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.

UNIVERSITY of DELAWARE EXCHANGE   TEST SITE

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.**

Alternate path to create a Receipt:

From the homepage, you can navigate to **Accounts Payable>Receipts>Create New Receipt**

Shop • Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange Test Site!

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up which is not dynamically updated for production values of custom fields such as projects, work orders and status. **The last refresh of FITST was completed on April 5, 2023.** Custom fields are current as of that da not be in the test site, so please send an email to procurement@udel.edu if a new hire requires access to th

As you use this site for training and testing, you may see small differences from guides and the production suppliers depends on their having a test site for integration; some suppliers (such as Amazon) do not have test site is where the administrators test new solutions before moving to production and while building new procurement@udel.edu if you have specific questions; chances are we are working on it!

Create Receipt

Type	Quantity Receipt ▾
From	PO ▾
PO numbers	UDST001195 ×

Create   Cancel

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

RFX Request (Option 2)

Office/Misc Supplies

My Resources

My Resources

Product Release Library ⧉ | procurement@udel.edu

Site Map

Requisitions

ORDERS

My Returned Requisitions

Quick Links

⧉ UD Exchange How To Guides
⧉ How Do I Buy _____ ???
⧉ Commodity Code-Account Crosswalk
⧉ Non-PO Payment Matrix
Non-Catalog Item
⧉ NEW Waiver of Bid Form
Request Contract

DATE ↓   TOTAL

2023-10-12 700586502-01   My Drafts   10/12/2023   350.00 USD

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.

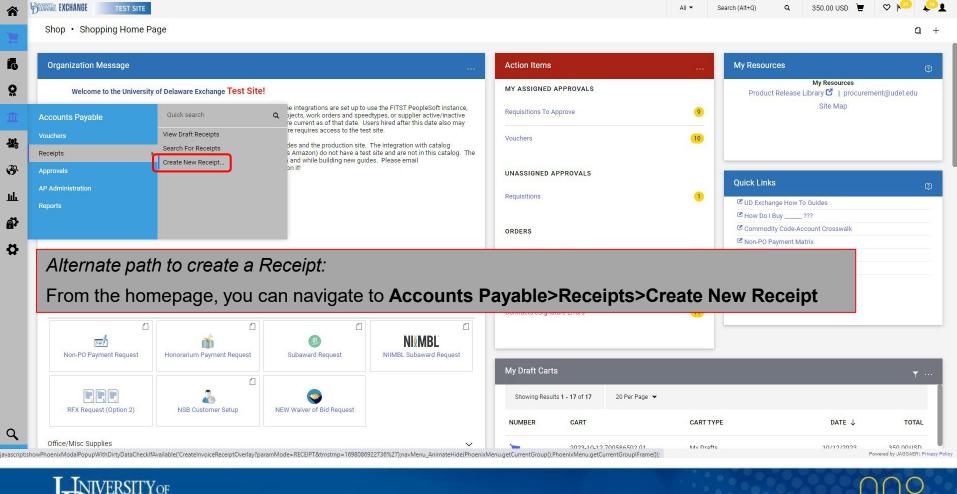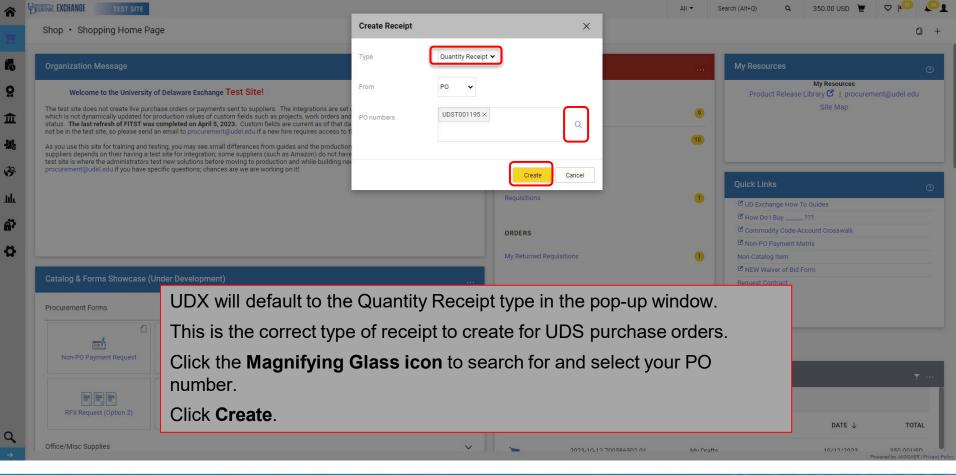Click **Create**.

