

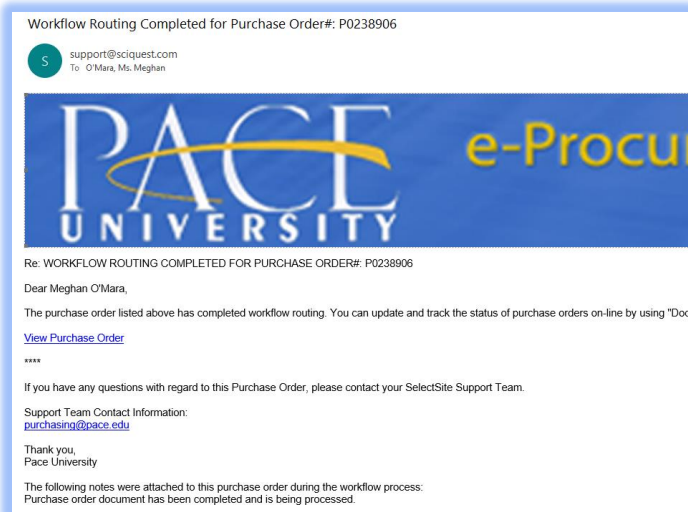
## PO Receipt Process for Goods/Services Greater than \$1000

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:**

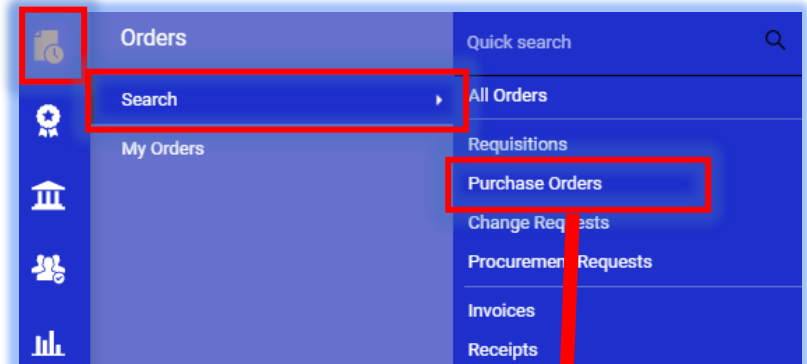
### Option 1-Email:

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.



The screenshot shows a table of Purchase Orders. A red box highlights the 'P0238907' PO number in the first row. A red arrow points from the 'Purchase Orders' link in the navigation menu to this table.

PO Number	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

**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.

The screenshot illustrates the steps for creating a Quantity Receipt. A red box labeled '1' highlights the menu icon (three dots) in the top right corner. A second red box labeled '2' highlights the 'Create Quantity Receipt' option in the dropdown menu. A third red box labeled '3' highlights the 'Receipt Lines' section at the bottom of the screen. A fourth red box labeled '4' highlights the 'Quantity' input field for the first line item, which is currently set to '1'. A fifth red box labeled '5' highlights the 'Complete' button in the top right corner. Red arrows indicate the flow from the menu to the receipt line and then to the '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	

### 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** and click the (5) **Complete** button in the upper right.

The screenshot illustrates the steps for creating a Cost Receipt. A red box labeled '1' highlights the menu icon (three dots) in the top right corner. A second red box labeled '2' highlights the 'Create Cost Receipt' option in the dropdown menu. A third red box labeled '3' highlights the 'Receipt Lines' section at the bottom of the screen. A fourth red box labeled '4' highlights the 'Cost' input field for the first line item, which is currently set to '1000'. A fifth red box labeled '5' highlights the 'Complete' button in the top right corner. Red arrows indicate the flow from the menu to the receipt line and then to the 'Complete' button.

Line	Item	Catalog No.	Cost	Status
1	Jaggaer testing release 22.3	Test 22.3 25.00	1000	