UNIVERSITY OF DELAWARE EXCHANGE

Receiving: Creating PO Receipts

Revised 7/25/2024

UNIVERSITY OF DELAWARE

Creating PO Receipts

There are two different types of Receipts you can create in UDX:

Quantity Receipts for **UDS** (Standard) Purchase Orders (**Slide 2**)

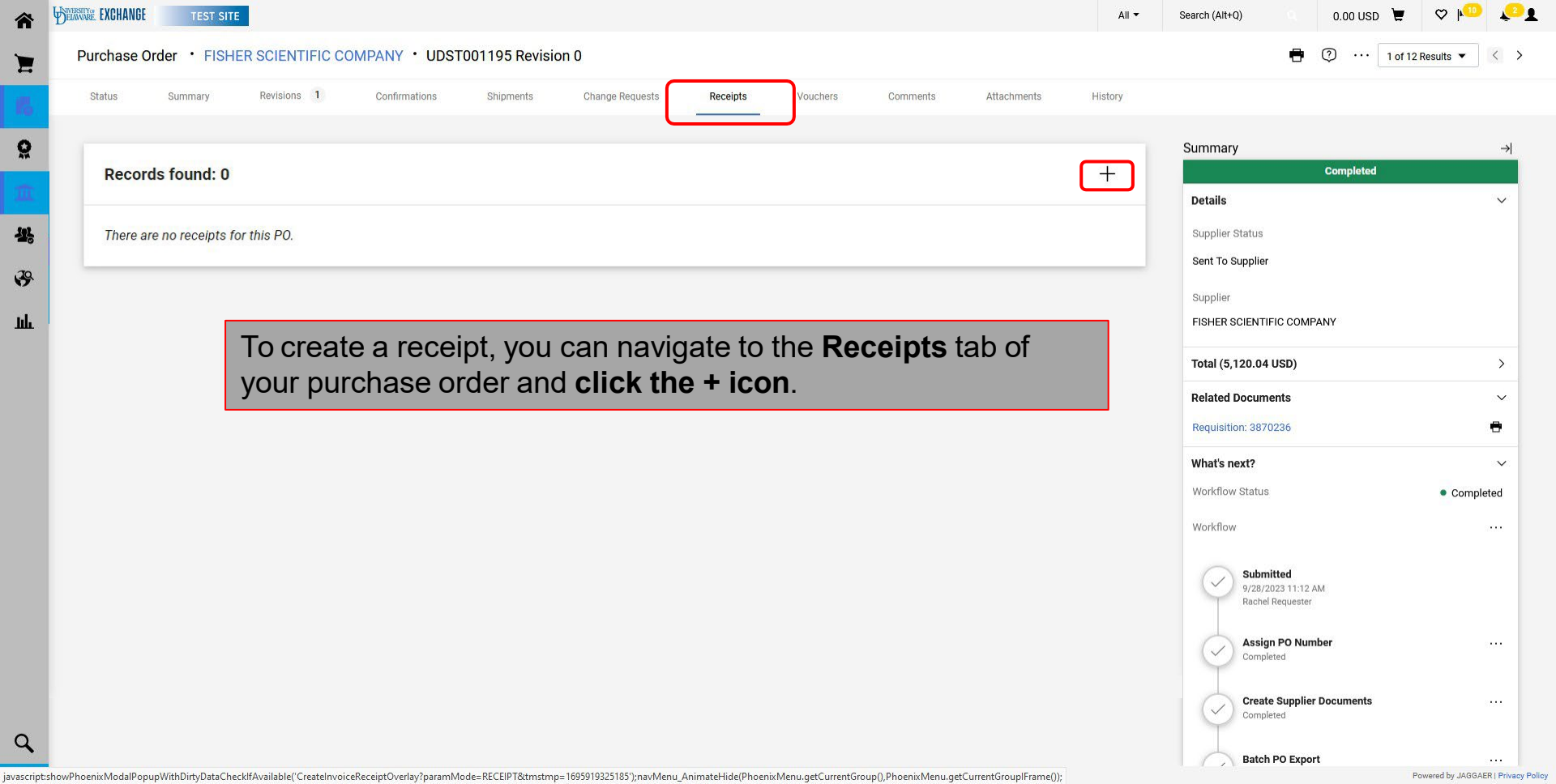
Cost Receipts for **UDB** (Blanket) Purchase Orders (**Slide 16**)

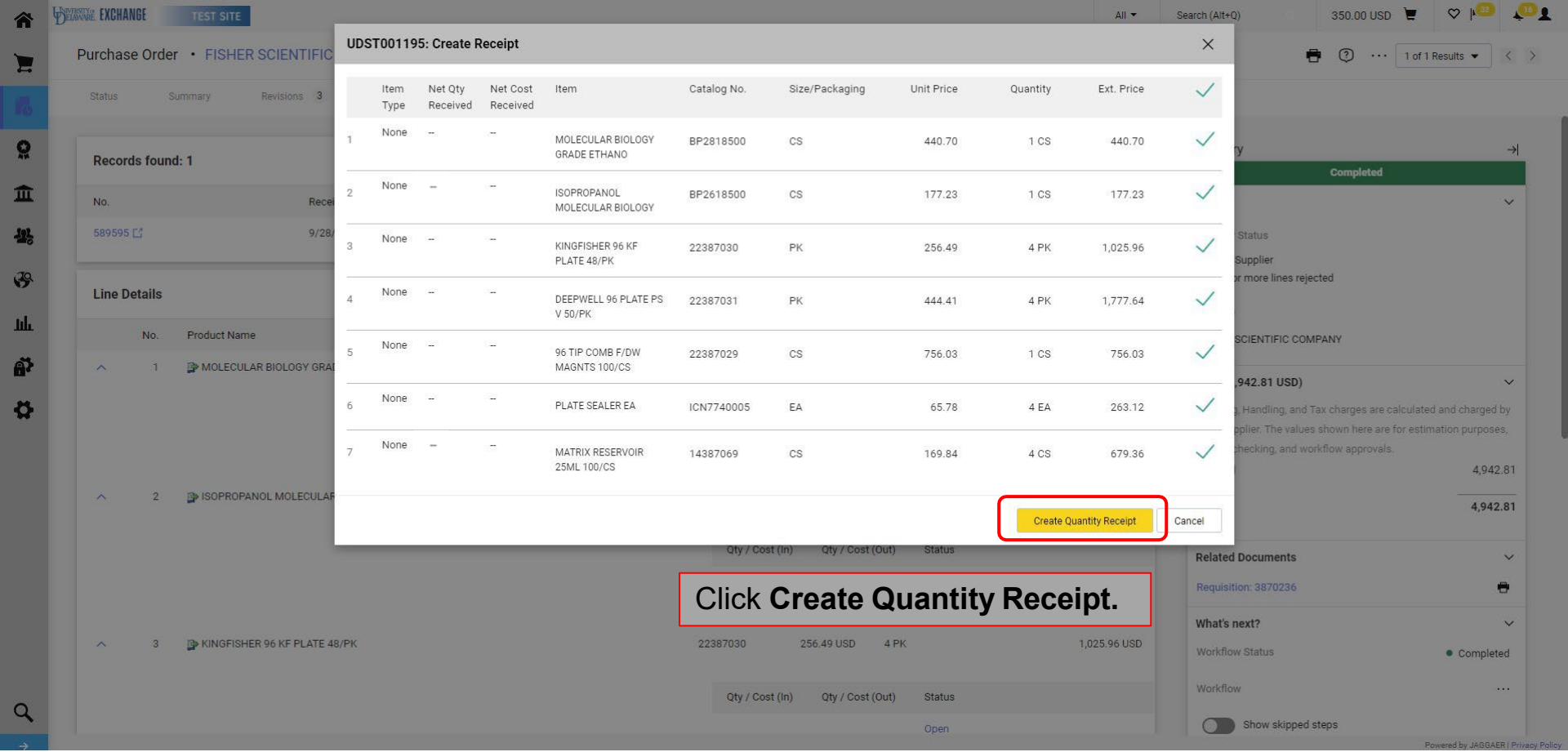
- Receipts in UDX verify that goods were received, or services were performed.
- UDX Receipts are not required for payment to suppliers.
- You may be required to use the Receipts feature for documentation based on the funding source of your purchase (e.g., sponsored research).
- Your department may also require that you use Receipts in UDX for documentation.
- You can create a Receipt on any open (or soft closed) purchase order within your UDX access.

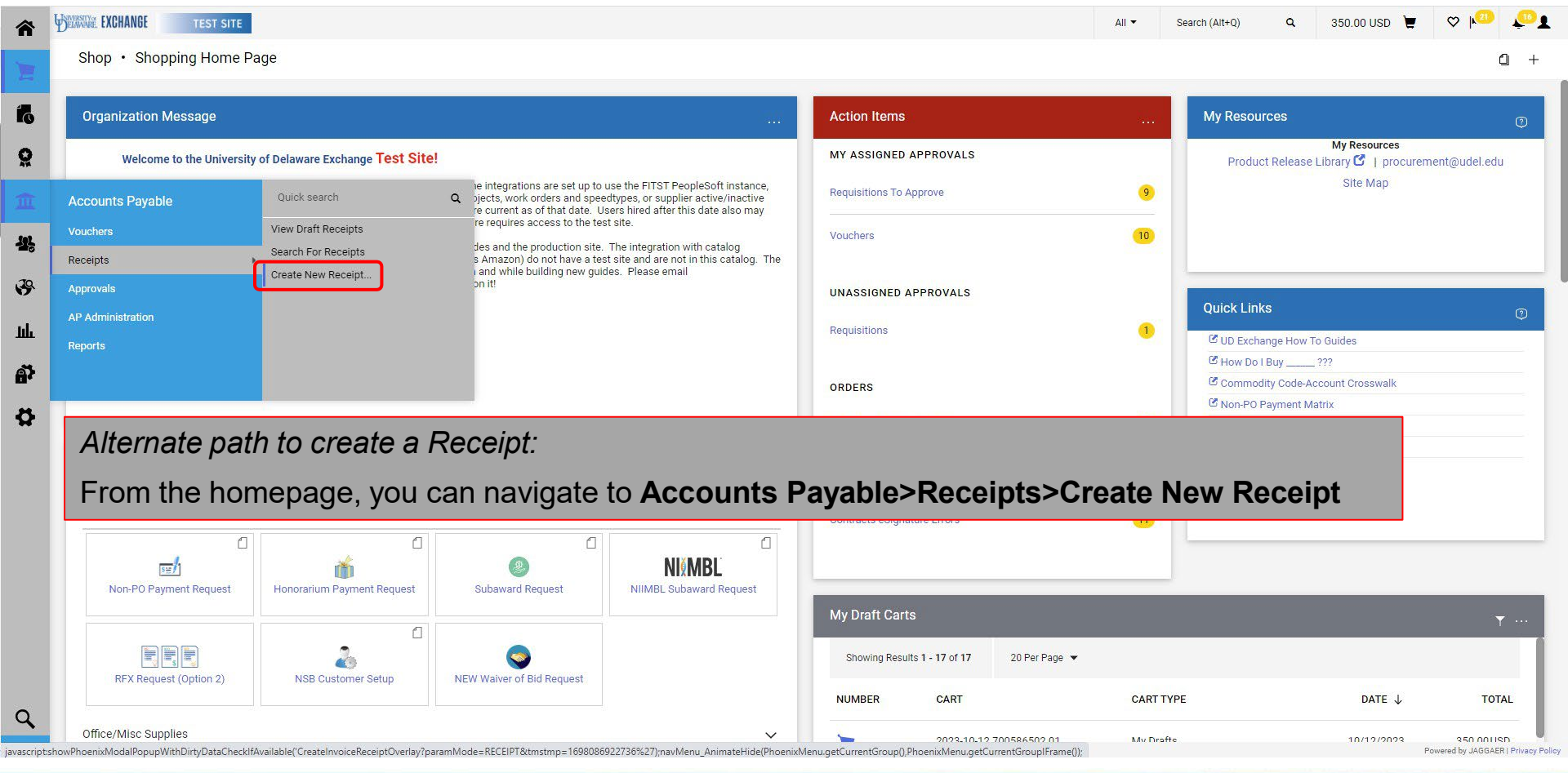
Receipts for UDS (Standard) Purchase Orders

