

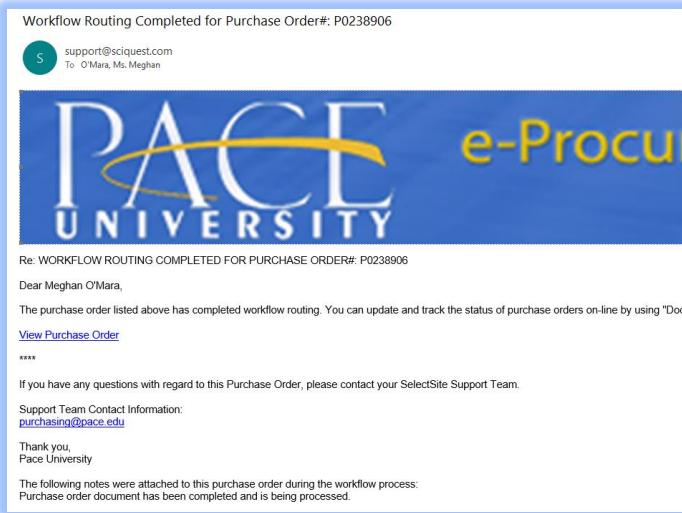
PO Receipt Process for Goods/Services Greater than \$1000

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:

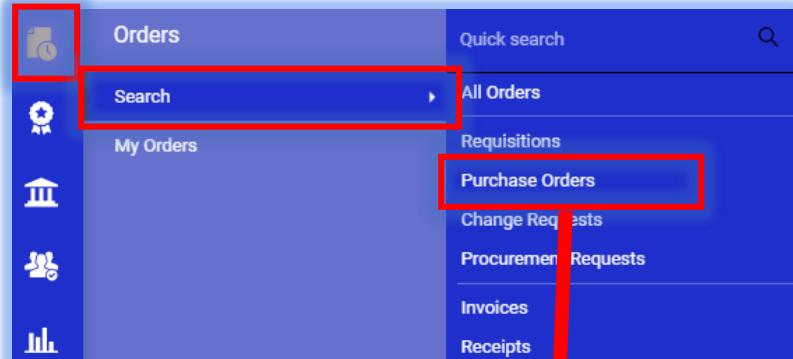


NOTE: Enter the PO# to search OR
click on Search without a value
entered to view a list of all PO's
entered.

Once the PO is located, click on the
PO#

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**.



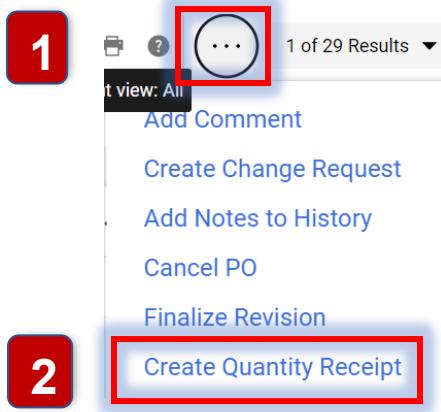
PO	Supplier	Created Date/Time	PO Status
P0238907	Chartwells Dining Service New York	4/16/2021 5:37:30 PM	Completed
P0238908	ABC Systems Corp.	4/16/2021 5:37:30 PM	Completed

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.

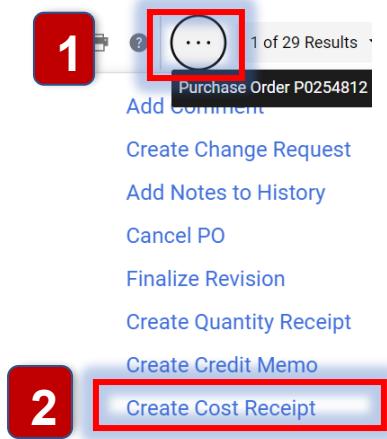
From the (1) menu (**...**) in the upper right of the screen, select (2) **Create Quantity Receipt** and click the. Scroll to the (3) **Receipt Lines** section at the bottom of the screen and update the (4) **Quantity received/invoiced** and click the (5) **Complete** button in the upper right.



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.



3 (Receipt Lines section) 4 (Quantity received/invoiced) 5 (Complete button)

Line	Item	Catalog No.	Quantity	Status
1	Professional Facial Tissue Cube, Upright Face Box, White, 6 Boxes Of 95 Tissues, 540 Tissues/Pack	KCC021271 1 PK	1	Received

3 (Receipt Lines section) 4 (Cost invoiced) 5 (Complete button)

Line	Item	Catalog No.	Cost	Status
1	Jaggaer testing release 22.3	Test 22.3	25.00	Received