UNIVERSITY OF DELAWARE.

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.

Quantity Receipt · 589595

Save Updates   Complete

Summary   Comments

Add Attachments   ✕

Attachment Type   ● File   ○ Link

File(s) *

Drop File or Browse
Max. File Size: 9.77 MB

V32484816 Shipment Detail Document.pdf ✓ 🗑

★ Required fields

Save Changes   Close

Receipt Name

Receipt No

Receipt Date

Packing Slip No.

Supplier Name

Received by

Receipt Address

No addresses defined in profile.

UNIVERSITY OF DELAWARE
Attn: Rachel Requester

Other

Add

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

PO · UDST001195

Line	Item	Catalog No.		Quantity	Status			
1	MOLECULAR BIOLOGY GRADE ETHANO	BP2818500	1 CS	1	Received		🗑	☐

ITEM DETAILS

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

Click **Save Changes**.

Quantity Receipt • 589595

🖨 | Save Updates | Complete ▾

Summary | Comments | Attachments | History

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

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 🖨

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

UNIVERSITY OF DELAWARE EXCHANGE   **TEST SITE**

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.

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	🖨

··· 5

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 ▾	✓

UNIVERSITY OF DELAWARE.

10

Summary   Comments   Attachments 1   History

TEST SITE

All ▾   Search (Alt+Q)   0.00 USD 🛒

Save Updates   Complete ▾

Complete
Add PO
Delete

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

t these issues.
e 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

UNIVERSITY OF DELAWARE.

Created Date: All | Quick search 🔍 ❓ | Add Filter

Page 1 of 2   1-10 of 16 Results

10 Per Page ▼

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	Prepared For	Shipment Status	Matching Status	Total Amount	
UDST001195	FISHER SCIENTIFIC COMPANY ⓘ	9/28/2023 11:12:24 AM	Completed	3870236	Rachel Requester	Sent To Supplier	No Matches	5,120.04 USD	+
UDST001194	FISHER SCIENTIFIC COMPANY ⓘ	9/28/2023 11:12:24 AM	Completed	3870236	Rachel Requester	Sent To Supplier	No Matches	619.00 USD	+
UDST001021	FISHER SCIENTIFIC COMPANY ⓘ	8/10/2021 2:49:39 PM	Completed	3314770	Kristen Pickering	Sent To Supplier	Partially Matched	40,000.00 USD	+
UDS0000926	FISHER SCIENTIFIC COMPANY ⓘ	2/26/2021 11:45:25 AM	Completed	3186229	Kristen Pickering	Sent To Supplier	No Matches	24.64 USD	+
UDS0000879	FISHER SCIENTIFIC COMPANY ⓘ	1/28/2021 4:32:56 PM	Completed	3161886	Kristen Pickering	Sent To Supplier	Partially Matched	1,688.43 USD	+
UDS0000865	FISHER SCIENTIFIC COMPANY ⓘ	1/28/2021 3:53:44 PM	Completed	3159347	Kristen Pickering	Sent To Supplier	No Matches	484.95 USD	+
UDS0000768	FISHER SCIENTIFIC COMPANY ⓘ	10/30/2020 2:48:14 PM	Completed	3100130	Rachel Requester	Sent To Supplier	Fully Matched	40.55 USD	+
UDS0000761	FISHER SCIENTIFIC COMPANY ⓘ	10/23/2020 2:43:13 PM	Completed	3089792	Sam Shopper	Sent To Supplier	Fully Matched	40.55 USD	+
UDS0000760	FISHER SCIENTIFIC COMPANY ⓘ	10/22/2020 4:07:37 PM	Completed	3087930	Coleen Bristow	Sent To Supplier	Fully Matched	40.55 USD	+
UDS0000751	FISHER SCIENTIFIC COMPANY ⓘ	10/8/2020 1:38:43 PM	Completed	3070244	Sam Shopper	Sent To Supplier	Fully Matched	40.55 USD	+

Page 1 of 2   1-10 of 16 Results

10 Per Page ▼

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.