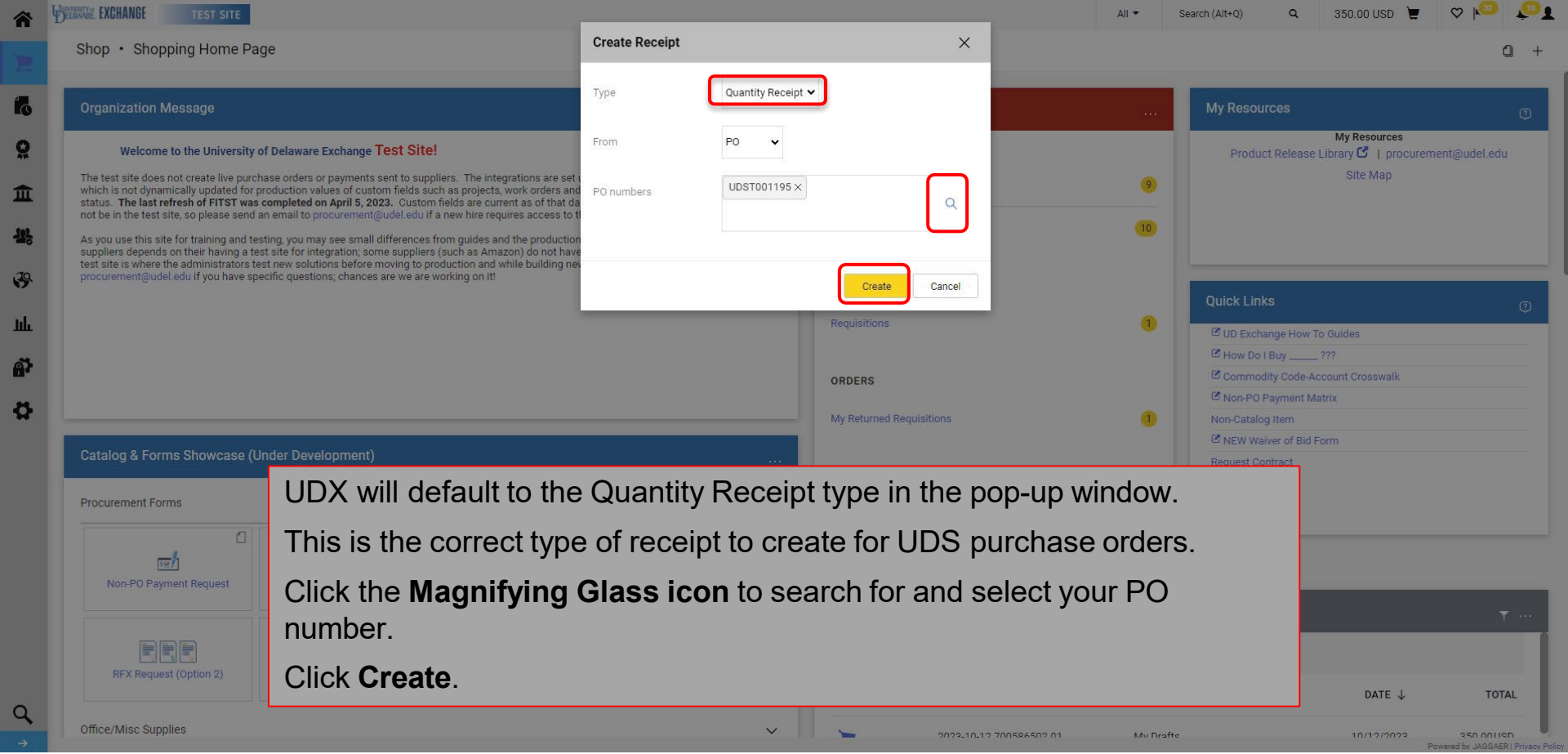
UDS (Standard) purchase orders are quantity-based.

When creating a Receipt for a catalog or non-catalog purchase order beginning with **UDS**, you will need to create a **Quantity** Receipt.


EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Purchase Order • FISHER SCIENTIFIC COMPANY • UDST001195 Revision 0
1 of 12 Results
Status
Summary
Revisions 1
Confirmations
Shipments
Change Requests
Receipts
Vouchers
Comments
Attachments
History
Records found: 0
There are no receipts for this PO.
To create a receipt, you can navigate to the Receipts tab of your purchase order and click the + icon.
Summary
Completed
Details
Supplier Status
Sent To Supplier
Supplier
FISHER SCIENTIFIC COMPANY
Total (5,120.04 USD)
Related Documents
Requisition: 3870236
What's next?
Workflow Status
Completed
Workflow
Submitted
9/28/2023 11:12 AM
Rachel Requester
Assign PO Number
Completed
Create Supplier Documents
Completed
Batch PO Export
javascript:showPhoenixModalPopupWithDirtyDataCheckIfAvailable('CreateInvoiceReceiptOverlay?paramMode=RECEIPT&tmstmp=1695919325185');navMenu_AnimateHide(PhoenixMenu.getCurrentGroup(),PhoenixMenu.getCurrentGroupIFrame());
Powered by JAGGAER | Privacy Policy


UDST001195: Create Receipt
Item Type
Net Qty Received
Net Cost Received
Item
Catalog No.
Size/Packaging
Unit Price
Quantity
Ext. Price
1 None -- -- MOLECULAR BIOLOGY GRADE ETHANO BP2818500 CS 440.70 1 CS 440.70
2 None -- -- ISOPROPANOL MOLECULAR BIOLOGY BP2618500 CS 177.23 1 CS 177.23
3 None -- -- KINGFISHER 96 KF PLATE 48/PK 22387030 PK 256.49 4 PK 1,025.96
4 None -- -- DEEPWELL 96 PLATE PS V 50/PK 22387031 PK 444.41 4 PK 1,777.64
5 None -- -- 96 TIP COMB F/DW MAGNTS 100/CS 22387029 CS 756.03 1 CS 756.03
6 None -- -- PLATE SEALER EA ICN7740005 EA 65.78 4 EA 263.12
7 None -- -- MATRIX RESERVOIR 25ML 100/CS 14387069 CS 169.84 4 CS 679.36
Create Quantity Receipt
Cancel
Click Create Quantity Receipt.


EXCHANGE
TEST SITE
All
Search (Alt+Q)
350.00 USD
Shop • Shopping Home Page
Organization Message
Welcome to the University of Delaware Exchange Test Site!
Accounts Payable
Vouchers
Receipts
Approvals
AP Administration
Reports
Quick search
View Draft Receipts
Search For Receipts
Create New Receipt...
Action Items
MY ASSIGNED APPROVALS
Requisitions To Approve 9
Vouchers 10
UNASSIGNED APPROVALS
Requisitions 1
ORDERS
My Resources
My Resources
Product Release Library | procurement@udel.edu
Site Map
Quick Links
UD Exchange How To Guides
How Do I Buy _____ ???
Commodity Code-Account Crosswalk
Non-PO Payment Matrix
Alternate path to create a Receipt:
From the homepage, you can navigate to Accounts Payable>Receipts>Create New Receipt
Non-PO Payment Request
Honorarium Payment Request
Subaward Request
NIIMBL Subaward Request
RFX Request (Option 2)
NSB Customer Setup
NEW Waiver of Bid Request
Office/Misc Supplies
My Draft Carts
Showing Results 1 - 17 of 17
20 Per Page
NUMBER
CART
CART TYPE
DATE
TOTAL

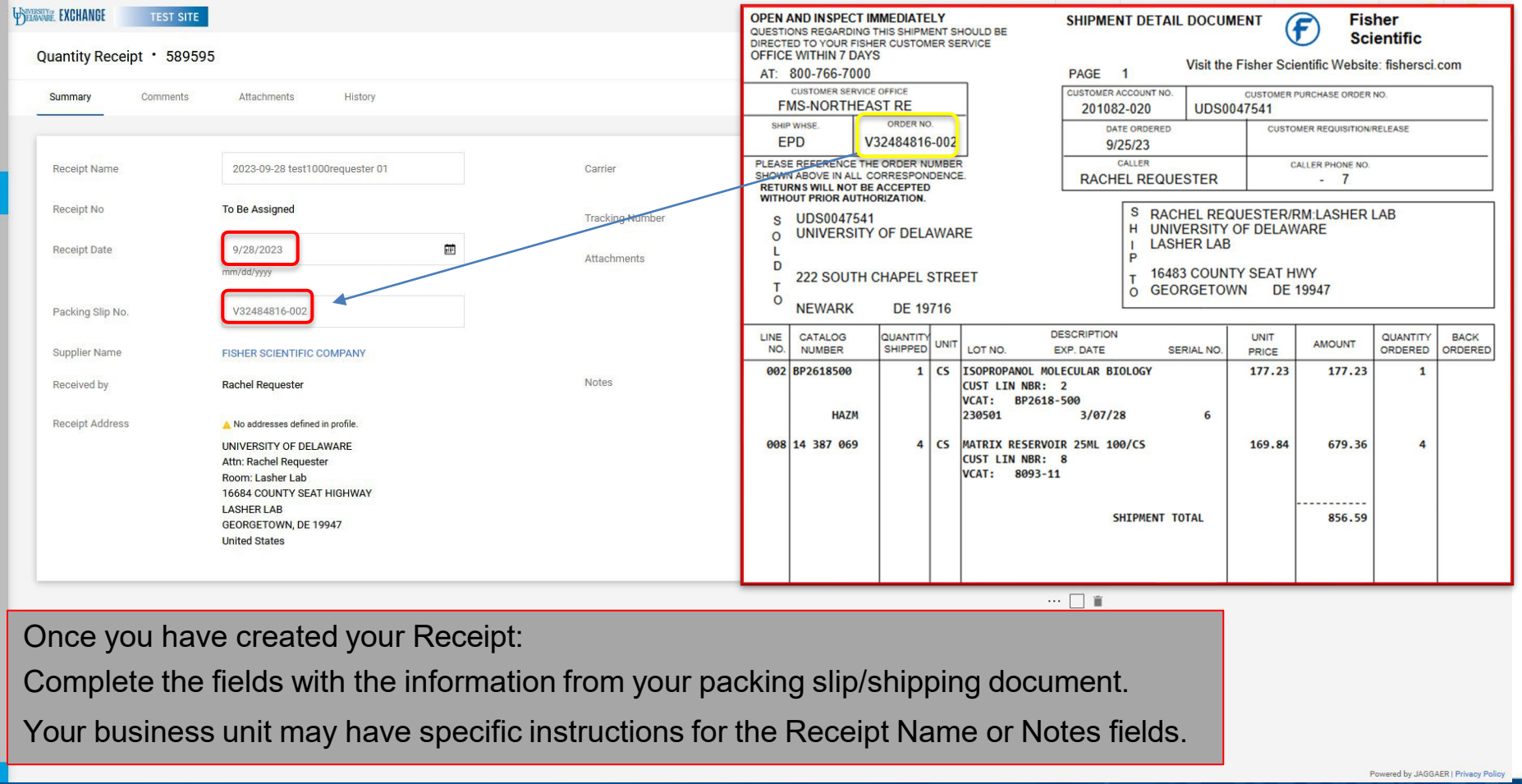


UDX will default to the Quantity Receipt type in the pop-up window.

This is the correct type of receipt to create for UDS purchase orders.

Click the **Magnifying Glass icon** to search for and select your PO number.

