

# UNIVERSITY OF DELAWARE<sup>®</sup> EXCHANGE

Receiving: Creating PO Receipts

*Revised 10/16/2023*

# Creating PO Receipts

There are two different types of Receipts you can create in UDX:

Quantity Receipts for **UDS** (Standard) Purchase Orders (**Slide 2**)

Cost Receipts for **UDB** (Blanket) Purchase Orders (**Slide 16**)

- Receipts in UDX verify that goods were received, or services were performed.
- UDX Receipts are not required for payment to suppliers.
- You may be required to use the Receipts feature for documentation based on the funding source of your purchase (e.g., sponsored research).
- Your department may also require that you use Receipts in UDX for documentation.
- You can create a Receipt on any open (or soft closed) purchase order within your UDX access.



# Receipts for UDS (Standard) Purchase Orders

UDS (Standard) purchase orders are quantity-based.

When creating a Receipt for a catalog or non-catalog purchase order beginning with **UDS**, you will need to create a **Quantity** Receipt.



StatusSummaryRevisions1ConfirmationsShipmentsChange RequestsReceiptsVouchersCommentsAttachmentsHistory

Records found: 0



There are no receipts for this PO.

To create a receipt, you can navigate to the **Receipts** tab of your purchase order and **click the + icon**.

Summary →

Completed

Details ▾

Supplier Status

Sent To Supplier

Supplier

FISHER SCIENTIFIC COMPANY

Total (5,120.04 USD) >

Related Documents ▾

Requisition: 3870236

What's next? ▾

Workflow Status

Completed

Workflow ...



Submitted

9/28/2023 11:12 AM  
Rachel Requester



Assign PO Number

Completed ...



Create Supplier Documents

Completed ...



Batch PO Export ...

UNIVERSITY OF DELAWARE  
EXCHANGE  
TEST SITE

Purchase Order • FISHER SCIENTIFIC

StatusSummaryRevisions3

Records found: 1

No.589595

Line Details

No.1Product NameMOLECULAR BIOLOGY GRADE ETHANO

No.2Product NameISOPROPANOL MOLECULAR BIOLOGY

No.3Product NameKINGFISHER 96 KF PLATE 48/PK

UDST001195: Create Receipt

	Item Type	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	None	--	--	MOLECULAR BIOLOGY GRADE ETHANO	BP2818500	CS	440.70	1 CS	440.70	✓
2	None	--	--	ISOPROPANOL MOLECULAR BIOLOGY	BP2618500	CS	177.23	1 CS	177.23	✓
3	None	--	--	KINGFISHER 96 KF PLATE 48/PK	22387030	PK	256.49	4 PK	1,025.96	✓
4	None	--	--	DEEPWELL 96 PLATE PS V 50/PK	22387031	PK	444.41	4 PK	1,777.64	✓
5	None	--	--	96 TIP COMB F/DW MAGNTS 100/CS	22387029	CS	756.03	1 CS	756.03	✓
6	None	--	--	PLATE SEALER EA	ICN7740005	EA	65.78	4 EA	263.12	✓
7	None	--	--	MATRIX RESERVOIR 25ML 100/CS	14387069	CS	169.84	4 CS	679.36	✓

Create Quantity ReceiptCancel

Click Create Quantity Receipt.

Qty / Cost (In)Qty / Cost (Out)Status

22387030256.49 USD4 PK1,025.96 USD

Qty / Cost (In)Qty / Cost (Out)Status

Open

350.00 USD

1 of 1 Results

Completed

StatusSupplieror more lines rejected

SCIENTIFIC COMPANY

9,942.81 USD

g, Handling, and Tax charges are calculated and charged by supplier. The values shown here are for estimation purposes, checking, and workflow approvals.

4,942.81

4,942.81

Related Documents

Requisition: 3870236

What's next?

Workflow StatusCompleted

Workflow

Show skipped steps

Powered by JAGGAER | Privacy Policy

UNIVERSITY OF DELAWARE

4



UDX EXCHANGE

TEST SITE

Shop • Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange **Test Site!**

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up which is not dynamically updated for production values of custom fields such as projects, work orders and status. **The last refresh of FITST was completed on April 5, 2023.** Custom fields are current as of that date and are not in the test site, so please send an email to [procurement@udel.edu](mailto:procurement@udel.edu) if a new hire requires access to the test site.