Close

Line	Item
1	MOLECULAR BIOLOGY GRADE ETHA...

∧ ITEM DETAILS

UNIVERSITY OF DELAWARE

TEST SITE

All ▾ Search (Alt+Q) 0.00 USD

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

⋯ ☐ 🗑

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 🖨

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				

VCAT: 8093-11

SHIPMENT TOTAL   856.59

UNIVERSITY OF DELAWARE

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✅ Receipt Created

Summary

Receipt No
589595 🖨

Created for the PO No(s)
UDST001195 🖨

Next Steps

Create Qty Receipt

The confirmation page includes links to your Receipt purchase order and has an option to create a new receipt.
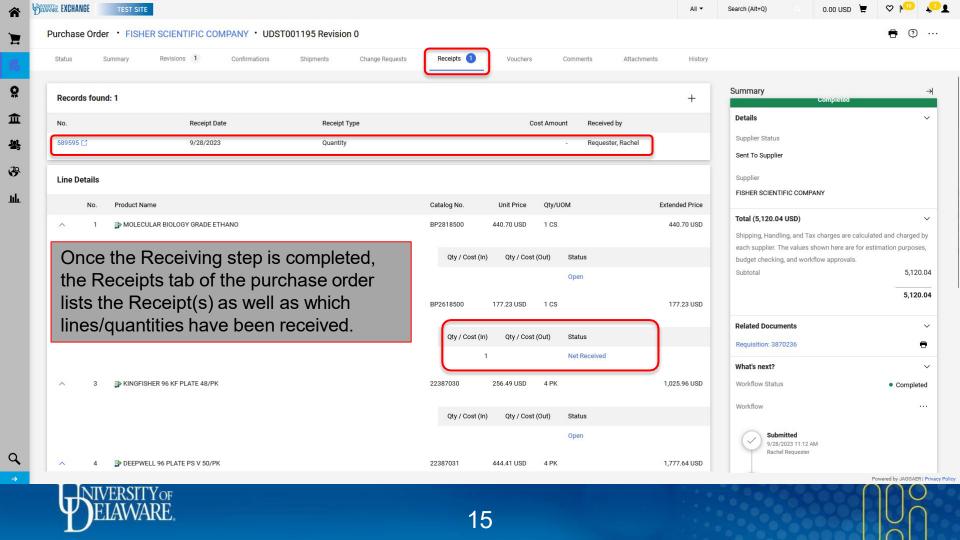
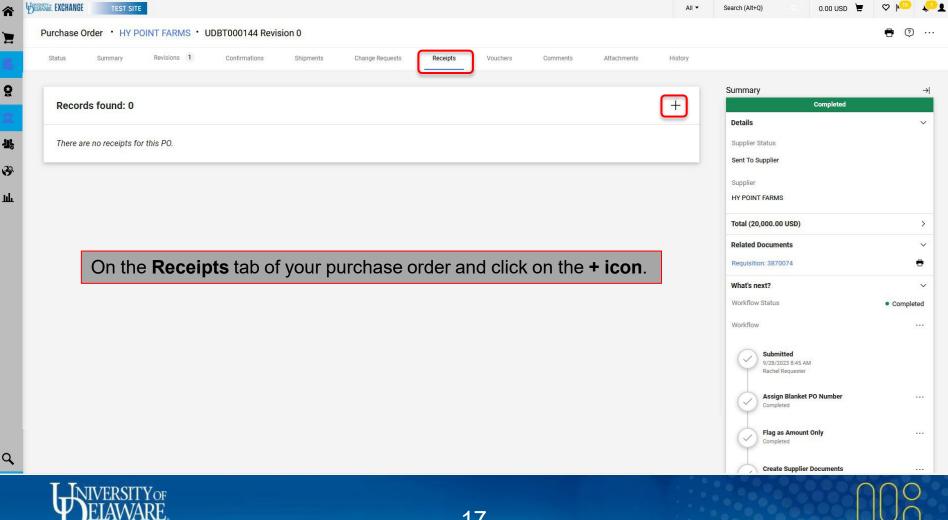# Receipts for UDB (Blanket) Purchase Orders