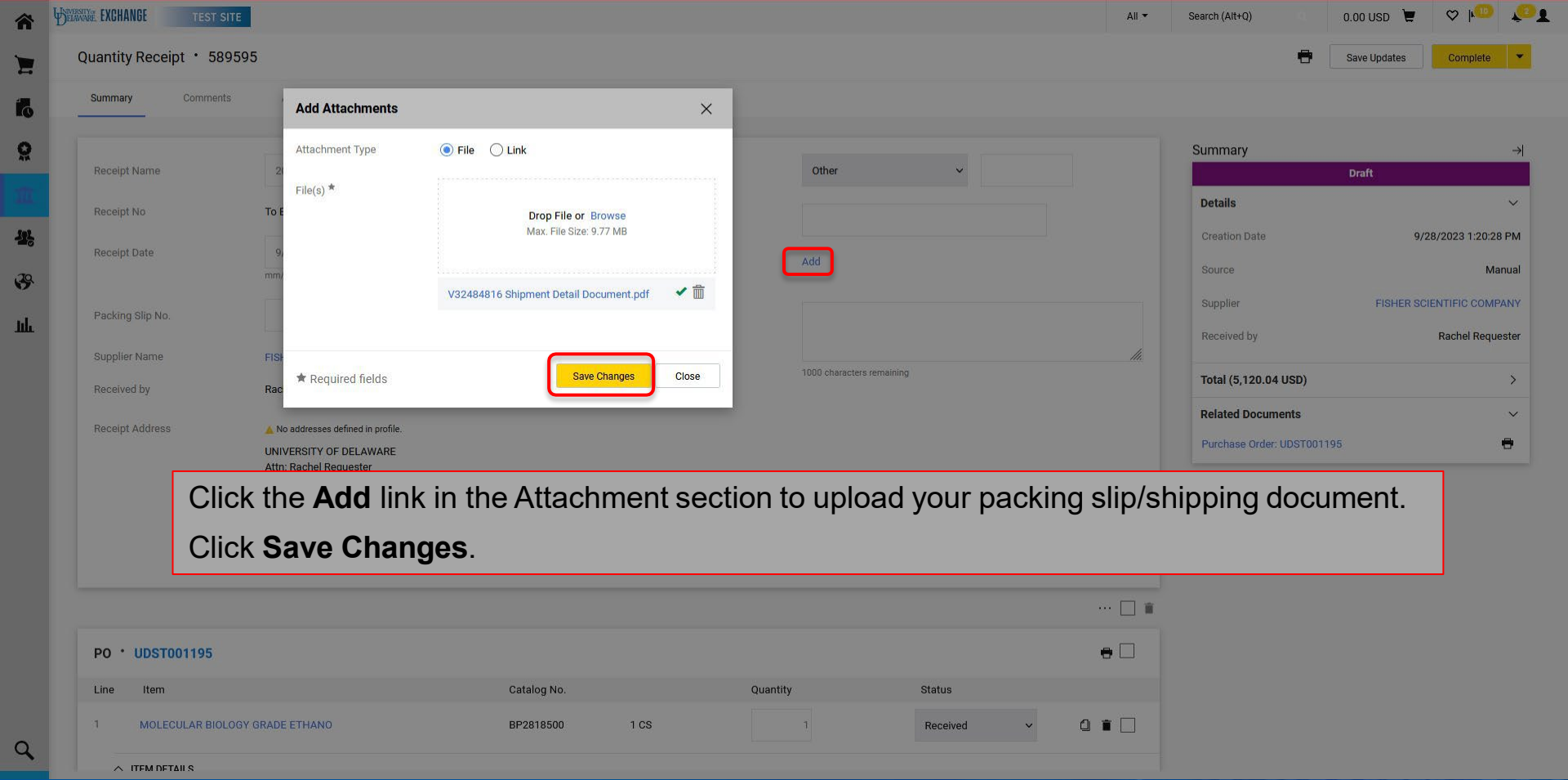
Click **Create**.



Once you have created your Receipt:

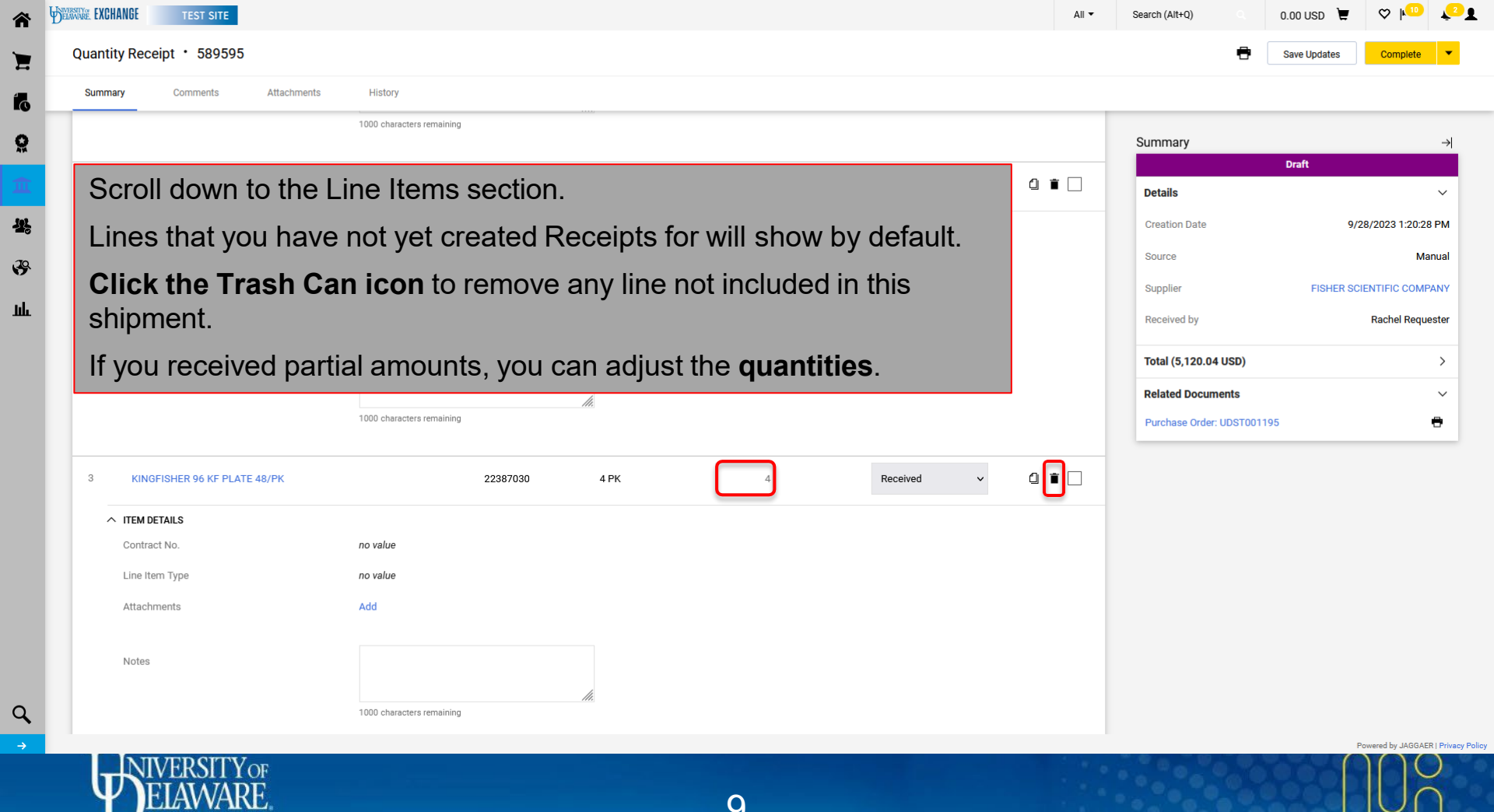
Complete the fields with the information from your packing slip/shipping document.

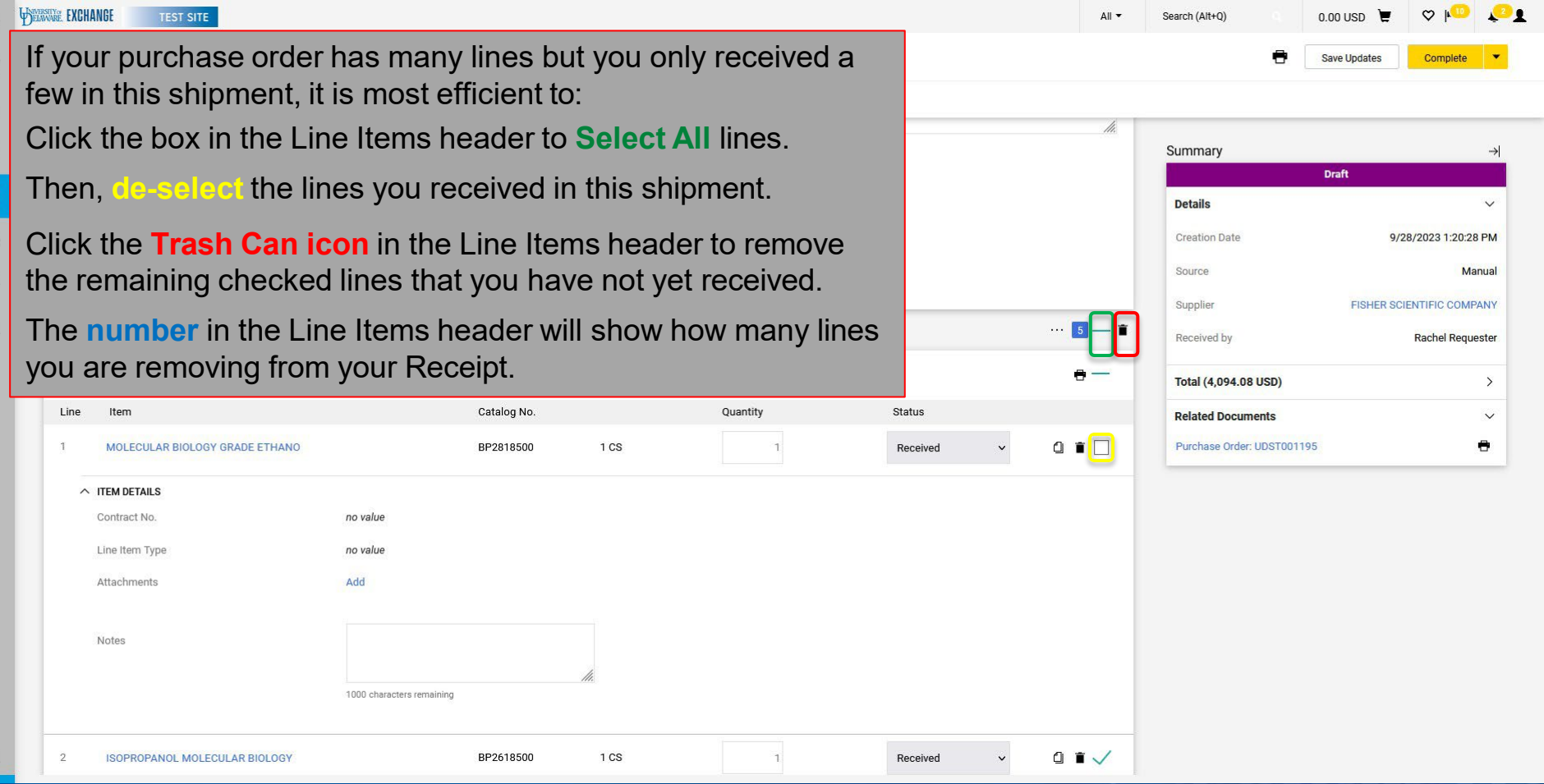
Your business unit may have specific instructions for the Receipt Name or Notes fields.

