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.

   ![My Receipts Icon]

   Good afternoon, Bear Shawnee!

   Me  My Team  My Client Groups  Supply Chain Execution  Budgetary Control  Procurement  My  >

   Things to Finish

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

4. Click on Receive.

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

6. Update Quantity and Date as necessary, then click Submit.
**Note:** The other fields are not required.

7. A confirmation window will appear. Click Ok.

![Confirmation](image)

You created the following receipt numbers: 400119.

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.