As you use this site for training and testing, you may see small differences from guides and the production site. Suppliers depends on their having a test site for integration; some suppliers (such as Amazon) do not have a test site where the administrators test new solutions before moving to production and while building new solutions. Please email [procurement@udel.edu](mailto:procurement@udel.edu) if you have specific questions; chances are we are working on it!

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request


RFX Request (Option 2)

Office/Misc Supplies

Create Receipt

Type: **Quantity Receipt**

From: PO

PO numbers: UDST001195 X 

**Create** Cancel

My Resources

Product Release Library | [procurement@udel.edu](mailto:procurement@udel.edu)

Site Map

Quick Links

[UD Exchange How To Guides](#)

[How Do I Buy \\_\\_\\_\\_\\_ ???](#)

[Commodity Code-Account Crosswalk](#)

[Non-PO Payment Matrix](#)

[Non-Catalog Item](#)

[NEW Waiver of Bid Form](#)

[Request Contract](#)

Requisitions

ORDERS

My Returned Requisitions

DATE ↓

TOTAL

2023-10-12 7:00:58:6502.01

My Drafts

10/12/2023

350.00 USD

Powered by JAGGAER | Privacy Policy

UDX will default to the Quantity Receipt type in the pop-up window.

This is the correct type of receipt to create for UDS purchase orders.

Click the **Magnifying Glass icon** to search for and select your PO number.

Click **Create**.





Quantity Receipt • 589595

Summary Comments Attachments History

Receipt Name: 2023-09-28 test1000requester 01

Carrier:

Receipt No: To Be Assigned

Tracking Number:

Receipt Date: 9/28/2023

Attachments:

Packing Slip No: V32484816-002

Supplier Name: FISHER SCIENTIFIC COMPANY

Received by: Rachel Requester

Notes:

Receipt Address:   
▲ No addresses defined in profile.   
UNIVERSITY OF DELAWARE   
Attn: Rachel Requester   
Room: Lasher Lab   
16684 COUNTY SEAT HIGHWAY   
LASHER LAB   
GEORGETOWN, DE 19947   
United States

OPEN AND INSPECT IMMEDIATELY  
QUESTIONS REGARDING THIS SHIPMENT SHOULD BE  
DIRECTED TO YOUR FISHER CUSTOMER SERVICE  
OFFICE WITHIN 7 DAYS  
AT: 800-766-7000

CUSTOMER SERVICE OFFICE  
FMS-NORTHEAST RE

SHIP WHSE: EPD

ORDER NO: V32484816-002

PLEASE REFERENCE THE ORDER NUMBER  
SHOWN ABOVE IN ALL CORRESPONDENCE.  
RETURNS WILL NOT BE ACCEPTED  
WITHOUT PRIOR AUTHORIZATION.

S UDS0047541  
O UNIVERSITY OF DELAWARE  
L  
D 222 SOUTH CHAPEL STREET  
T  
O NEWARK DE 19716

SHIPMENT DETAIL DOCUMENT



PAGE 1

Visit the Fisher Scientific Website: fishersci.com

CUSTOMER ACCOUNT NO. 201082-020	CUSTOMER PURCHASE ORDER NO. UDS0047541
DATE ORDERED 9/25/23	CUSTOMER REQUISITION/RELEASE
CALLER RACHEL REQUESTER	CALLER PHONE NO. - 7

S RACHEL REQUESTER/RM:LASHER LAB  
H UNIVERSITY OF DELAWARE  
I LASHER LAB  
P  
T 16483 COUNTY SEAT HWY  
O GEORGETOWN DE 19947

LINE NO.	CATALOG NUMBER	QUANTITY SHIPPED	UNIT	LOT NO.	DESCRIPTION EXP. DATE	SERIAL NO.	UNIT PRICE	AMOUNT	QUANTITY ORDERED	BACK ORDERED
002	BP2618500	1	CS		ISOPROPANOL MOLECULAR BIOLOGY CUST LIN NBR: 2 VCAT: BP2618-500 230501	3/07/28	177.23	177.23	1	
	HAZM									
008	14 387 069	4	CS		MATRIX RESERVOIR 25ML 100/CS CUST LIN NBR: 8 VCAT: 8093-11	6	169.84	679.36	4	
SHIPMENT TOTAL								856.59		

Once you have created your Receipt:  
Complete the fields with the information from your packing slip/shipping document.  
Your business unit may have specific instructions for the Receipt Name or Notes fields.