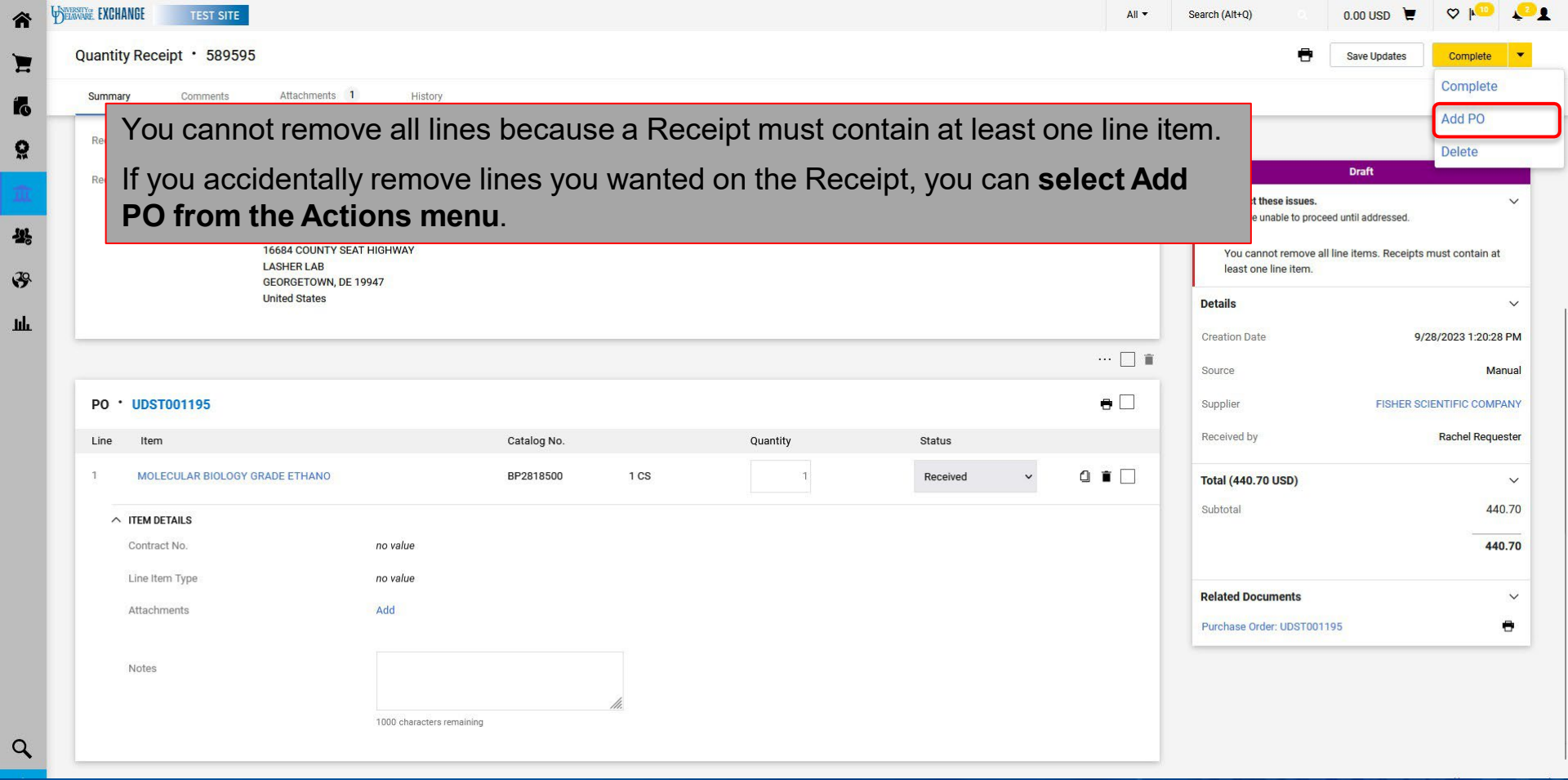


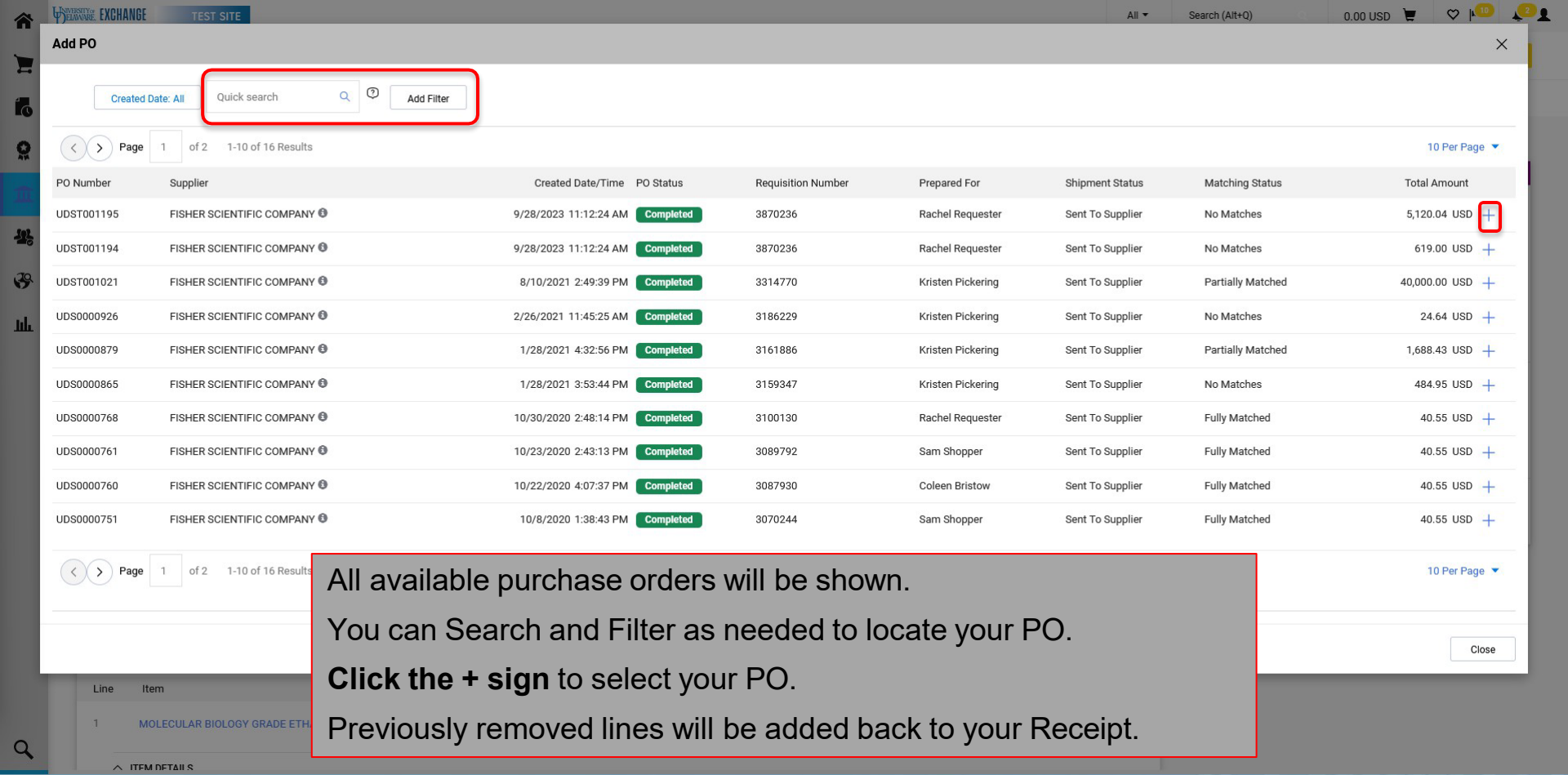
Click the **Add** link in the Attachment section to upload your packing slip/shipping document.

Click **Save Changes**.


EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Quantity Receipt • 589595
Save Updates
Complete
Summary
Comments
Attachments
History
1000 characters remaining
Scroll down to the Line Items section.
Lines that you have not yet created Receipts for will show by default.
Click the Trash Can icon to remove any line not included in this shipment.
If you received partial amounts, you can adjust the quantities.
1000 characters remaining
3
KINGFISHER 96 KF PLATE 48/PK
22387030
4 PK
4
Received
ITEM DETAILS
Contract No.
no value
Line Item Type
no value
Attachments
Add
Notes
1000 characters remaining
Summary
Draft
Details
Creation Date
9/28/2023 1:20:28 PM
Source
Manual
Supplier
FISHER SCIENTIFIC COMPANY
Received by
Rachel Requester
Total (5,120.04 USD)
Related Documents
Purchase Order: UDST001195
Powered by JAGGAER | Privacy Policy


If your purchase order has many lines but you only received a few in this shipment, it is most efficient to:
Click the box in the Line Items header to Select All lines.
Then, de-select the lines you received in this shipment.
Click the Trash Can icon in the Line Items header to remove the remaining checked lines that you have not yet received.
The number in the Line Items header will show how many lines you are removing from your Receipt.
EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Save Updates
Complete
Summary
Draft
Details
Creation Date
9/28/2023 1:20:28 PM
Source
Manual
Supplier
FISHER SCIENTIFIC COMPANY
Received by
Rachel Requester
Total (4,094.08 USD)
Related Documents
Purchase Order: UDST001195
Line
Item
Catalog No.
Quantity
Status
1
MOLECULAR BIOLOGY GRADE ETHANO
BP2818500
1 CS
1
Received
ITEM DETAILS
Contract No.
no value
Line Item Type
no value
Attachments
Add
Notes
1000 characters remaining
2
ISOPROPANOL MOLECULAR BIOLOGY
BP2618500
1 CS
1
Received


EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Quantity Receipt • 589595
Save Updates
Complete
Complete
Add PO
Delete
Summary
Comments
Attachments 1
History
You cannot remove all lines because a Receipt must contain at least one line item.
If you accidentally remove lines you wanted on the Receipt, you can **select Add PO from the Actions menu**.
16684 COUNTY SEAT HIGHWAY
LASHER LAB
GEORGETOWN, DE 19947
United States
Draft
these issues.
unable to proceed until addressed.
You cannot remove all line items. Receipts must contain at least one line item.
Details
Creation Date 9/28/2023 1:20:28 PM
Source Manual
Supplier FISHER SCIENTIFIC COMPANY
Received by Rachel Requester
Total (440.70 USD)
Subtotal 440.70
440.70
Related Documents
Purchase Order: UDST001195
PO • UDST001195
Line Item Catalog No. Quantity Status
1 MOLECULAR BIOLOGY GRADE ETHANO BP2818500 1 CS 1 Received
ITEM DETAILS
Contract No. no value
Line Item Type no value
Attachments Add
Notes
1000 characters remaining



All available purchase orders will be shown.

You can Search and Filter as needed to locate your PO.

Click the + sign to select your PO.

Previously removed lines will be added back to your Receipt.

UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

All | Search (Alt+Q) | 0.00 USD

Quantity Receipt • 589595

Save Updates | Complete

Summary | Comments | Attachments 1 | History

Receipt Date: 9/28/2023 (mm/dd/yyyy)

Packing Slip No.: V32484816-002

Attachments

Attachments	Date	Add
V32484816 Shipment Detail Document.pdf	9/28/2023	...

When all of the items you received in your shipment are displayed on your Receipt, and the Total in the Summary sidebar matches your documentation, click **Complete**.

