

Creating a Quantity Receipt for Purchase Order

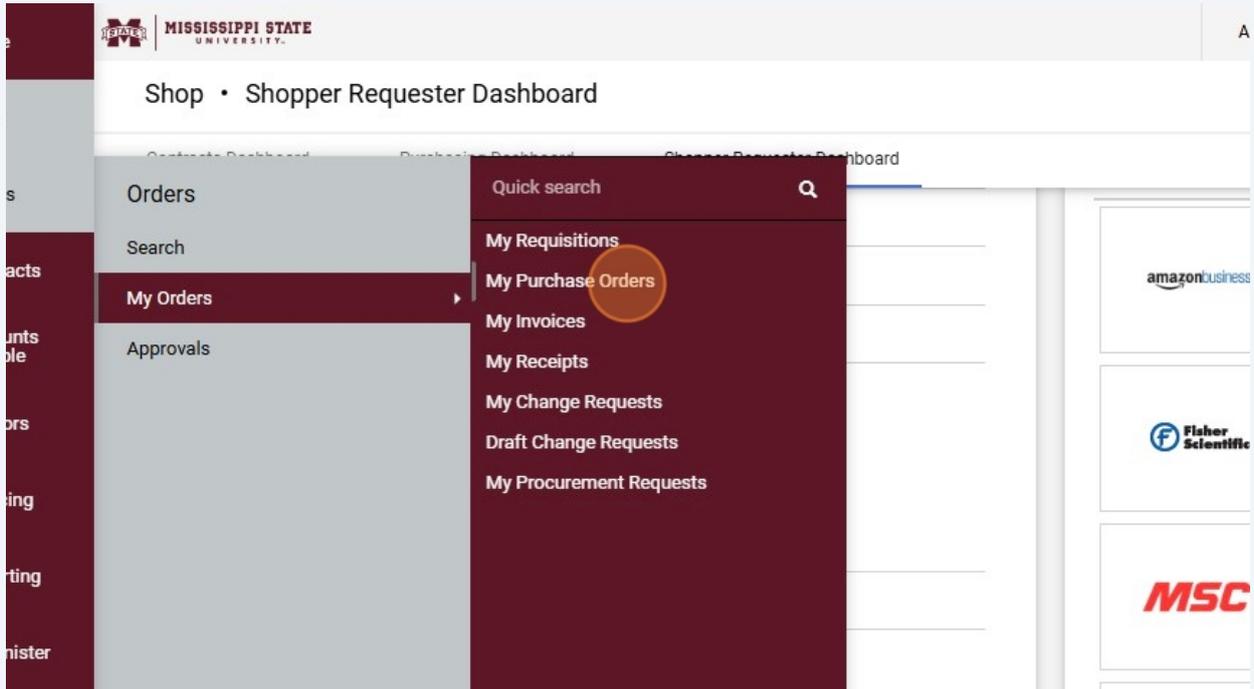


1 Navigate to www.bullybuy.msstate.edu

2 My Invoices requiring receipt

The screenshot shows the BullyBuy system interface. On the left is a dark red sidebar with navigation links: Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area has a search bar at the top with the text 'No results found'. Below it are two sections: 'Direct Pays Not Completed' and 'My Invoices Requiring Receipt'. Both sections have a light blue message box stating 'There are no search results to display for this Requisition search.' and 'There are no search results to display for this Invoice search.' respectively. On the right side, there are two panels: 'Vendor Search' with a search input and a 'Search' button, and 'My Requisitions' with a legend for 'Pending' (blue square), 'Completed' (green square), and 'Rejected' (red square).