Quantity Receipt • 589595

Summary Comments

Add Attachments

Attachment Type ☒ File ☐ Link

File(s) \*

Drop File or [Browse](#)  
Max. File Size: 9.77 MB

V32484816 Shipment Detail Document.pdf ✓

★ Required fields

Save Changes

Close

Add

Summary →

Draft

Details

Creation Date9/28/2023 1:20:28 PM

SourceManual

SupplierFISHER SCIENTIFIC COMPANY

Received byRachel Requester

Total (5,120.04 USD) >

Related Documents

Purchase Order: UDST001195

Click the **Add** link in the Attachment section to upload your packing slip/shipping document.  
Click **Save Changes**.

PO • UDST001195

Line	Item	Catalog No.	Quantity	Status
1	MOLECULAR BIOLOGY GRADE ETHANO	BP2818500	1 CS	Received



Summary   Comments   Attachments   History

1000 characters remaining

Scroll down to the Line Items section.

Lines that you have not yet created Receipts for will show by default.

**Click the Trash Can icon** to remove any line not included in this shipment.

If you received partial amounts, you can adjust the **quantities**.

1000 characters remaining

3   KINGFISHER 96 KF PLATE 48/PK

22387030

4 PK

4

Received

ITEM DETAILS

Contract No.   no value

Line Item Type   no value

Attachments   Add

Notes

1000 characters remaining

Summary

Draft

Details

Creation Date   9/28/2023 1:20:28 PM

Source   Manual

Supplier   FISHER SCIENTIFIC COMPANY

Received by   Rachel Requester

Total (5,120.04 USD)

Related Documents

Purchase Order: UDST001195



If your purchase order has many lines but you only received a few in this shipment, it is most efficient to:

Click the box in the Line Items header to **Select All** lines.

Then, **de-select** the lines you received in this shipment.

Click the **Trash Can icon** in the Line Items header to remove the remaining checked lines that you have not yet received.

The **number** in the Line Items header will show how many lines you are removing from your Receipt.

...

5

Summary

Draft

Details

Creation Date9/28/2023 1:20:28 PM

SourceManual

SupplierFISHER SCIENTIFIC COMPANY

Received byRachel Requester

Total (4,094.08 USD)

Related Documents

Purchase Order: UDST001195

Line	Item	Catalog No.	Quantity	Status
1	MOLECULAR BIOLOGY GRADE ETHANO	BP2818500	1 CS	Received
<div>ITEM DETAILS</div> <div>Contract No. no value</div> <div>Line Item Type no value</div> <div>Attachments Add</div> <div>Notes</div> <div>1000 characters remaining</div>				
2	ISOPROPANOL MOLECULAR BIOLOGY	BP2618500	1 CS	Received



Quantity Receipt • 589595

Save Updates

Complete

Summary   Comments   Attachments 1   History

You cannot remove all lines because a Receipt must contain at least one line item.  
If you accidentally remove lines you wanted on the Receipt, you can **select Add PO from the Actions menu.**

16684 COUNTY SEAT HIGHWAY  
LASHER LAB  
GEORGETOWN, DE 19947  
United States

PO • UDST001195

Line	Item	Catalog No.	Quantity	Status
1	MOLECULAR BIOLOGY GRADE ETHANO	BP2818500	1 CS	<div>1</div> <div>Received</div>

ITEM DETAILS

Contract No. no value

Line Item Type no value

Attachments [Add](#)

Notes

1000 characters remaining

Draft

You cannot remove all line items. Receipts must contain at least one line item.

Details

Creation Date9/28/2023 1:20:28 PM

SourceManual

SupplierFISHER SCIENTIFIC COMPANY

Received byRachel Requester

Total (440.70 USD)