UNIVERSITY OF DELAWARE
Attn: Rachel Requester
Room: Lasher Lab
16684 COUNTY SEAT HIGHWAY
LASHER LAB
GEORGETOWN, DE 19947
United States

PO • UDST001195

Line	Item	Catalog No.		Quantity	Status
2	ISOPROPANOL MOLECULAR BIOLOGY	BP2618500	1 CS	1	Received
	ITEM DETAILS				
7	MATRIX RESERVOIR 25ML 100/CS	14387069	4 CS	4	Received
	ITEM DETAILS				

Summary

Draft

Details

Creation Date: 9/28/2023 1:20:28 PM

Manual

FISHER SCIENTIFIC COMPANY

Received by: Rachel Requester

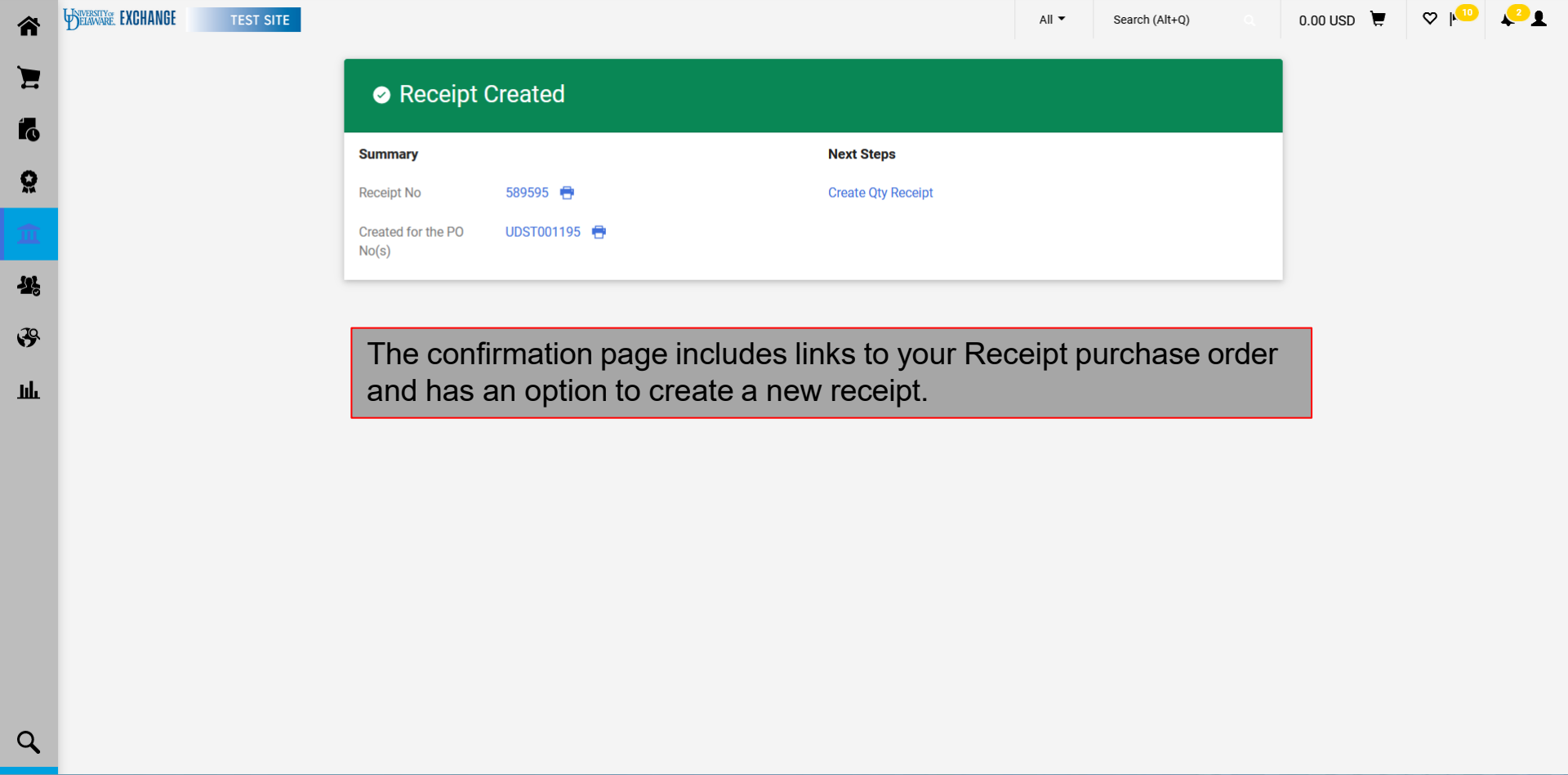
Total (856.59 USD)

Subtotal: 856.59

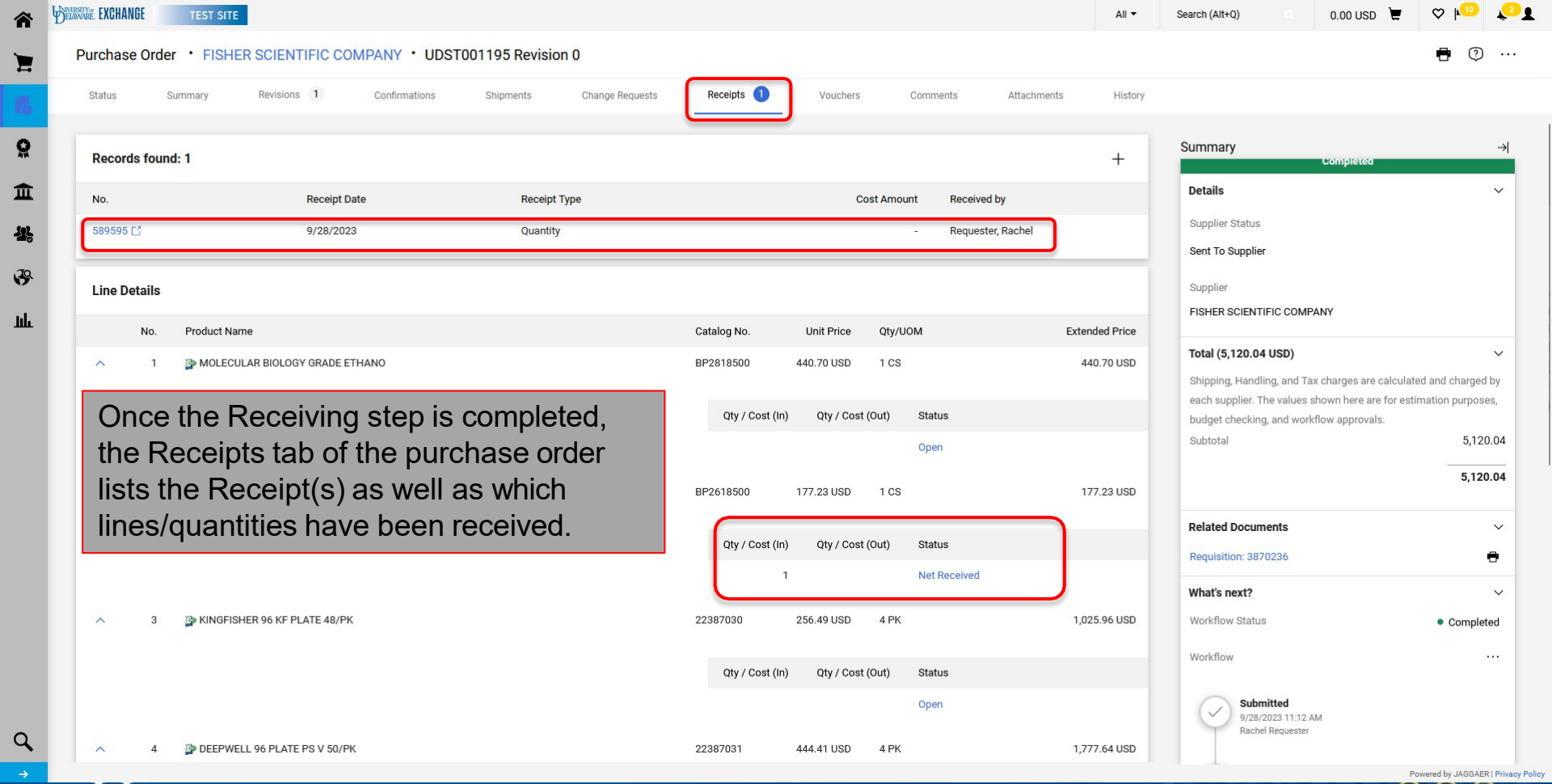
856.59

Related Documents

Purchase Order: UDST001195



The confirmation page includes links to your Receipt purchase order and has an option to create a new receipt.



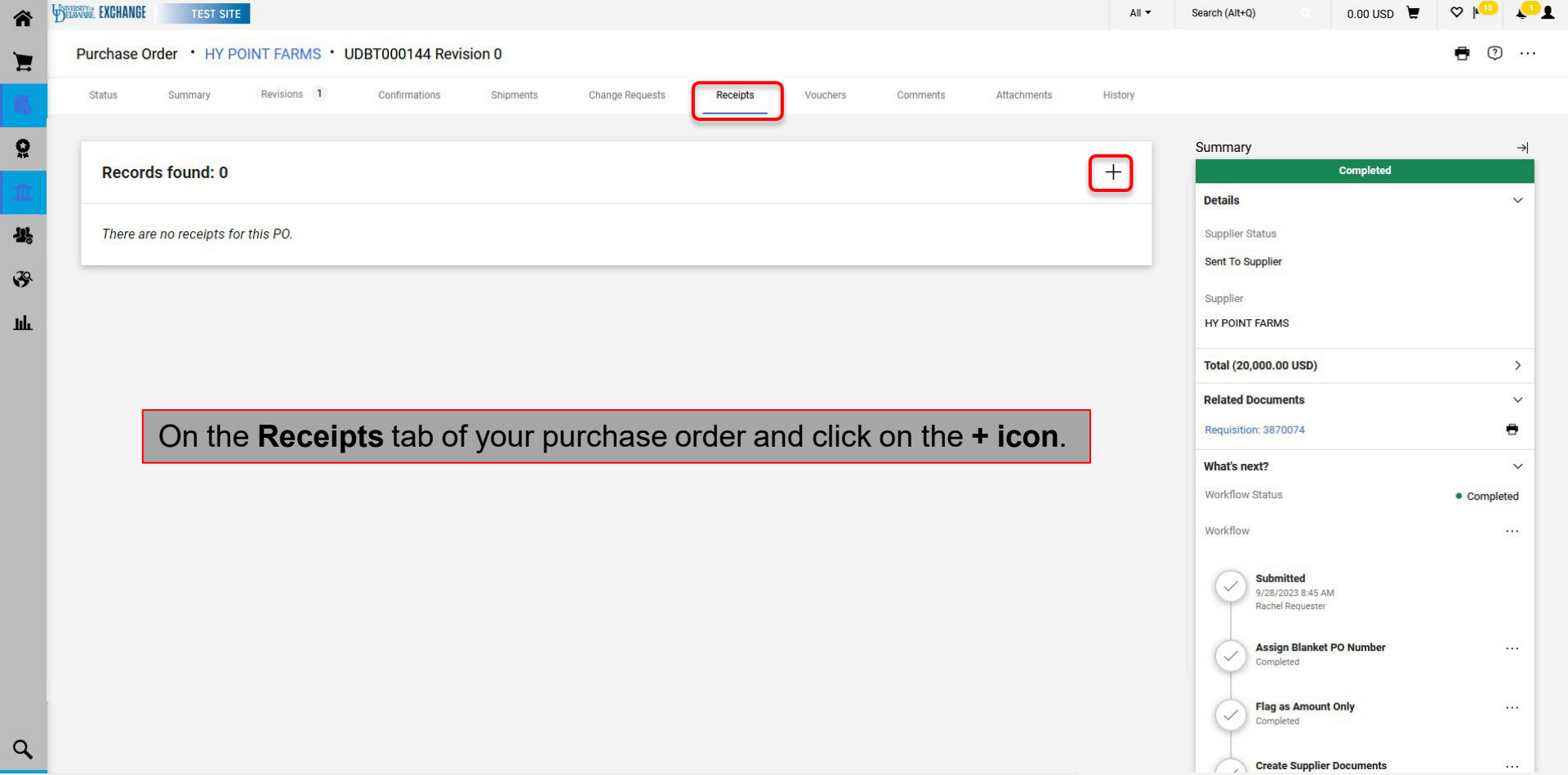
Once the Receiving step is completed, the Receipts tab of the purchase order lists the Receipt(s) as well as which lines/quantities have been received.

