

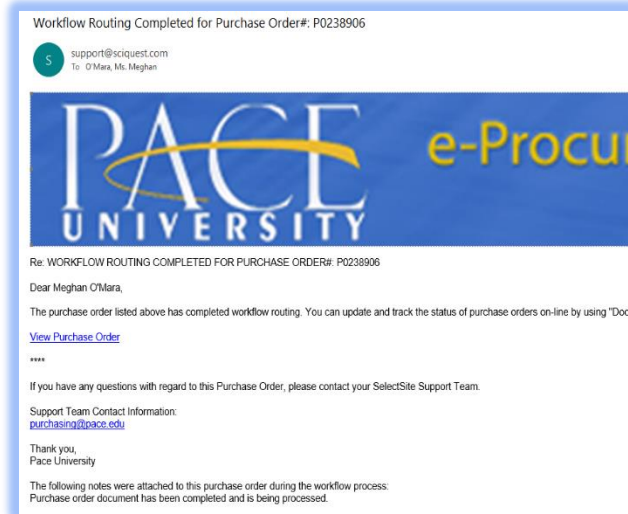
PO Receipt Process for Goods/Services Greater than \$1000

A three-way PO match is established by (1) Creation of your Purchase Order (2) Receipt of goods, and a receipt created on a purchase order (3) Receipt is matched against the vendor invoice to generate payment for the amount received.


Step 1: Access the PO. Requisitioners can access their PO in one of two ways:

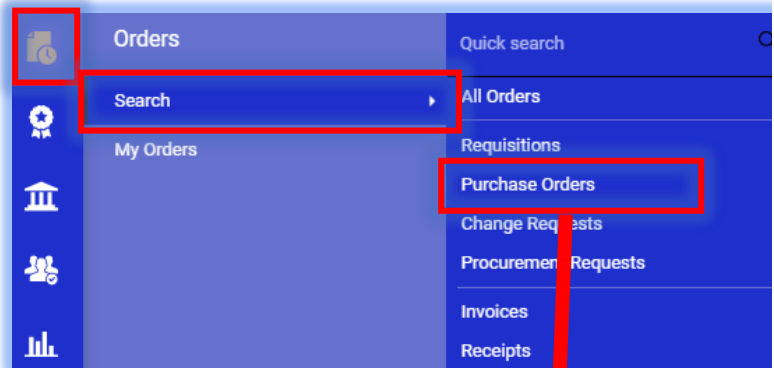
Option 1-Email:

Requisitioners are notified via email when a payment is pending receipt. A link to the Invoice/Payment and PO is provided in this notification. **Click on the Invoice link to view the payment details.** Sample notification:



Option 2-Access the PO via E-Procurement:

Access the E-Procurement link from the MyPace portal **Staff or Faculty** tab → **Staff Resources & Technology** section. From the left navigation menu, click the **Orders icon**,  → **Search** → **Purchase Orders**.



| PO | Supplier | Created | PO Status |
|----------|------------------------------------|----------------------|-----------|
| Number | | Date/Time | |
| P0238907 | Chartwells Dining Service New York | 4/16/2021 5:37:30 PM | Completed |
| P0238908 | ABC Systems Corp. | 4/16/2021 5:37:30 PM | Completed |

NOTE: Enter the PO# to search OR click on Search without a value entered to view a list of all PO's entered.

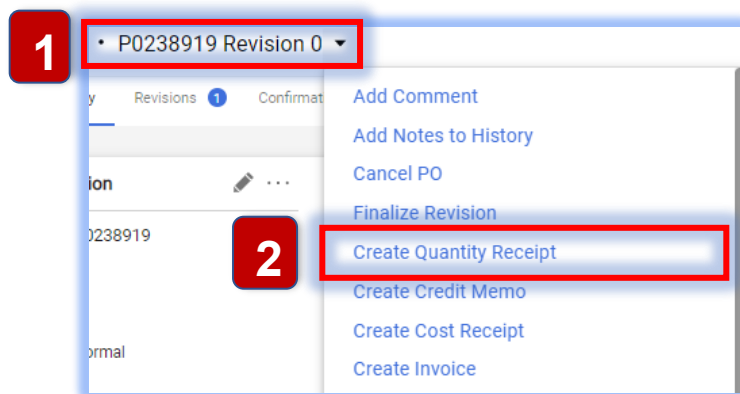
Once the PO is located, click on the PO# to open.