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.
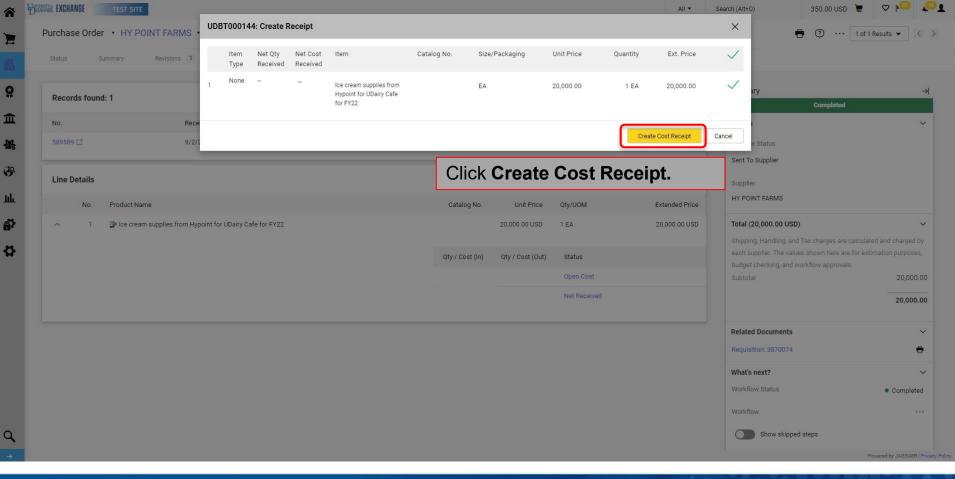
- UDB POs should always have a line quantity of 1 and then a dollar amount that receives multiple invoices against it, ultimately counting the dollar amount down to zero.

- Examples of UDB POs are: consultant services or standing orders with suppliers for a fiscal year, such as dairy delivery for UDairy Creamery locations.

Status   Summary   Revisions 1   Confirmations   Shipments   Change Requests   **Receipts**   Vouchers   Comments   Attachments   History

Records found: 0   +

There are no receipts for this PO.

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

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier

HY POINT FARMS

Total (20,000.00 USD)

Related Documents

Requisition: 3870074

What's next?

Workflow Status   ● Completed

Workflow   ...

✓ **Submitted**
   9/28/2023 8:45 AM
   Rachel Requester

✓ **Assign Blanket PO Number**   ...
   Completed

✓ **Flag as Amount Only**   ...
   Completed

✓ **Create Supplier Documents**   ...

All

Search (Alt+Q)

350.00 USD

UDBT000144: Create Receipt

Purchase Order • HY POINT FARMS

1 of 1 Results

	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	✓

Status   Summary   Revisions   1

Create Cost Receipt   Cancel

Records found: 1

Completed

No.   Rece...

589589   9/2/2...   Sent To Supplier

Click Create Cost Receipt.

Supplier

HY POINT FARMS

Line Details

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.

	No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
∧	1	Ice cream supplies from Hypoint for UDairy Cafe for FY22		20,000.00 USD	1 EA	20,000.00 USD

Subtotal   20,000.00

20,000.00

Qty / Cost (In)   Qty / Cost (Out)   Status

Related Documents

Open Cost

Requisition: 3870074

Net Received

What's next?

Workflow Status   ● Completed

Workflow

Show skipped steps

TEST SITE

All ▾   Search (Alt+Q)   🔍   350.00 USD 🛒   ♡ 21   🔔   👤 16

Organization Message ...

Welcome to the University of Delaware Exchange **Test Site!**

Accounts Payable

| Quick search | 🔍 |

Vouchers

Receipts

Approvals

AP Administration

Reports

View Draft Receipts

Search For Receipts

Create New Receipt...

...e integrations are set up to use the FITST PeopleSoft instance, ...ojects, work orders and speedtypes, or supplier active/inactive ...re current as of that date. Users hired after this date also may ...re requires access to the test site.

...des and the production site. The integration with catalog ...s Amazon) do not have a test site and are not in this catalog. The ...a and while building new guides. Please email ...on it!

