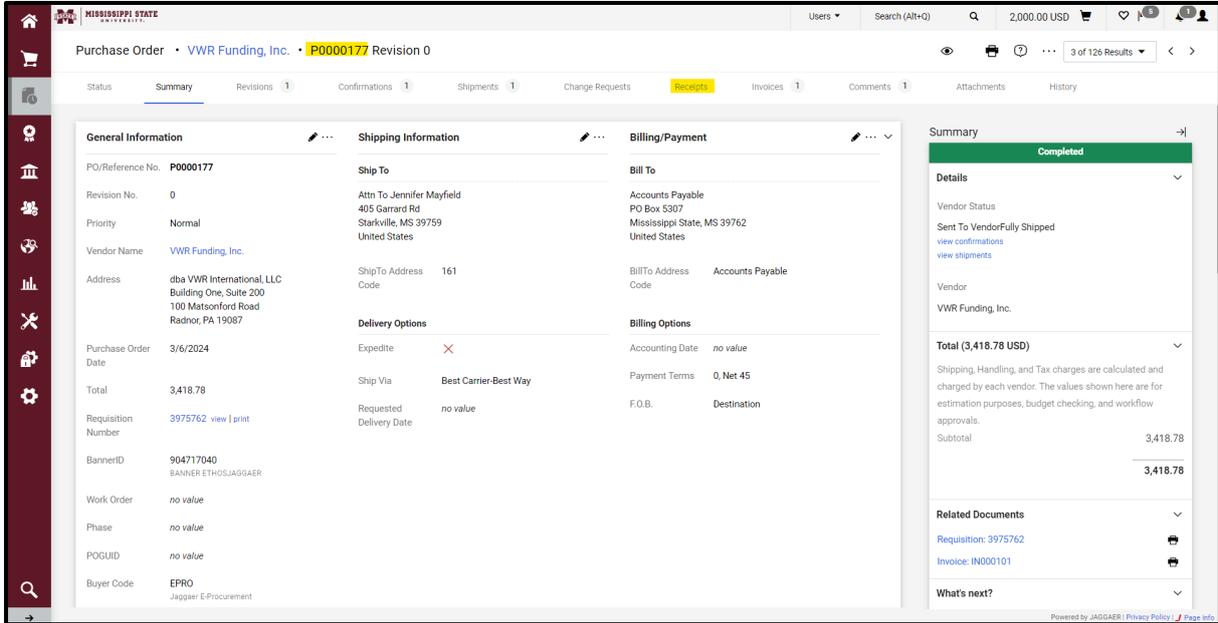




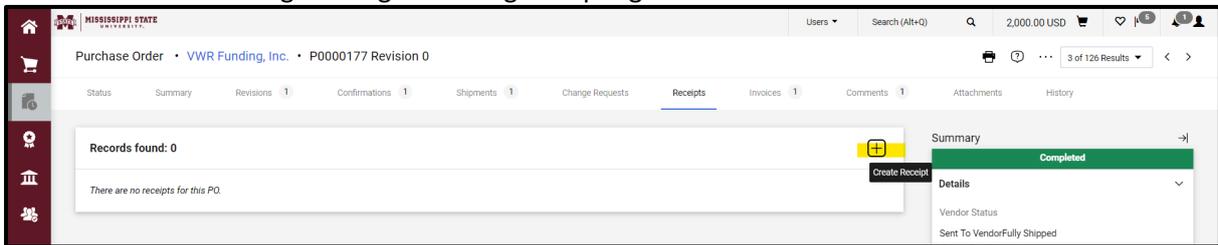
Entering a Receipt against a Purchase Order

This tip sheet outlines the process for requesters to enter a receipt in BullyBuy.

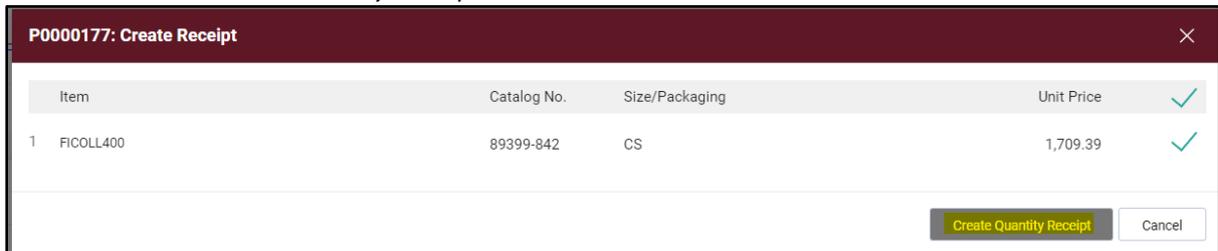
- Identify and enter the purchase order to receive against within the system. Once found select the 'Receipts' tab.



- Select the '+' sign to begin creating receipt against the Purchase Order.



- Click on *Create Quantity Receipt* button



- Add the quantity be received and click *Complete*.



Quantity Receipt • 620913

Summary Comments Attachments History

Starkville, MS 39759
United States

Notes

1000 characters remaining

PO • P0000177

Line	Item	Catalog No.	Quantity	Status
1	FICOLL400	89399-842	1	Received

ITEM DETAILS

Contract No. no value

Line Item Type no value

Attachments Add

Notes

1000 characters remaining

Summary

Draft

Details

Creation Date 3/7/2024 6:43:57 AM

Source Manual

Vendor VWR Funding, Inc.

Received by Sumeet Simunla

Total (1,709.39 USD)

Subtotal 1,709.39

1,709.39

Related Documents

Purchase Order: P0000177

- The system will then create a receipt transaction.

Receipt Created

Summary

Receipt No RC0000039

Created for the PO No(s) P0000177

Next Steps

Create Qty Receipt

Create Returns:

- Create a new receipt transaction, select the quantity you are looking to return, select 'Returned' on the status dropdown and click 'Complete'.

Quantity Receipt • 620908

Summary Comments Attachments History

Starkville, MS 39759
United States

Notes

1000 characters remaining

PO • P0000177

Line	Item	Catalog No.	Quantity	Status
1	FICOLL400	89399-842	1	Returned

ITEM DETAILS

Contract No. no value

Line Item Type no value

Attachments Add

Notes

1000 characters remaining

Summary

Draft

Details

Creation Date 3/7/2024 6:46:26 AM

Source Manual

Vendor VWR Funding, Inc.

Received by Sumeet Simunla

Total (-1,709.39 USD)

Subtotal -1,709.39

-1,709.39

Related Documents

Purchase Order: P0000177