

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.

Purchase Order • Staples Business Advantage • 148785901 Revision 0

Status Summary Revisions 1 Confirmations 1 Shipments 1 Receipts Invoices Comments

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓ Staples Badge Reels, 33" Retractable Cord Length, Metal, Black, 5/Pack (37860)	810386	PK		4.53	2 PK 9.06
^ DETAILS				Supplier	Receiving	Invoicing Matching
				Sent To Supplier Fully Shipped	none	none No Matches
2	✓ Advantus ID Badge Holders, Clear, 25/Box (76076)	2661113	BX		15.69	1 BX 15.69
^ DETAILS				Supplier	Receiving	Invoicing Matching
				Sent To Supplier Fully Shipped	none	none No Matches

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

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Records found: 0

There are no receipts for this PO.

+

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.

NOTE: Invoices and notes attached here will NOT be processed by Accounts Payable.

Quantity Receipt • 40516485

Summary Comments Attachments History

Receipt Name: 2023-10-19 AWBIRCHE 02

Receipt No: To Be Assigned

Receipt Date: 10/19/2023

Packing Slip No.

Supplier Name: Staples Business Advantage

Received by: Allysa Robinson

Receipt Address: [Dropdown]

Contact Name Allysa Robinson, Rm 203G
Phone +1 336-334-5997
Email awbirche@uncg.edu
UNCG-Procurement Services
840 Neal St
Greensboro, NC 27403
United States

Carrier: Other

Tracking No.

RMA

Attachments: Add

Notes: [Text Area]

Summary: Draft

Details

Creation Date: 10/19/2023 4:57:38 PM

Source: Manual

Supplier: Staples Business Advantage

Received by: Allysa Robinson

Total (105.20 USD)

Subtotal: 105.20

Related Documents

Purchase Order: 148785901

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 on each line one by one.

Line	Item	Catalog No.	Quantity	Status	
1	Staples Badge Reels, 33" Retractable Cord Length, Metal, Black, 5/Pack (37860)	810386	2 PK	Received	<input type="checkbox"/> <input type="checkbox"/>

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

... 2 [Trash Icon]

Status: Received [Trash Icon]

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.

SPARTANMART

All Search (Alt+Q) 0.00 USD Save Updates Complete

Quantity Receipt • 40516485

Summary Comments Attachments History

Receipt Name: 2023-10-19 AWBIRCHE 02
Carrier: Other
Receipt No: To Be Assigned
Tracking No.:
Receipt Date: 10/19/2023
RMA:
Packing Slip No.:
Attachments: Add
Supplier Name: Staples Business Advantage
Received by: Allysa Robinson
Notes:
Receipt Address:
Contact Name Allysa Robinson, Rm 203G
Phone +1 336-334-5997
Email awbirche@uncg.edu
UNCG-Procurement Services
840 Neal St
Greensboro, NC 27403
United States

Summary Draft
Details
Creation Date: 10/19/2023 4:57:38 PM
Source: Manual
Supplier: Staples Business Advantage
Received by: Allysa Robinson
Total (105.20 USD)
Subtotal: 105.20
105.20
Related Documents
Purchase Order: 148785901

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.