3 Or you can go to My Purchase orders

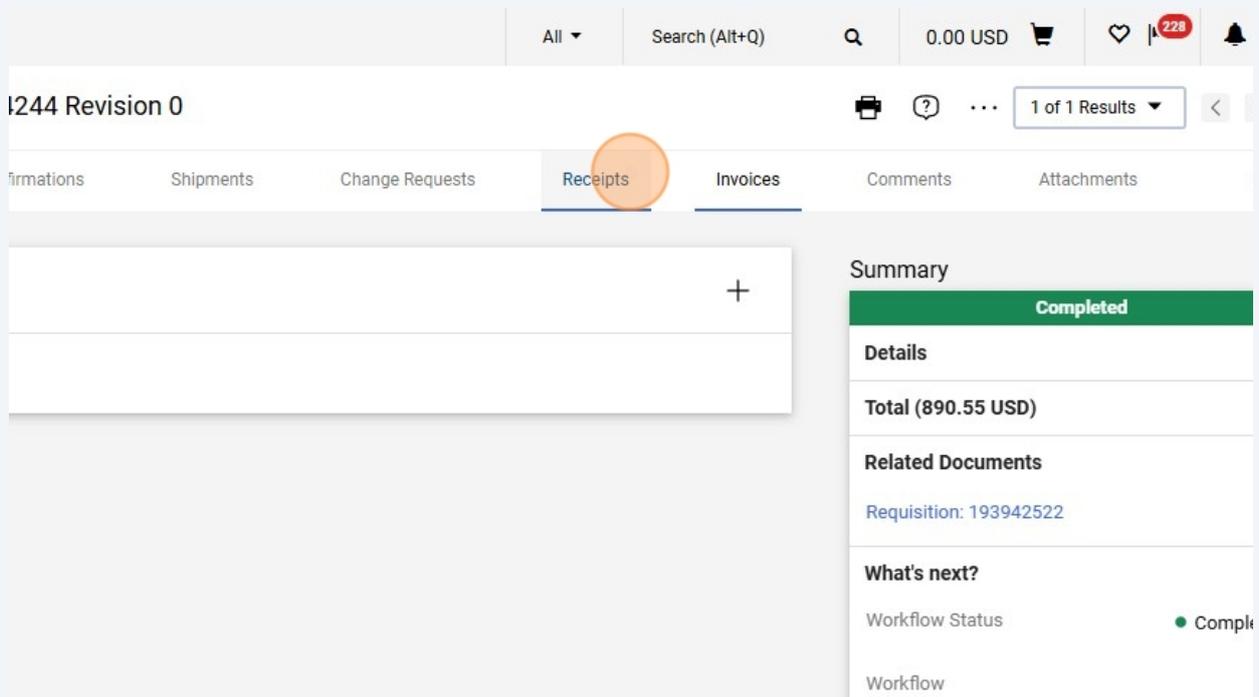


4 Select your Purchase order you want to do a receipt for

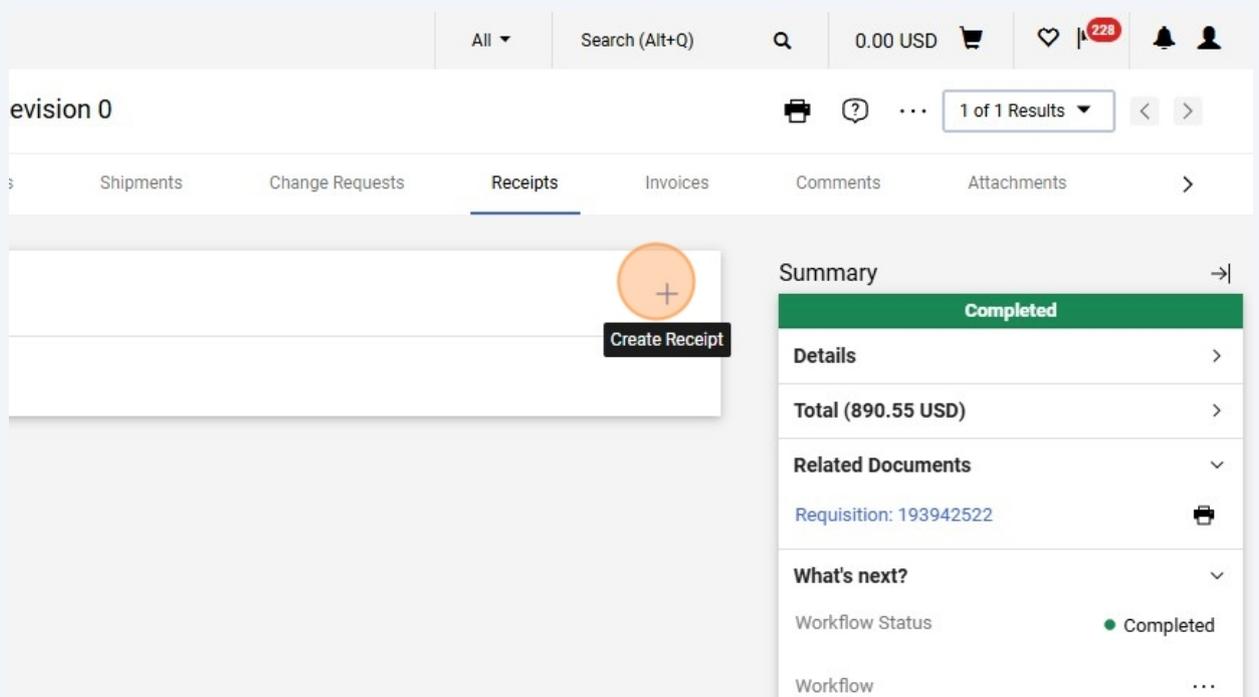
The screenshot displays a table of purchase orders. The table has columns for Vendor, Total Amount, Invoice Number, Invoice Total, PO Number, Fund, Organization, Account, Program, and Activity. The PO Number 'JC0004244' is highlighted with an orange circle. The table also includes search and filter options at the top.

