

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.*

	Status SL	ummary Revisions 1 C	onfirmations 1	Shipments 1 Change R	equests Receip	Invoices 1	Comments 1	Attachments History	
	General Informa	ntion 🖋 ···	Shipping Inform	nation 🖋 · ·	Billing/Paymen	ıt	ø v	Summary	
	PO/Reference No.	P0000177	Ship To		Bill To			Details	· · · · · · · · · · · · · · · · · · ·
	Revision No.	0	Attn To Jennifer N 405 Garrard Rd	fayfield	Accounts Payable PO Box 5307	•		Vendor Status	
	Priority	Normal	Starkville, MS 397 United States	59	Mississippi State, United States	MS 39762		Sent To VendorFully Shipped	
1	Vendor Name	VWR Funding, Inc.		4.64				view shipments	
	Address	dba VWR International, LLC Building One, Suite 200 100 Mateonford Road	Ship I o Address Code	161	Code	Accounts Payable		Vendor	
		Radnor, PA 19087	Delivery Options		Billing Options			VWR Funding, Inc.	
	Purchase Order	3/6/2024	Expedite	×	Accounting Date	no value		Total (3,418.78 USD)	
	Total	3 418 78	Ship Via	Best Carrier-Best Way	Payment Terms	0, Net 45		Shipping, Handling, and Tax charges charged by each vendor. The values	are calculated and shown here are for
	Requisition	3975762 view I print	Requested	no value	F.O.B.	Destination		estimation purposes, budget checkin	ng, and workflow
	Number		Derivery Date					Subtotal	3,418.
	BannerID	904717040 BANNER ETHOSJAGGAER							3,418.7
	Work Order	no value							
	Phase	no value						Related Documents	
	0.0.0110	no volvo						10000000000000000000000000000000000000	-

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

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1	Purchase Order • VWR Funding, Inc. • P0000177 Revision 0												÷	? · · · 3 of 126	Results 💌	< >
ío		Status	Summary	Revisions 1	Confirmations 1	Shipments	1 0	Change Requests	Receipts	Invoices	1 co	mments 1	Attachment	is History		
<u>8</u>		Records fo	und: 0									Ð	Summary	Completed		≯
自い		There are no i	receipts for this PO.									Create Receipt	Details			~
1													Sent To Vendo	orFully Shipped		

• Click on *Create Quantity Receipt* button

PC	000177: Create Receipt				×
	ltem	Catalog No.	Size/Packaging	Unit Price	\checkmark
1	FICOLL400	89399-842	CS	1,709.39	\checkmark
				Create Quantity Receipt	Cancel

 \circ $\;$ Add the quantity be received and click Complete.

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2	Quanti	ty Receipt • 620	913						🖶 ··· Save Update	Complete 💌
6	Summa	ary Comments	Attachments	History						
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t						Notes		6	Drait	~
							1000 characters remaining		Creation Date	3/7/2024 6:43:57 AM
9.	_							🗌 🗯	Source	Manual
	PO	• P0000177						•	Received by	Sumeet Simunla
2	Line	Item			Catalog No.	Quantity	Status		Total (1 709 39 USD)	~
	1	FICOLL400			89399- 842	1	Received ~	ti 🖬 🗌	Subtotal	1,709.39
	~	ITEM DETAILS 🔶								1,709.39
		Contract No.		no value						
		Line Item Type		no value					Related Documents	ž
		Attachments		Add					Purchase Order: P0000177	•
		Notes								
				1000 characters remai	ning	le				

 \circ $\;$ The system will then create a receipt transaction.

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Έ		Receipt C	Receipt Created								
ío		Summon		Next Steps							
<u>e</u>		Summary Receipt No.	pc0000020 🚔	Create Oty Respirit							
血		Created for the PO No(s)	P0000177 🖶	oreare ety needpr							

Create Returns:

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

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ío		Summa	ary Comment	s Attachment	ts History									
<u>e</u>				Starkville, MS 3975 United States	9		Notes				Summary	Draft		→
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꽖								1000 characters remaining			Creation Date		3/7/2024 6:46:26 A	M
&									🗌	×.	Source		Manu	Jal
հ		PO	• P0000177						e [Received by		Sumeet Simur	nla
×		Line	ltem			Catalog No.	Quantity	Status			Total (-1,709.	39 USD)		~
a 7		1	FICOLL400			89399- 842	1	Returned ~	51		Subtotal		-1,709.3	39
\$		~	ITEM DETAILS					Returned					-1,709.3	39
			Contract No.		no value		Previous Receipts	RC0000039 🖶			Related Docu	nents		~
			Line Item Type		no value		Returned For	~			Purchase Orde	r: P0000177	e	
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٩					1000 characters rem	aining								