Creating a Quantity Receipt for Purchase Order
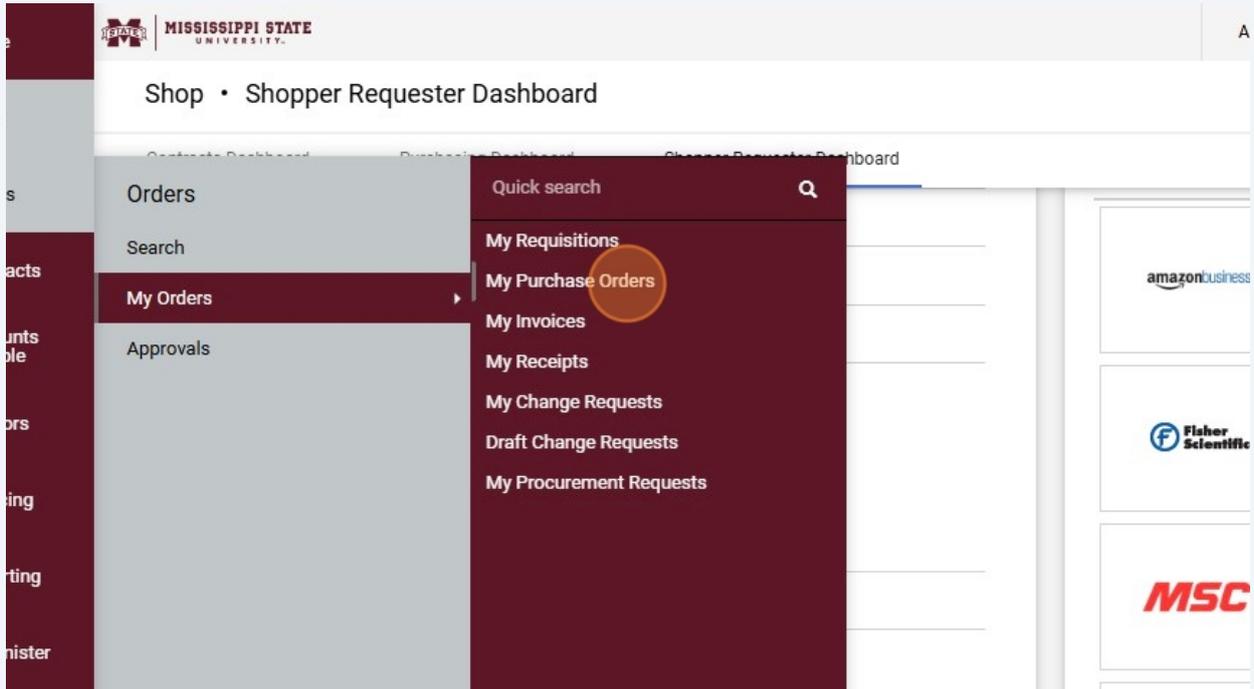
1 Navigate to www.bullybuy.msstate.edu

2 My Invoices requiring receipt

3 Or you can go to My Purchase orders

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

5 Click "Receipts"

All ▼   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ |*228| 🔔

244 Revision 0   🖨 ⑦ ⋯ | 1 of 1 Results ▼ | ‹

firmations   Shipments   Change Requests   Receipts   Invoices   Comments   Attachments

＋

Summary

Completed
Details
Total (890.55 USD)
Related Documents
Requisition: 193942522
What's next?
Workflow Status ● Comple
Workflow

6 Click this icon.

All ▼   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ |*228| 🔔 👤

evision 0   🖨 ⑦ ⋯ | 1 of 1 Results ▼ | ‹ ›

s   Shipments   Change Requests   Receipts   Invoices   Comments   Attachments   ›

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Create Receipt

Summary   →|

Completed	
Details	›
Total (890.55 USD)	›
Related Documents	⌄
Requisition: 193942522	🖨
What's next?	⌄
Workflow Status	● Completed
Workflow	⋯

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	✓

Create Quantity Receipt   Cancel

ttachments ›

mpleted

›
›
⌄

Requisition: 193942522

What's next? ⌄

Workflow Status   ● Completed

Workflow   ...

◯ Show skipped steps

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

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.

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

Example of the change in step 11.

11 Quantity of the return is 8 instead of 10.

12 Click "Complete" This will submit your receipt.

All ▾   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ |◄ 228   🔔 👤

🖨   Save Updates   Complete ▾

Notes

1000 characters remaining

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🖨 ☐

Qty/UOM Ordered	Quantity	Status
45 EA	10	⊗ ↩ 🗑 ☐

Summary →|

Draft
Details	›
Total (890.55 USD)	›
Related Documents	⌄
Purchase Order: JC0004244	🖨