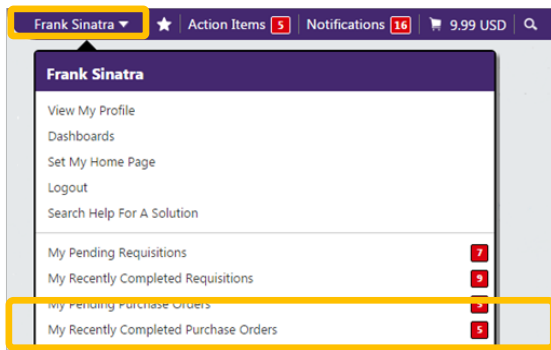


WHAT IS A RECEIPT?

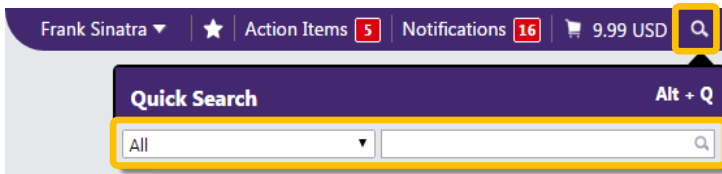
- Receipts provide an acknowledgement in i-Buy NYU that the goods/services ordered have been received. There are two kinds of receipts: **Cost Receipts**, typically used for non-catalog service orders and standing orders and **Quantity Receipts**, typically used for tangible goods.
- A Receipt is required for all purchases exceeding \$2,500. Note: Receipts can be entered at the time that goods or services are received OR after an invoice has been received.
- Receiving functionality in i-Buy NYU replaces the “negative confirmation process” used with eReq.
- i-Buy NYU has been configured to alert the Requestor (via email and system notification) when a Receipt is required. **Note:** This notification can also be forwarded to a Shopper who can then acknowledge receipt.
- Systematic reminder notifications will persist until receipt has been acknowledged in i-Buy NYU.

LET'S GET STARTED

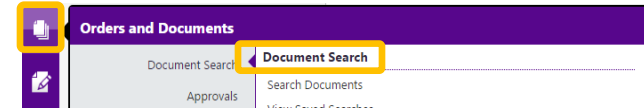
- To enter a receipt, you must first start by navigating to the appropriate purchase order. There are several options to access a PO in i-Buy NYU:
 - Option 1:** Under your profile name, click **My Recently Completed Purchase Orders**. Click on the PO from within this list.



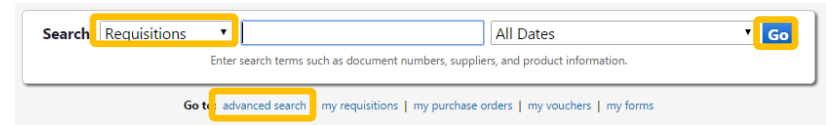
- Option 2:** Click on the **Quick Search** icon and enter the PO number:



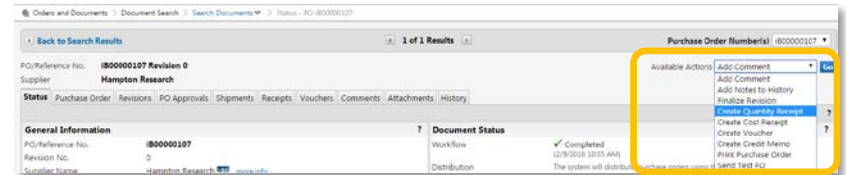
- Option 3:** Click on the **Orders & Documents** button on the left-hand menu, then click **Document Search**



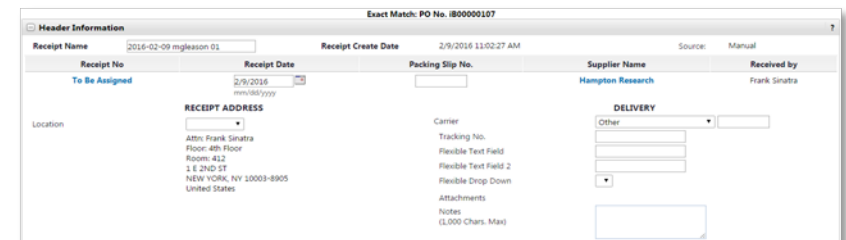
Use the drop-down menu to select Purchase Orders and enter the PO number within the search box and click **Go**. To search by a supplier, date range, department or status, click on the **Advanced Search** link.



- Click on the appropriate PO number. Within the **Available Actions** drop-down menu, click on **Create Quantity Receipt** or **Create Cost Receipt**.



- The Receipt screen is displayed in two sections: Header information and Line Item information. Header information allows the user to capture receipt details including the packing slip no., receipt address, tracking number, attachment, etc.



4. Scroll down to the Line Item Information section and enter the quantity or cost received. Header information is not required.

Line Details

Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
iB0000010	1	Sharpie Fine Point Permanent Markers, Black, Dozen Box --https://images.staplesink.com/is/image/Staples/m002303268_sc77 \$Linkstf\$defaultImage=advnoimgaval_sc7--	125328	880 DZ		380		Received	Remove Line Receive & Return

Buttons: Delete, Add PO, Save Updates, Complete

Line Details

Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
iB0000010	1	Sharpie Fine Point Permanent Markers, Black, Dozen Box --https://images.staplesink.com/is/image/Staples/m002303268_sc77 \$Linkstf\$defaultImage=advnoimgaval_sc7--	125328	2,413.00		2,413.00 USD	Cost Received	Remove Line Receive/Cancel

Buttons: Delete, Add PO, Save Updates, Complete

5. Once the quantity/amount received is entered, click **Complete**.
6. A confirmation message will appear referencing the assigned Receipt number.

Receipt No. 150900 has been created for the following PO No(s):

- PO/Reference No. iB00000107

7. If receipt of an invoice within i-Buy NYU triggered the creation of a receipt, the invoice will be submitted for payment in accordance with the payment terms NYU has with the supplier.