Action Items ...

MY ASSIGNED APPROVALS

Requisitions To Approve   9

Vouchers   10

UNASSIGNED APPROVALS

Requisitions   1

ORDERS

Contracts eSignature Errors

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
	2023-10-12 700586502 01	My Drafts	10/12/2023	350.00USD

javascript:showPhoenixModalPopupWithDirtyDataCheckIfAvailable('CreateInvoiceReceiptOverlay?paramMode=RECEIPT&tmstmp=1698086922736%27);navMenu_AnimateHide(PhoenixMenu.getCurrentGroup(),PhoenixMenu.getCurrentGroupIFrame());

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Create Receipt

Type: Cost Receipt

From: PO

PO numbers: UDBT000144 ×

Create   Cancel

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

Summary Comments Attachments History

Receipt Name	9/2/21 delivery	Carrier	Other
Receipt No	To Be Assigned	Tracking Number	
Receipt Date	9/2/2021	Attachments	

mm/dd/yyyy

Attachments — Date — Add

⬇ Hypoint+017-013490+9-2-2021+$47.68.pdf 9/28/2023 ···

Packing Slip No.	017-013490	
Supplier Name	HY POINT FARMS	Notes
Received by	Rachel Requester	
Receipt Address	⚠ No addresses defined in profile.	

1000 characters remaining

University of Delaware
Attn: Receiving

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

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

Route #: 0
Driver: 1

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
	...IZED GALLON	8	3.7075*	29.66
	...HIPPED TUB 7	1	18.0200*	18.02
				47.68
	...nits			47.68
				47.68
				47.68
				47.68

****Milk Crate CHALLENGERS don't need our crates as bad as we DO
Please keep crates inside to help with crate theft****

UNIVERSITY OF DELAWARE EXCHANGE | TEST SITE

Cost Receipt • 589589

🖨 Save Updates | Complete ▾

Summary | Comments | Attachments | History

Receipt Name | 2023-0...

Receipt No | To Be Ass...

Add Attachments ✕

Attachment Type | ● File ○ Link

File(s) ★

Drop File or Browse
Max. File Size: 9.77 MB

Hypoint+017-013490+9-2-2021+$47.68.pdf ✓ 🗑

★ Required fields | **Save Changes** | Close

Receipt Date | 9/28/20...

mm/dd/yy...

Packing Slip No.

Supplier Name | HY POINT...

Received by | Rachel Re...

Receipt Address | ⚠ No addr...
University of Delaware
Attn: Receiving

Other ▾

Add

1000 characters remaining

... ☐ 🗑

PO • UDBT000144 🖨 ☐

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

⌄ ITEM DETAILS

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 🖨

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

Click **Save Changes**.

UNIVERSITY OF DELAWARE

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

UNIVERSITY OF DELAWARE.

23

University of Delaware EXCHANGE   TEST SITE

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

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✓ Receipt Created

Summary

Receipt No   589589 🖨

Created for the PO   UDBT000144 🖨
No(s)

Next Steps

Create Qty Receipt

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

Purchase Order • HY POINT FARMS • UDBT000144 Revision 0

| Status | Summary | Revisions 1 | Confirmations | Shipments | Change Requests | **Receipts 1** | Vouchers | Comments | Attachments | History |

Records found: 1 ➕

No.	Receipt Date	Receipt Type	Cost Amount	Received by
589589 ⧉	9/2/2021	Cost	47.68 USD	Requester, Rachel

Line Details

	No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
⌃	1	Ice cream supplies from Hypoint for UDairy Cafe for FY22		20,000.00 USD	1 EA	20,000.00 USD

Qty / Cost (In)	Qty / Cost (Out)	Status
19,952.32 USD		Open Cost
47.68 USD		Net Received

Summary

Completed

Details ⌄

Supplier Status

Sent To Supplier

Supplier

HY POINT FARMS

Total (20,000.00 USD) ❯

Related Documents ⌄

Requisition: 3870074 🖨

What's next? ⌄

Workflow Status ● Completed

Workflow ⋯

✓ **Submitted**
9/28/2023 8:45 AM
Rachel Requester

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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](#)