Subtotal440.70

440.70

Related Documents

Purchase Order: UDST001195

Complete

Add PO

Delete



UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

All Search (Alt+Q)0.00 USD

1012

Add PO

Created Date: All

Quick search

Add Filter

<>Page1of21-10 of 16 Results

10 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	Prepared For	Shipment Status	Matching Status	Total Amount
UDST001195	FISHER SCIENTIFIC COMPANY ⓘ	9/28/2023 11:12:24 AM	Completed	3870236	Rachel Requester	Sent To Supplier	No Matches	5,120.04 USD +
UDST001194	FISHER SCIENTIFIC COMPANY ⓘ	9/28/2023 11:12:24 AM	Completed	3870236	Rachel Requester	Sent To Supplier	No Matches	619.00 USD +
UDST001021	FISHER SCIENTIFIC COMPANY ⓘ	8/10/2021 2:49:39 PM	Completed	3314770	Kristen Pickering	Sent To Supplier	Partially Matched	40,000.00 USD +
UDS0000926	FISHER SCIENTIFIC COMPANY ⓘ	2/26/2021 11:45:25 AM	Completed	3186229	Kristen Pickering	Sent To Supplier	No Matches	24.64 USD +
UDS0000879	FISHER SCIENTIFIC COMPANY ⓘ	1/28/2021 4:32:56 PM	Completed	3161886	Kristen Pickering	Sent To Supplier	Partially Matched	1,688.43 USD +
UDS0000865	FISHER SCIENTIFIC COMPANY ⓘ	1/28/2021 3:53:44 PM	Completed	3159347	Kristen Pickering	Sent To Supplier	No Matches	484.95 USD +
UDS0000768	FISHER SCIENTIFIC COMPANY ⓘ	10/30/2020 2:48:14 PM	Completed	3100130	Rachel Requester	Sent To Supplier	Fully Matched	40.55 USD +
UDS0000761	FISHER SCIENTIFIC COMPANY ⓘ	10/23/2020 2:43:13 PM	Completed	3089792	Sam Shopper	Sent To Supplier	Fully Matched	40.55 USD +
UDS0000760	FISHER SCIENTIFIC COMPANY ⓘ	10/22/2020 4:07:37 PM	Completed	3087930	Coleen Bristow	Sent To Supplier	Fully Matched	40.55 USD +
UDS0000751	FISHER SCIENTIFIC COMPANY ⓘ	10/8/2020 1:38:43 PM	Completed	3070244	Sam Shopper	Sent To Supplier	Fully Matched	40.55 USD +

<>Page1of21-10 of 16 Results

10 Per Page

Close

LineItem

1MOLECULAR BIOLOGY GRADE ETH

ITEM DETAILS

All available purchase orders will be shown.

You can Search and Filter as needed to locate your PO.

Click the + sign to select your PO.

Previously removed lines will be added back to your Receipt.



Quantity Receipt • 589595

Save Updates

Complete

Summary   Comments   Attachments 1   History

Receipt Date

9/28/2023

mm/dd/yyyy

Attachments

Attachments

Date

Add

V32484816 Shipment Detail Document.pdf

9/28/2023

...

Packing Slip No.

V32484816-002

UNIVERSITY OF DELAWARE

Attn: Rachel Requester

Room: Lasher Lab

16684 COUNTY SEAT HIGHWAY

LASHER LAB

GEORGETOWN, DE 19947

United States

PO • UDST001195

Line	Item	Catalog No.	Quantity	Status	
2	ISOPROPANOL MOLECULAR BIOLOGY	BP2618500	1 CS	Received	
ITEM DETAILS					
7	MATRIX RESERVOIR 25ML 100/CS	14387069	4 CS	Received	
ITEM DETAILS					

Summary

Draft

Details

Creation Date

9/28/2023 1:20:28 PM

Manual

FISHER SCIENTIFIC COMPANY

Received by

Rachel Requester

Total (856.59 USD)

Subtotal

856.59

856.59

Related Documents

Purchase Order: UDST001195

VCAT: 8093-11

SHIPMENT TOTAL

856.59



## Receipt Created

## Summary

Receipt No 589595

Created for the PO  
No(s) UDST001195 

## Next Steps

[Create Qty Receipt](#)

The confirmation page includes links to your Receipt purchase order and has an option to create a new receipt.

Status

Summary

Revisions 1

Confirmations

Shipments

Change Requests

Receipts 1

Vouchers

Comments

Attachments

History

Records found: 1

No.	Receipt Date	Receipt Type	Cost Amount	Received by
589595	9/28/2023	Quantity	-	Requester, Rachel

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	MOLECULAR BIOLOGY GRADE ETHANO	BP2818500	440.70 USD	1 CS	440.70 USD
<div>Qty / Cost (In)Qty / Cost (Out)Status</div> <div>Open</div>					
		BP2618500	177.23 USD	1 CS	177.23 USD
<div>Qty / Cost (In)Qty / Cost (Out)Status</div> <div>Net Received</div>					
3	KINGFISHER 96 KF PLATE 48/PK	22387030	256.49 USD	4 PK	1,025.96 USD
<div>Qty / Cost (In)Qty / Cost (Out)Status</div> <div>Open</div>					
4	DEEPWELL 96 PLATE PS V 50/PK	22387031	444.41 USD	4 PK	1,777.64 USD

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier

FISHER SCIENTIFIC COMPANY

Total (5,120.04 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal5,120.04

5,120.04

Related Documents

Requisition: 3870236

What's next?