Step 2: Receipts can be completed as a Quantity Receipt OR Cost Receipt based on how the PO line(s) were created:

Quantity Receipt:

This option should be selected when the order contains multiples of a specific item. For example, WB Mason orders would be a Quantity Receipt.

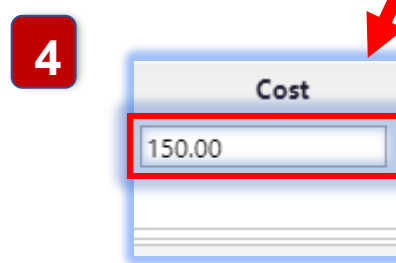
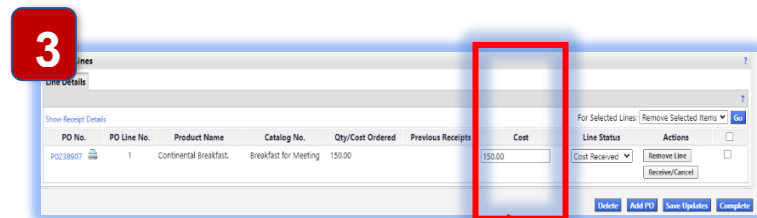
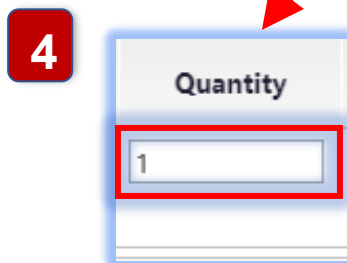
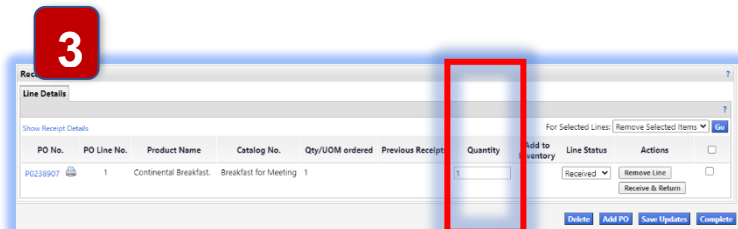
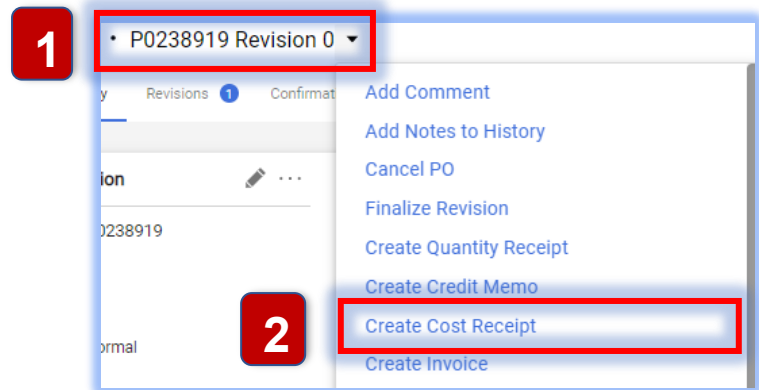
From the (1) **Purchase Order** number menu in the upper left of the screen, select (2) **Create Quantity Receipt**. Scroll to the (3) **Receipt Lines** section at the bottom of the screen and update the (4) **Quantity received/invoiced**.



Cost Receipt:

This option should be selected when it's one good or service being purchased.

From the (1) **Purchase Order** number menu, select (2) **Create Cost Receipt**. Scroll to the (3) **Receipt Lines** section at the bottom of the screen and update the (4) **Cost invoiced**.



Step 3: Completing the Process. The below actions apply to both the Quantity and Cost Receipt process:

(1) To Remove Lines not being receipted on, click on the **Remove Line** button. Once done click the **(2) Complete** button.

1

| | | | | | | | |
|----------|---|--|---------------|---|----------|--|--------------------------|
| P0238904 | 3 | Standard Chisel Point Staples, 0.25" Leg, 0.5" Crown, Steel, 5,000/Box | UNV79000 2 BX | 2 | Received | <div><div>Remove Line</div><div>Receive & Return</div></div> | <input type="checkbox"/> |
| P0238904 | 4 | Easter Candy Assortment, 140 Pieces, 34.4 oz. | HEC36408 1 EA | 1 | Received | <div><div>Remove Line</div><div>Receive & Return</div></div> | <input type="checkbox"/> |

2

Remove Line

Complete