Receipts for UDB (Blanket) Purchase Orders

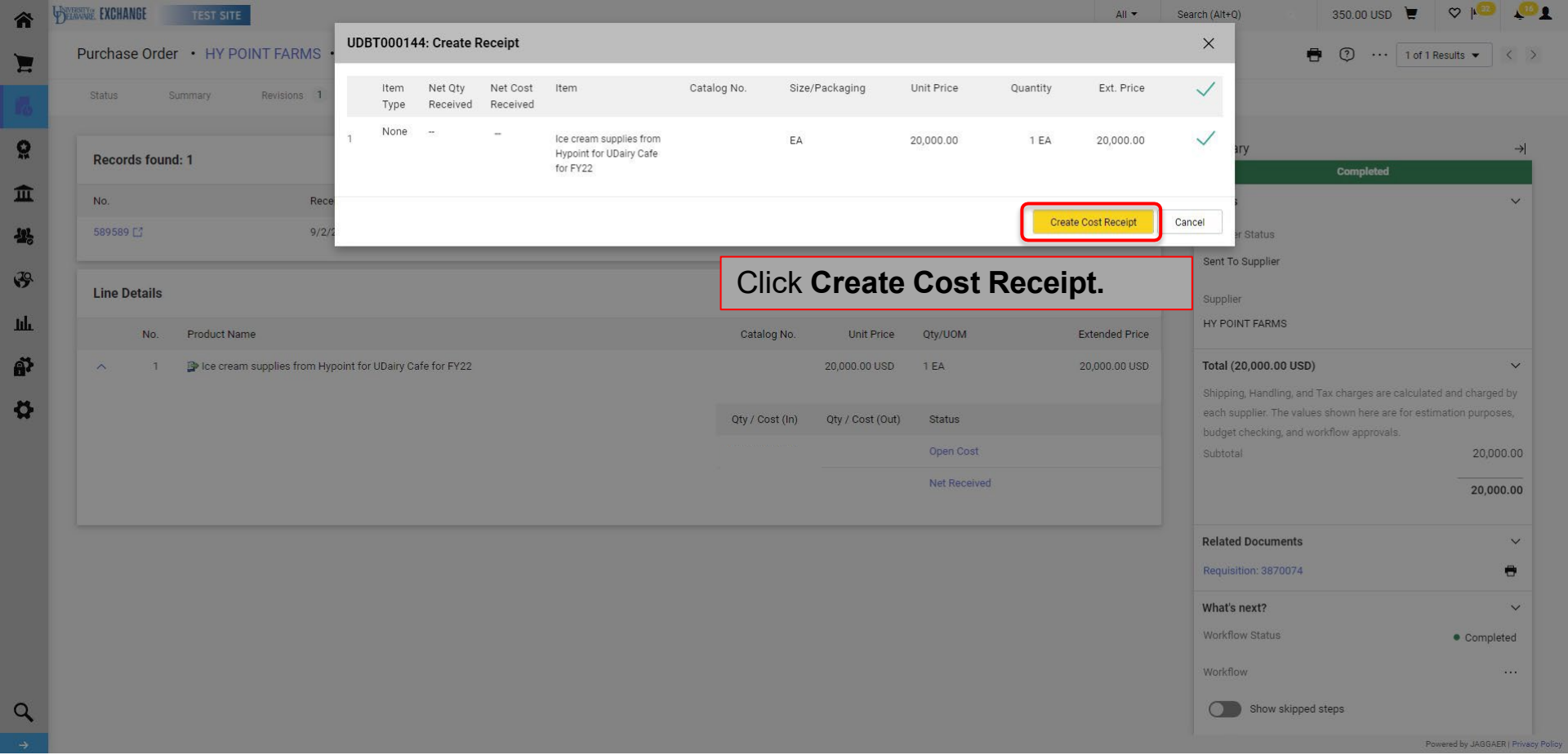
UDB (Blanket) purchase orders are amount-based.

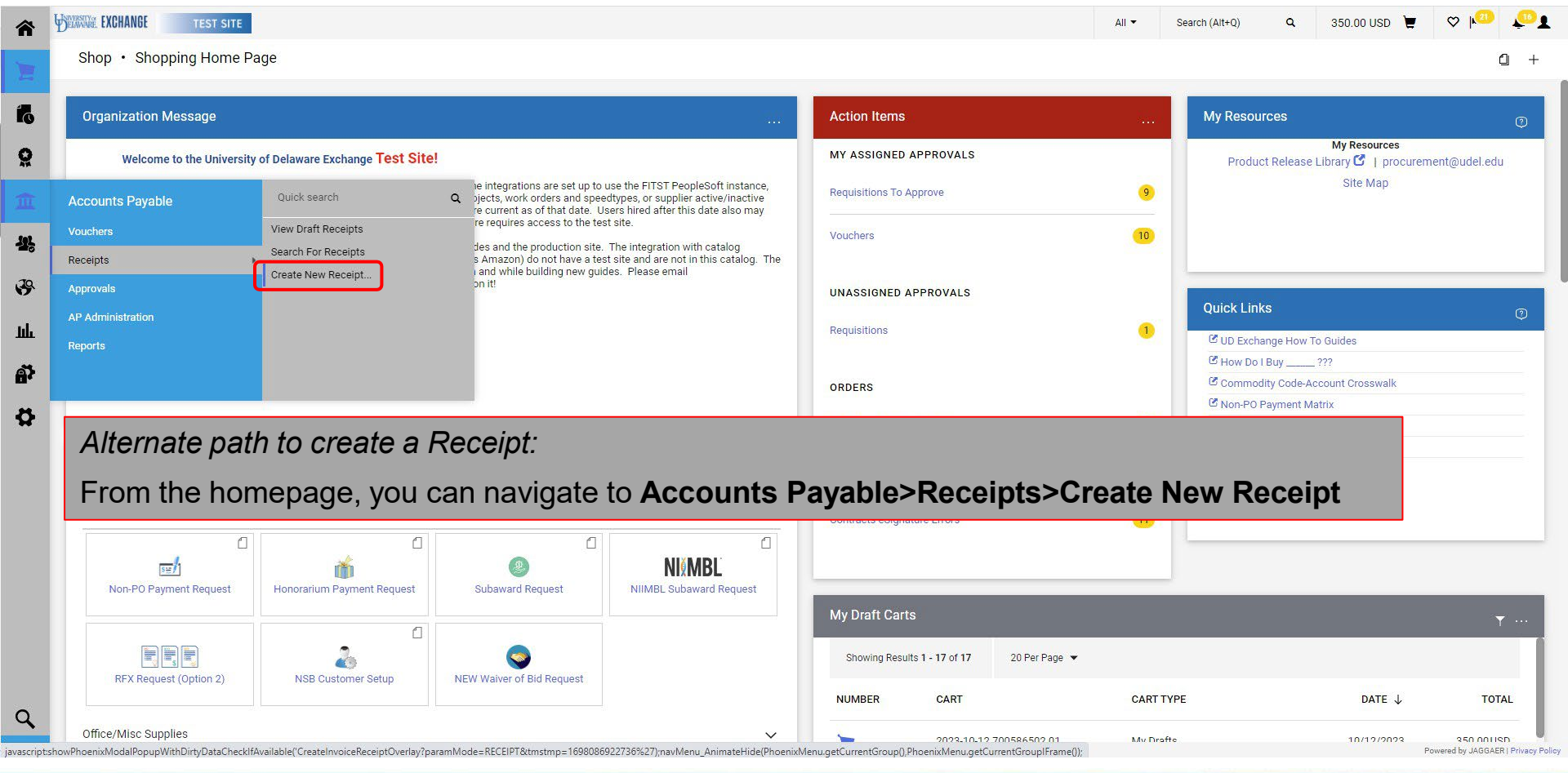
When creating a Receipt for a catalog or non-catalog purchase order beginning with **UDS**, you will need to create a **Cost** Receipt.

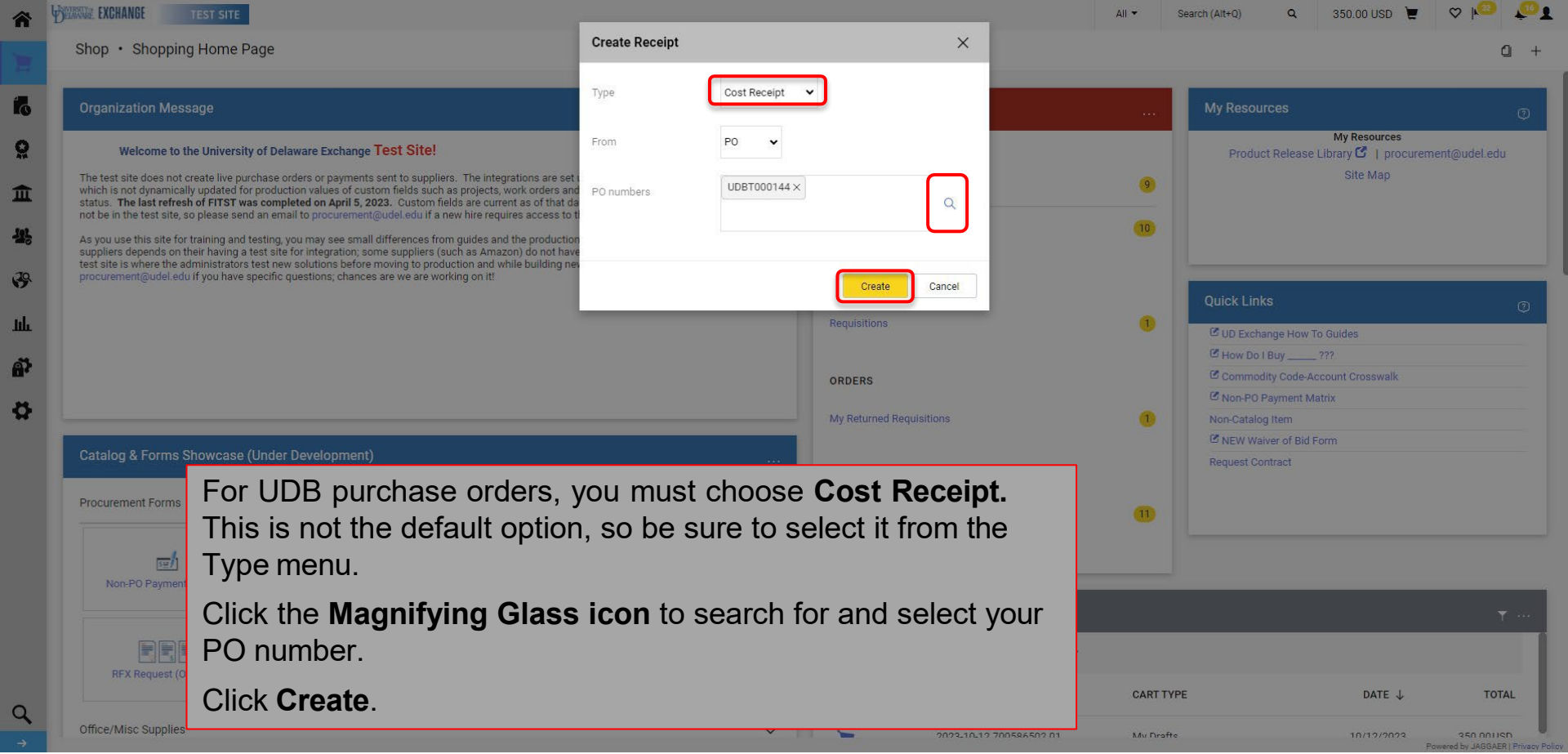
- UDB POs should always have a line quantity of 1 and then a dollar amount that receives multiple invoices against it, ultimately counting the dollar amount down to zero.
- Examples of UDB POs are: consultant services or standing orders with suppliers for a fiscal year, such as dairy delivery for UDairy Creamery locations.



On the **Receipts** tab of your purchase order and click on the **+ icon**.


