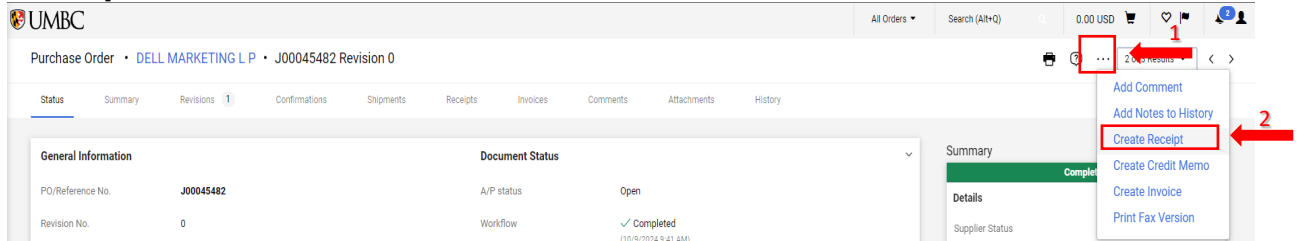
Select **Create Quantity Receipt**

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).

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

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

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