

## Procurement: Create a Receipt

*For employees who create receipts*

**Purpose:** To create a Receipt.

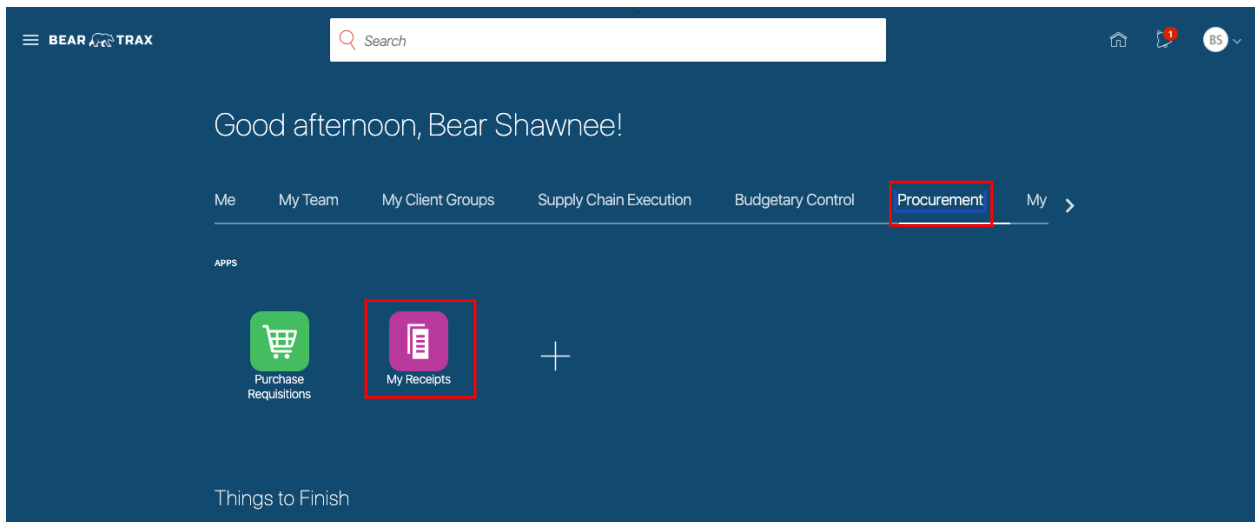
**How to Access:** Log into the [Bear Trax](#) application. Select the task in the Navigator.

**Helpful Hints:** Be sure to keep in mind that...

- Receipts must be created for all purchase orders (including Expense Card and Procurement Card)
- This helps with the elimination of paper P-card packets
- Only ITS will receive Apple and Lenovo orders
- All fields marked by an asterisk, \*, are required.

**Procedure:** Complete the following steps to create a receipt:

1. Click on the **My Receipts** icon.



**Note:** It is useful to have the requisition number when searching.

2. Click **Advanced Search** and select **Last 60 Days** in the **Items Due** field. Click **Search** to display all submitted requisitions from the last 60 days.

BEAR TRAX

Receive Items

Search

Advanced Saved Search Items Due in Last 7 Days

\*\* At least one is required

\*\* Requester Shawnee, Bear

\*\* Entered By

Requisition

Items Due Last 60 days

Requisitioning BU

Purchase Order

Transfer Order

Search Reset Save...

3. Highlight the requisitions to be received. Users can receive more than one requisition at a time.

Search Results

View **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Shipment
						Quantity	UOM	Currency		
Shawnee State ...	REQ100696	1	Pilot(R) G-2(R) Retractable Gel...	GBEX LLC	5/17/17	4	DZ		PO200247	
Shawnee State ...	<b>REQ100716</b>	1	multiple line items	Gordan Flesch C...	5/19/17	1	EA		PO200251	
Shawnee State ...	REQ100716	2	multiple line items	Gordan Flesch C...	5/19/17	1	EA		PO200251	

4. Click on **Receive**.

Search Results

View **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Shipment
						Quantity	UOM	Currency		
Shawnee State ...	REQ100696	1	Pilot(R) G-2(R) Retractable Gel...	GBEX LLC	5/17/17	4	DZ		PO200247	
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Shawnee State ...	REQ100716	2	multiple line items	Gordan Flesch C...	5/19/17	1	EA		PO200251	

5. Click **Show Receipt Quantity** to automatically populate the fields.

Create Receipts

Actions **Show Receipt Quantity**

Requisition	Item Description	Receipt			* Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order
		* Quantity	UOM	Currency					
REQ100716	multiple line items		EA		5/24/17 7:10			Shawnee State ...	PO200251

6. Update **Quantity** and **Date** as necessary, then click **Submit**.

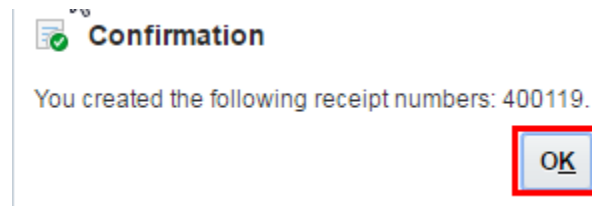
## Create Receipts

 Actions ▾ View ▾  

Requisition	Item Description	* Quantity	UOM	Currency	* Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order
REQ100716	multiple line items	1	EA		5/24/17 7:10			Shawnee State ...	PO200251

**Note:** The other fields are not required.

7. A confirmation window will appear. Click **Ok**.



8. The requisition line will no longer appear in the search because it has been received.

## Final Notes

By following these steps, you have successfully created a receipt to include with a purchase order.