Workflow Status

Completed

Workflow



Submitted

9/28/2023 11:12 AM  
Rachel Requester

Once the Receiving step is completed, the Receipts tab of the purchase order lists the Receipt(s) as well as which lines/quantities have been received.



# Receipts for UDB (Blanket) Purchase Orders

UDB (Blanket) purchase orders are amount-based.

When creating a Receipt for a catalog or non-catalog purchase order beginning with **UDS**, you will need to create a **Cost** Receipt.

- UDB POs should always have a line quantity of 1 and then a dollar amount that receives multiple invoices against it, ultimately counting the dollar amount down to zero.
- Examples of UDB POs are: consultant services or standing orders with suppliers for a fiscal year, such as dairy delivery for UDairy Creamery locations.



Status

Summary

Revisions 1

Confirmations

Shipments

Change Requests

Receipts

Vouchers

Comments

Attachments

History

Records found: 0



There are no receipts for this PO.

On the **Receipts** tab of your purchase order and click on the **+** icon.

Summary

→

Completed

Details

▼

Supplier Status

Sent To Supplier

Supplier

HY POINT FARMS

Total (20,000.00 USD)

>

Related Documents

▼

Requisition: 3870074

What's next?

▼

Workflow Status

Completed

Workflow

...

✓

Submitted

9/28/2023 8:45 AM

Rachel Requester

✓

Assign Blanket PO Number

Completed

...

✓

Flag as Amount Only

Completed

...

Create Supplier Documents

...



UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

All Search (Alt+Q)

350.00 USD

1 of 1 Results

Purchase Order • HY POINT FARMS

StatusSummaryRevisions1

Records found: 1

No.589589

9/2/2022

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	Ice cream supplies from Hypoint for UDairy Cafe for FY22		20,000.00 USD	1 EA	20,000.00 USD

Qty / Cost (In)

Qty / Cost (Out)

Status

Open Cost

Net Received

UDBT000144: Create Receipt

Item Type	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	None	--	Ice cream supplies from Hypoint for UDairy Cafe for FY22		EA	20,000.00	1 EA	20,000.00	

Create Cost ReceiptCancel

Click Create Cost Receipt.

Sent To Supplier

Supplier

HY POINT FARMS

Total (20,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal20,000.00

20,000.00

Related Documents

Requisition: 3870074

What's next?

Workflow StatusCompleted

Workflow

Show skipped steps

Powered by JAGGAER | Privacy Policy



UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

All

Search (Alt+Q)

350.00 USD

21

16

Shop • Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange **Test Site!**

Accounts Payable

Vouchers

Receipts

Approvals

AP Administration

Reports

Quick search

View Draft Receipts

Search For Receipts

Create New Receipt...

Integrations are set up to use the FITST PeopleSoft instance, projects, work orders and speedtypes, or supplier active/inactive are current as of that date. Users hired after this date also may require access to the test site.

des and the production site. The integration with catalog (Amazon) do not have a test site and are not in this catalog. The while building new guides. Please email on it!

Action Items

MY ASSIGNED APPROVALS

Requisitions To Approve

Vouchers

UNASSIGNED APPROVALS

Requisitions

ORDERS

My Resources

My Resources

Product Release Library | procurement@udel.edu

Site Map

Quick Links

UD Exchange How To Guides

How Do I Buy ???

Commodity Code-Account Crosswalk

Non-PO Payment Matrix

*Alternate path to create a Receipt:*

From the homepage, you can navigate to **Accounts Payable>Receipts>Create New Receipt**

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL Subaward Request

RFX Request (Option 2)

NSB Customer Setup

NEW Waiver of Bid Request

Office/Misc Supplies

My Draft Carts

Showing Results 1 - 17 of 17

20 Per Page

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
	2022-10-12 700586502-01	1st Draft	10/12/2022	350.00 USD

Powered by JAGGAER | Privacy Policy

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

Shop • Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange **Test Site!**

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up which is not dynamically updated for production values of custom fields such as projects, work orders and status. **The last refresh of FITST was completed on April 5, 2023.** Custom fields are current as of that date and may not be in the test site, so please send an email to [procurement@udel.edu](mailto:procurement@udel.edu) if a new hire requires access to the test site.