Vendor	Total Amount	Invoice Number	Invoice Total	PO Number	Fund	Organization	Account	Program	Activity
Amazon.com, Inc. ⓘ	890.55 USD		0.00 USD	JC0004244	678002	088800	406490	027000	900100

5 Click "Receipts"



6 Click this icon.



7

If you are receiving/returning the item leave it checked. If you are not receiving/returning the item uncheck it.

Then select create quantity receipt.

Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
B004JV61IQ	EA	19.79	45 EA	890.55	<input checked="" type="checkbox"/>

Create Quantity Receipt Cancel

8

You can edit your quantity. In case you don't receive your whole order.

JC0004244

Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
Master Lock 1175LHSS ProSeries Set Your Own Combination Lock, 2-1/4" Wide, Brass	B004JV61IQ	45 EA	45	Received

ITEM DETAILS

PO Business Unit: MSStateUniversity (MSStateUniversity)

Contract No.: no value

Line Item Type: no value

Flex Field 2: [Empty Field]

Attachments: Add

9 You also have the following options at the drop box:

Return- It will auto populate 0. Be sure to go in and change your quantity to the amount you want to return.

Cancel-Can only cancel if no invoice has been put into bullybuy.

The screenshot displays a 'Quantity Receipt' interface for receipt number 46704671. At the top, there are tabs for 'Summary', 'Comments', 'Attachments', and 'History'. The main area is divided into sections for 'Attachments', 'Notes', and a list of items. The first item is '2 Splash Hog Vertical Urinal Screen' with a quantity of 10. A dropdown menu is open over the quantity field, showing options: 'Received' (highlighted in blue), 'Returned', and 'Cancelled'. Below the item list is an 'ITEM DETAILS' section for 'MSStateUniversity (MSStateUniversity)', showing fields for 'PO Business Unit', 'Contract No.', 'Line Item Type', 'Flex Field 2', 'Attachments', and 'Notes'. On the right side, there is a 'Summary' panel showing a 'Draft' status, a 'Total (755.50 USD)', and a 'Subtotal' of 755.50. Below the summary is a 'Related Documents' section with a link to 'Purchase Order: JC0007542'.

10 You can edit your quantity if you are not returning the whole order.

Example of the change in step 11.

Quantity Receipt • 46704671

Summary Comments Attachments History

Attachments Add

Notes

1000 characters remaining

2 Splash Hog Vertical Urinal Screen B07XF3DN3R 10 EA

Received

ITEM DETAILS

PO Business Unit MSStateUniversity (MSStateUniversity)

Contract No. no value

Line Item Type no value

Flex Field 2

Attachments Add

Notes

Summary

Draft

Details

Total (755.50 USD)

Subtotal 755.50

755.50

Related Documents

Purchase Order: JC0007542

11 Quantity of the return is 8 instead of 10.

Quantity Receipt • 46704671

Summary Comments Attachments History

Attachments Add

Notes

1000 characters remaining

2 Splash Hog Vertical Urinal Screen B07XF3DN3R 8 EA

Returned

ITEM DETAILS

PO Business Unit MSStateUniversity (MSStateUniversity)

Contract No. no value

Line Item Type no value

Flex Field 2

Attachments Add

Notes

Summary

Draft

Details

Total (755.50 USD)

Subtotal 755.50

755.50

Related Documents

Purchase Order: JC0007542

12 Click "Complete" This will submit your receipt.

The screenshot shows a receipt management interface. At the top, there is a navigation bar with a dropdown menu set to 'All', a search bar labeled 'Search (Alt+Q)', a currency indicator '0.00 USD', and notification icons for a heart, a bell with '228', and a user profile. Below the navigation bar, there are two buttons: 'Save Updates' and 'Complete'. The 'Complete' button is highlighted with a red circle. To the left of the 'Complete' button is a printer icon. Below the navigation bar, there is a 'Notes' section with a text area and a '1000 characters remaining' indicator. To the right of the 'Notes' section is a 'Summary' panel. The 'Summary' panel has a purple header 'Draft' and a right-pointing arrow. Below the header are three sections: 'Details' with a right-pointing arrow, 'Total (890.55 USD)' with a right-pointing arrow, and 'Related Documents' with a downward-pointing arrow. Under 'Related Documents', there is a link 'Purchase Order: JC0004244' and a printer icon. Below the 'Notes' and 'Summary' sections, there is a table with columns 'Qty/UOM Ordered', 'Quantity', and 'Status'. The table has one row with '45 EA' in the first column, '10' in the second column, and a status icon in the third column. To the right of the 'Quantity' cell is a printer icon and a checkbox.