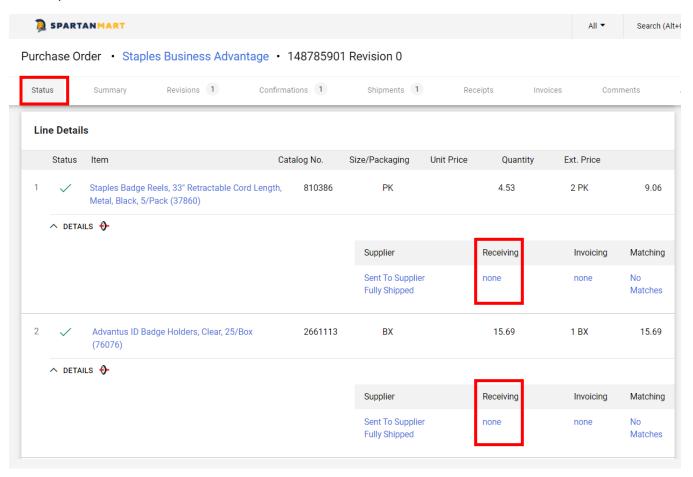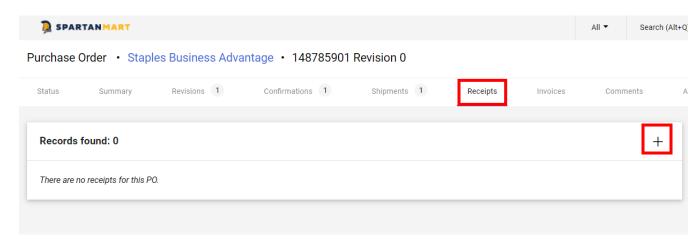**Creating a Quantity Receipt**

Quantity receipts are created for all goods and services ordered through SpartanMart on non-standing PO's, including those placed with PCard. (If the PO is a Standing Order, use the 'Creating a Cost Receipt' instructions.)

1. Click on the purchase order that you want to receive and click the 'Status' tab. Notice the Receiving Status in the bottom right-hand section of the screen. It will either be "none" or "partially received" if your PO needs to be received.
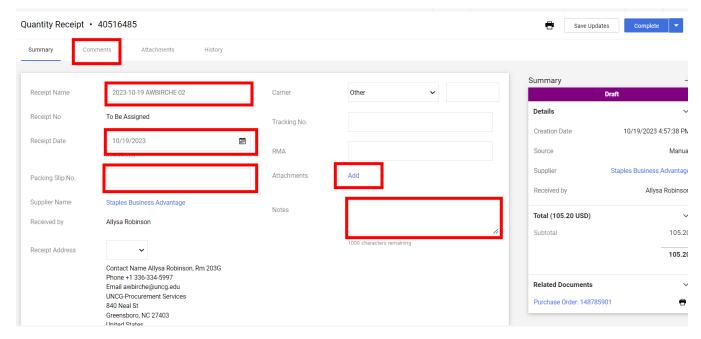

2. Click the Receipt Tab, click the "**+**" button.

3. In the **Header Information** section:
   a. The receipt name will default to today's date and your username and a sequence number. You can change this name to something more meaningful (for example, April Lease payment) if you wish.
   b. Enter the receipt date as the date the items arrived on campus
   c. Enter the packing slip number if known (not required) in the "Packing Slip No." box.
   d. Line items from your order are in the Line Details section. The receipt is automatically populated with the PO information, including the remaining number of items to be received.
   e. All other fields are all optional.
   f. For record keeping, you may choose to attach a copy of the invoice or packing slip to the receipt for reference or add any notes or comments needed for this order.
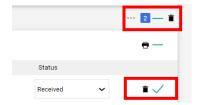   <mark>NOTE: Invoices and notes attached here will NOT be processed by Accounts Payable.</mark>

4. *If you are not going to receive all items on your purchase order, remove the unwanted items from the receipt.*
   Place a check in the checkbox in lines with the item you want to remove from the receipt and then, click the trash can at the top to remove more than one line at a time. Or if you would like you can click each trash can om each line one by one.
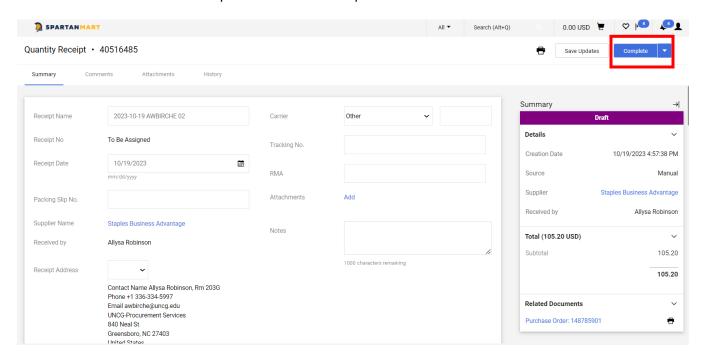

This mean that I have selected to trash 2 lines from this receipt, because I have not received them yet.

This leaves the receipt with only the items you wish to receive. Type in the quantity received for each item.

5. Click one of the Complete buttons at the top or bottom of the screen.

6. The next time "Create Quantity Receipt" is chosen for this purchase order, only the remaining quantities will appear on the receipt. Any lines previously received will need to be removed from subsequent receipts.