UDBT000144: Create Receipt
Item Type
Net Qty Received
Net Cost Received
Item
Catalog No.
Size/Packaging
Unit Price
Quantity
Ext. Price
1
None
--
--
Ice cream supplies from Hypoint for UDairy Cafe for FY22
EA
20,000.00
1 EA
20,000.00
Create Cost Receipt
Cancel
Click Create Cost Receipt.
Purchase Order • HY POINT FARMS
Records found: 1
Line Details
Completed
Sent To Supplier
Supplier
HY POINT FARMS
Total (20,000.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal
20,000.00
Related Documents
Requisition: 3870074
What's next?
Workflow Status
Completed
Workflow
Show skipped steps


EXCHANGE
TEST SITE
All
Search (Alt+Q)
350.00 USD
Shop • Shopping Home Page
Organization Message
Welcome to the University of Delaware Exchange Test Site!
Accounts Payable
Vouchers
Receipts
Approvals
AP Administration
Reports
Quick search
View Draft Receipts
Search For Receipts
Create New Receipt...
Action Items
MY ASSIGNED APPROVALS
Requisitions To Approve 9
Vouchers 10
UNASSIGNED APPROVALS
Requisitions 1
ORDERS
My Resources
My Resources
Product Release Library | procurement@udel.edu
Site Map
Quick Links
UD Exchange How To Guides
How Do I Buy _____ ???
Commodity Code-Account Crosswalk
Non-PO Payment Matrix
Alternate path to create a Receipt:
From the homepage, you can navigate to Accounts Payable>Receipts>Create New Receipt
Non-PO Payment Request
Honorarium Payment Request
Subaward Request
NIIMBL Subaward Request
RFX Request (Option 2)
NSB Customer Setup
NEW Waiver of Bid Request
Office/Misc Supplies
My Draft Carts
Showing Results 1 - 17 of 17
20 Per Page
NUMBER
CART
CART TYPE
DATE
TOTAL



For UDB purchase orders, you must choose **Cost Receipt.** This is not the default option, so be sure to select it from the Type menu.

Click the **Magnifying Glass icon** to search for and select your PO number.

Click **Create**.

Cost Receipt • 589589

Save Updates | Complete

Summary | Comments | Attachments | History

Receipt Name: 9/2/21 delivery

Receipt No: To Be Assigned

Receipt Date: 9/2/2021 (mm/dd/yyyy)

Packing Slip No.: 017-013490

Supplier Name: HY POINT FARMS

Received by: Rachel Requester

Receipt Address: No addresses defined in profile.
University of Delaware
Attn: Receiving

Carrier: Other

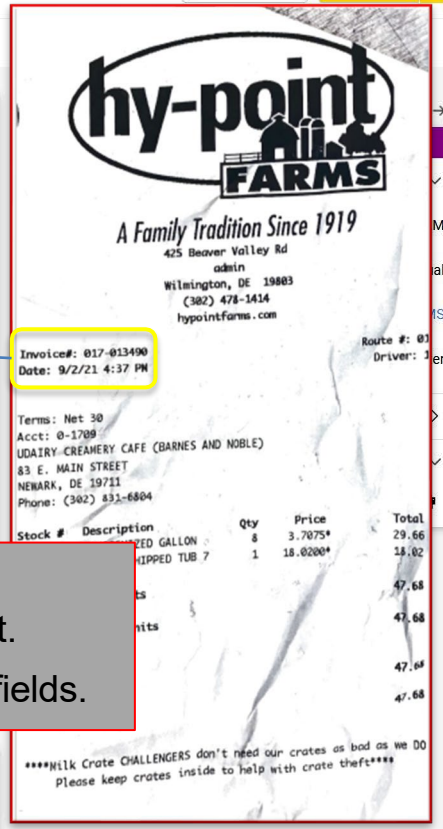
Tracking Number:

Attachments

Attachments	Date	Add
Hypoint+017-013490+9-2-2021+$47.68.pdf	9/28/2023	...

Notes

1000 characters remaining



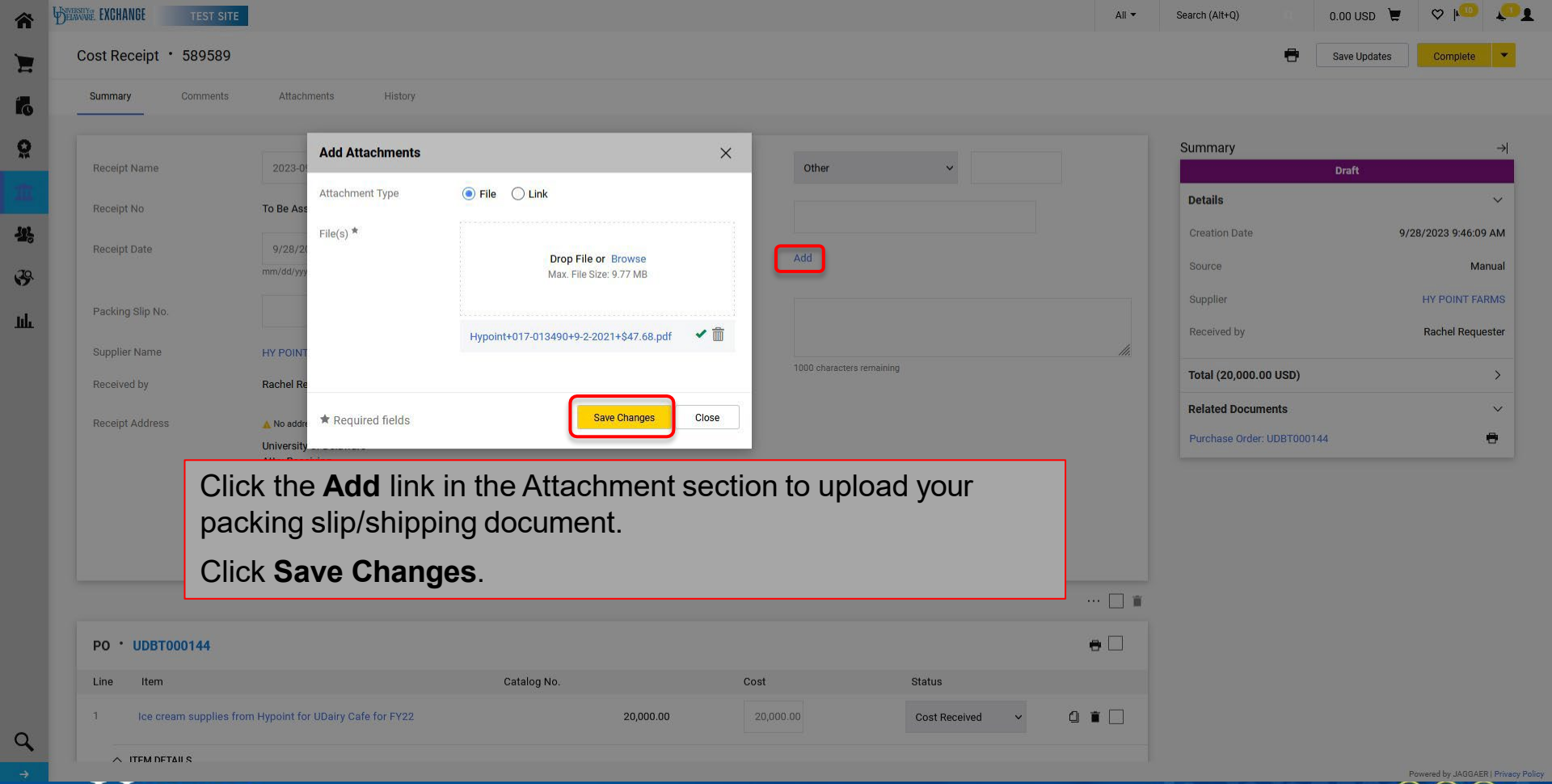
Once you have created your Receipt:

Complete the fields with the information from your packing slip/shipping document.

Your business unit may have specific instructions for the Receipt Name or Notes fields.

PO • UDBT000144

Line	Item	Catalog No.	Cost	Status



Click the **Add** link in the Attachment section to upload your packing slip/shipping document.

Click **Save Changes**.

Cost Receipt • 589589

Summary Comments Attachments History

Scroll down to the Line Items section and enter the dollar amount of the Receipt in the **Cost** field.

You can click the **Trash Can icon** to remove any lines that should not be included on this Receipt.

PO • UDBT000144

Line	Item	Catalog No.		Cost	Status
1	Ice cream supplies from Hypoint for UDairy Cafe for FY22		20,000.00	47.68	Cost Received

