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.

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#
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) menu ( ⋮ ) in the upper right of the screen, select (2) Create Quantity Receipt and click the. Scroll to the (3) Receipt Lines section at the bottom of the screen and update the (4) Quantity received/invoiced and click the (5) Complete button in the upper right.

**Cost Receipt:**

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

From the (1) menu ( ⋮ ) in the upper right of the screen, select (2) Create Cost Receipt. Scroll to the (3) Receipt Lines section at the bottom of the screen and update the (4) Cost invoiced and click the (5) Complete button in the upper right.