Receipt Review and History

Reviewing Receipt Status

Hover over the Orders icon and then Click 'my orders' then Click 'My Receipts'. (You will be able to see the receipts for departments you've been granted access to.)

You can only receive against orders that are complete and within your viewable department(s).

^	Home	SPARTANMART				
7	Shop	Orders > Search > Receipts				
í.	Orders	Orders	Quick search	۹		
Q	Contracts	Search	My Requisitions My Purchase Orders		s 👻 Qu	ick search
血	Accounts Payable	Approvals	My Invoices My Receipts		of 14	1-200 of 27
1 2	Suppliers		My Procurement Requests			Supplier
%	Sourcing				-	Matt Marsha Berico Fuels
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A	Administer					Buckeye Cle

To view only your orders, click 'Add Filter' and then filter by PO Owner. This will automatically have the last 90 days, you can change this If you need to see more or less orders.

Crea	ated Date: Last 90 days 👻 🕕	lick search		۹٥	Add Filter - Clear All Filters	
<	Page 1 of 14	1-200 of 2744 Results			Receipt Number Tracking Number(s)	
	Receipt Number 🔹	Supplier	PO Number	Packing Slip No	Dates	Tim
	40519571	Matt Marshall And Co Inc	P0072670	640510-000	Completed Date Last Modified	:01
	40519454	Berico Fuels Inc 9	P0072650	2415981	Receipt Date	:00
	40512092	Grainger 🛛	P0074071	-	Department	:27
	40511475	Buckeye Cleaning Center Raleigh/Durham 🕄	P0073697	-	PO Owner Participant	:09
	40510247	Amazon.com 🕲	148787497	-	Received By Supplier	:34
	40510135	Amazon.com 🛛	148760206	114-8280222-163865	Supplier Classes	, 19/2023 1 :30
	40510072	Amazon com 🙃	1/12726/22	_	Quantity 10	/10/2022 1.27

Type your name or the name of the PO owner that you are trying to review the receipts for. Click 'Apply'.



The receipt status will indicate whether something has been received fully, partially, or not at all. The Receipt Type will tell you what type of receipt was created. You can review the receipts one by one by Click on the Receipt Number.

The Receipt Status options related to receiving are listed below:

- Partially Received indicates that part of the quantity or cost of the order has been received
- Fully Received indicates that the same quantity or cost ordered has been received.
- NOTE: the Receipt status should never show as over-received, as you are required to put through change orders for quantities that are higher and lower than originally ordered.

■ My Receipt	s (Modif	fied)				🛱 Sav	ve As 💌	🖈 Pin Filters 🔹 💌	🛃 Export All	 Create 	e Receipt
My Drafts Searc	ch										
Quick Filters My Sea	arches	Crea	ted Date: Last 9(O days 👻 Quick search			Q (1) Ac	ld Filter 👻 Clear All	Filters		₽ ?
Supplier	~	POO)wner: Robinson,	Allysa 👻 🗙							
Staples Business		1	-8 of 8 Results							🍄 200 P	er Page 🔻
Advantage CDW Government Inc	2		Receipt	Supplier	P0 Number	Packing Slip No.	Receipt	Created	Receipt	Completed	Receipt
Southeastern Paper Group Inc	0		Number	Supplier	Number	Facking Slip No	Type		Date	Date •	Status
Preferred Service LLC	0		40266506	Southeastern Paper Group Inc ¹	P0073758	-	Quantity	10/3/2023 1:36:49 PM	10/3/2023	10/3/2023 1:42:03 PM	Fully Matched
Department	~ More		39711757	Preferred Service	P0073294	57253	Cost	8/24/2023 9:18:52 AM	8/24/2023	8/24/2023 9:19:13 AM	Fully Matched
Procurement Services (Purchasing & Risk Management)	5		39654516	CDW Government	P0072945	-	Quantity	8/21/2023 11:05:18 AM	8/21/2023	8/21/2023 11:05:23 AM	Fully Matched
Facilities Operations (Physical Plant/Facilities)	0		39478011	CDW Government	P0072945	-	Quantity	8/8/2023	8/8/2023	8/8/2023	Fully
Facilities Operations- Facilities Svcs (Facilities Operations-Facilities Svcs)	0		39299735	Staples Business	145298980	1697790	Quantity	7/25/2023 4:25:28 PM	7/25/2023	7/25/2023 4:26:14 PM	No Matches
ITS-CHP Student Worker		-									

Receipt History

Receipt history can be used to view receipts for a particular user, for a specific department, specific supplier, particular day, and more. Receipt history produces a list of receipts listed by Receipt Number in order of most recent to least recent. To Access Receipt History, from the main navigation page, **click** the **Accounts Payable** icon then **select Search for receipts history**. Enter or select the appropriate search criteria, then **click Search**.