ITEM DETAILS

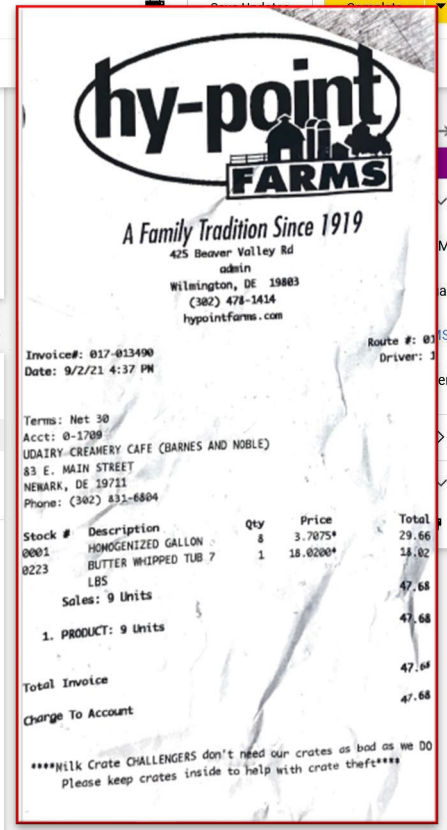
Contract No. *no value*

Line Item Type *no value*

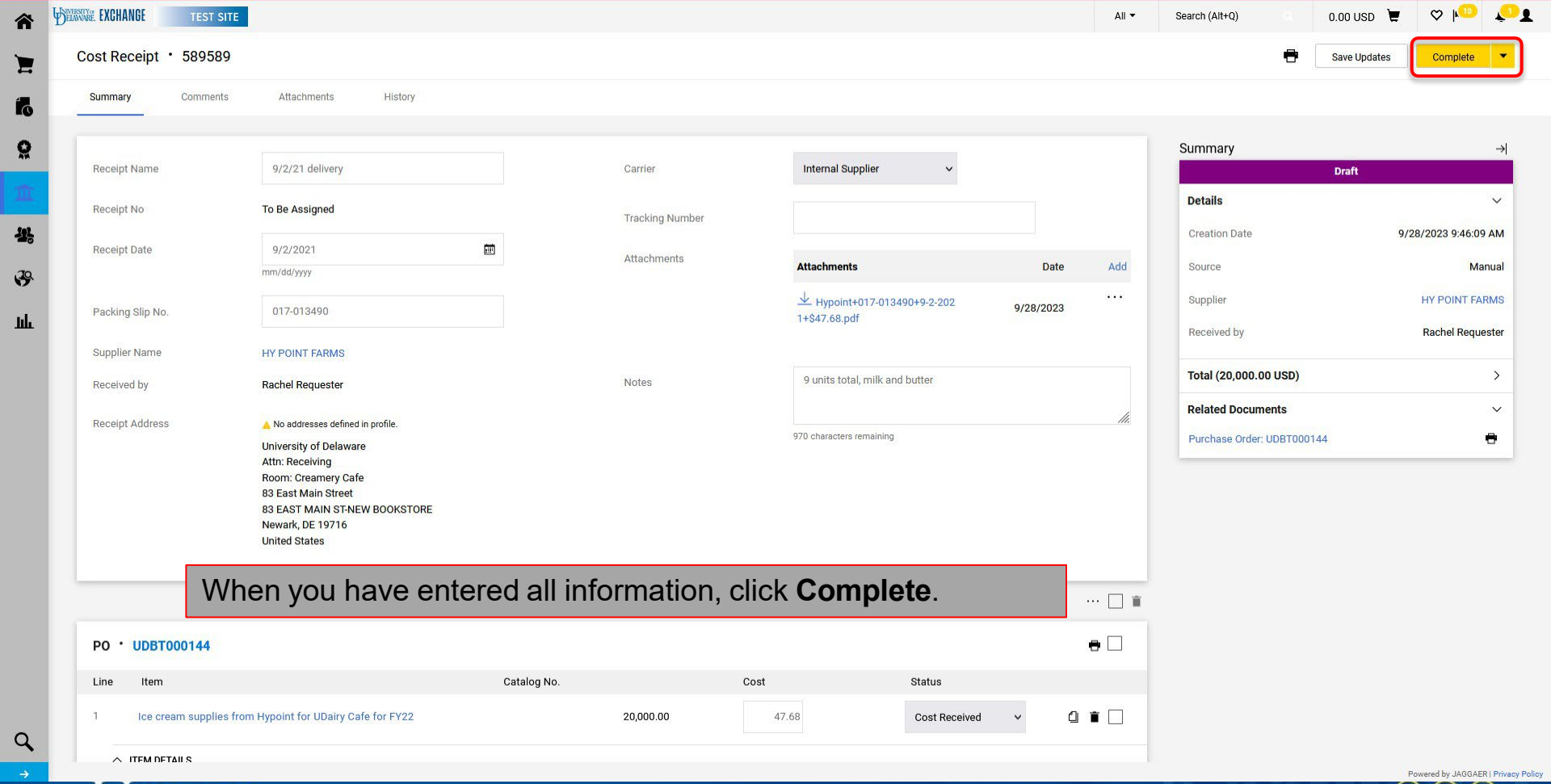
Attachments Add

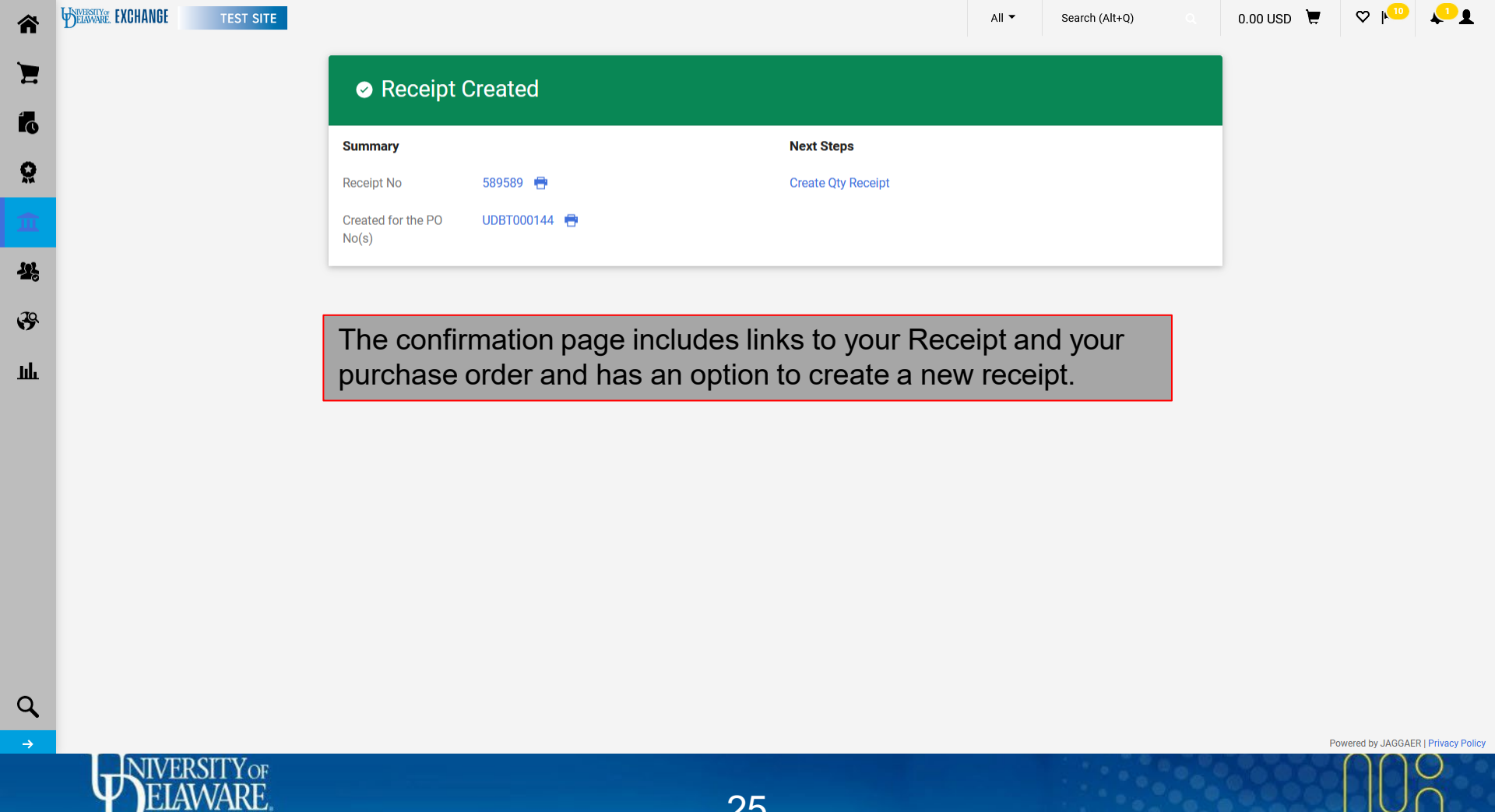
Notes

1000 characters remaining

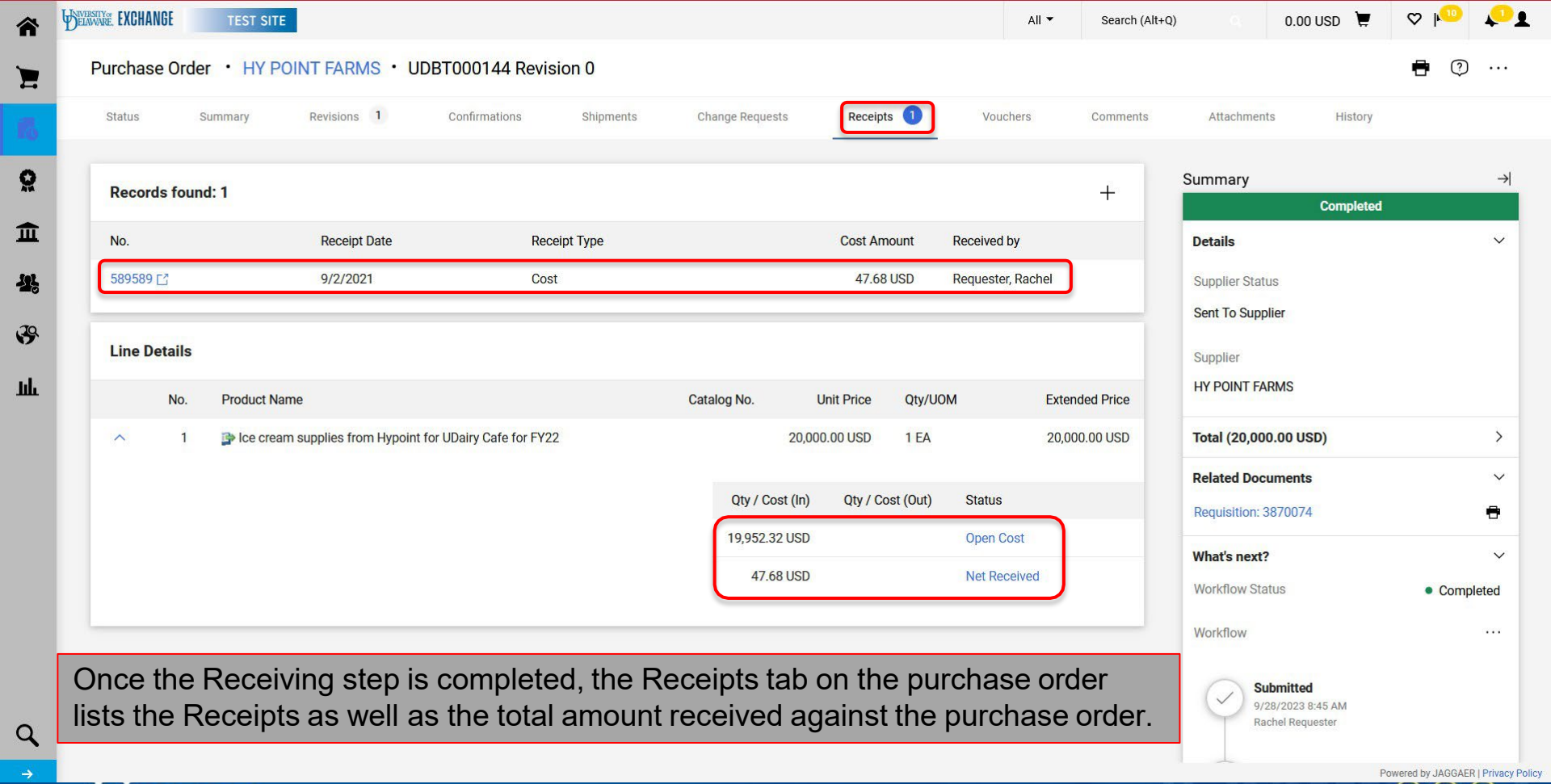

hy-point FARMS
A Family Tradition Since 1919
425 Beaver Valley Rd
admin
Wilmington, DE 19803
(302) 478-1414
hypointfarms.com
Invoice#: 017-013490
Date: 9/2/21 4:37 PM
Terms: Net 30
Acct: 0-1709
UDAIRY-CREAMERY CAFE (BARNES AND NOBLE)
83 E. MAIN STREET
NEWARK, DE 19711
Phone: (302) 831-6804
Stock # Description Qty Price Total
0001 HOMOGENIZED GALLON 8 3.7075* 29.66
0223 BUTTER WHIPPED TUB 7 LBS 1 18.0200* 18.02
Sales: 9 Units 47.68
1. PRODUCT: 9 Units 47.68
Total Invoice 47.68
Charge To Account 47.68
****Milk Crate CHALLENGERS don't need our crates as bad as we DO
Please keep crates inside to help with crate theft****

Powered by JAGGAER | Privacy Policy


EXCHANGE
TEST SITE
All
Search (Alt+Q)
0.00 USD
Cost Receipt • 589589
Save Updates
Complete
Summary
Comments
Attachments
History
Receipt Name
9/2/21 delivery
Receipt No
To Be Assigned
Receipt Date
9/2/2021
mm/dd/yyyy
Packing Slip No.
017-013490
Supplier Name
HY POINT FARMS
Received by
Rachel Requester
Receipt Address
No addresses defined in profile.
University of Delaware
Attn: Receiving
Room: Creamery Cafe
83 East Main Street
83 EAST MAIN ST-NEW BOOKSTORE
Newark, DE 19716
United States
Carrier
Internal Supplier
Tracking Number
Attachments
Attachments
Date
Add
Hypoint+017-013490+9-2-2021+$47.68.pdf
9/28/2023
Notes
9 units total, milk and butter
970 characters remaining
Summary
Draft
Details
Creation Date
9/28/2023 9:46:09 AM
Source
Manual
Supplier
HY POINT FARMS
Received by
Rachel Requester
Total (20,000.00 USD)
Related Documents
Purchase Order: UDBT000144
When you have entered all information, click Complete.
PO • UDBT000144
Line
Item
Catalog No.
Cost
Status
1
Ice cream supplies from Hypoint for UDairy Cafe for FY22
20,000.00
47.68
Cost Received
ITEM DETAILS
Powered by JAGGAER | Privacy Policy



The confirmation page includes links to your Receipt and your purchase order and has an option to create a new receipt.



Once the Receiving step is completed, the Receipts tab on the purchase order lists the Receipts as well as the total amount received against the purchase order.

Troubleshooting

- Every UDX User can create Receipts, but ***only*** for purchase orders within ***their*** UDX access.
- Receipts can be created against **soft-closed** purchase orders (within 15 days of the final invoice being paid) but *not* **closed** purchase orders.
- Be sure to create Receipts as soon as possible, as purchase orders move to a **closed** status 15 days after the last invoice is paid.
- Attachments, such as packing slips, are ***optional*** for every Receipt. If a packing slip is not available, please consult with your unit regarding an appropriate substitute attachment.
- For the most thorough documentation, Receipts should also be created if items were returned or cancelled. Packing slips will not be available to attach in those instances.

Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website
- Understanding Access in UD Exchange
- The PO Type Override (POTO) Box