As you use this site for training and testing, you may see small differences from guides and the production site. The test site is where the administrators test new solutions before moving to production and while building new solutions. Please email [procurement@udel.edu](mailto:procurement@udel.edu) if you have specific questions; chances are we are working on it!

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment

RFX Request (O

Office/Misc Supplies

Create Receipt

Type: Cost Receipt

From: PO

PO numbers: UDBT000144 X

Create

Cancel

Requisitions

ORDERS

My Returned Requisitions

My Resources

My Resources

Product Release Library | [procurement@udel.edu](mailto:procurement@udel.edu)

Site Map

Quick Links

UD Exchange How To Guides

How Do I Buy ???

Commodity Code-Account Crosswalk

Non-PO Payment Matrix

Non-Catalog Item

NEW Waiver of Bid Form

Request Contract

CART TYPE

DATE ↓

TOTAL

Mvu Drafts

10/12/2023

350.00 USD

Powered by JAGGAER | Privacy Policy

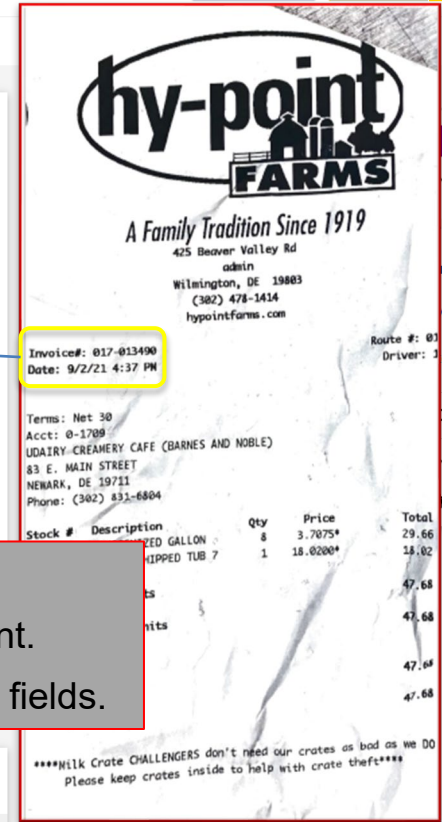
For UDB purchase orders, you must choose **Cost Receipt**. This is not the default option, so be sure to select it from the Type menu.

Click the **Magnifying Glass icon** to search for and select your PO number.

Click **Create**.



Receipt Name	<input type="text" value="9/2/21 delivery"/>	Carrier	<input type="text" value="Other"/>						
Receipt No	To Be Assigned	Tracking Number	<input type="text"/>						
Receipt Date	<input type="text" value="9/2/2021"/>	Attachments	<table border="1"> <thead> <tr> <th>Attachments</th> <th>Date</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td><a href="#">Hypoint+017-013490+9-2-2021+\$47.68.pdf</a></td> <td>9/28/2023</td> <td>...</td> </tr> </tbody> </table>	Attachments	Date	Add	<a href="#">Hypoint+017-013490+9-2-2021+\$47.68.pdf</a>	9/28/2023	...
Attachments	Date	Add							
<a href="#">Hypoint+017-013490+9-2-2021+\$47.68.pdf</a>	9/28/2023	...							
Packing Slip No.	<input type="text" value="017-013490"/>								
Supplier Name	HY POINT FARMS								
Received by	Rachel Requester	Notes	<input type="text"/>						
Receipt Address	<p>▲ No addresses defined in profile.</p> <p>University of Delaware</p> <p>Attn: Receiving</p>								



Once you have created your Receipt:  
 Complete the fields with the information from your packing slip/shipping document.  
 Your business unit may have specific instructions for the Receipt Name or Notes fields.

PO • UDBT000144

Line	Item	Catalog No.	Cost	Status
------	------	-------------	------	--------



Cost Receipt • 589589

Save Updates

Complete

Summary   Comments   Attachments   History

Receipt Name

2023-09-28

Receipt No

To Be Assigned

Receipt Date

9/28/2023

Packing Slip No.

Supplier Name

HY POINT FARMS

Received by

Rachel Requester

Receipt Address

No address provided

Attachment Type

☒ File   ☐ Link

File(s) \*

Drop File or [Browse](#)

Max. File Size: 9.77 MB

Hypoint+017-013490+9-2-2021+\$47.68.pdf

★ Required fields

Save Changes

Close

Other

1000 characters remaining

Click the **Add** link in the Attachment section to upload your packing slip/shipping document.

Click **Save Changes**.

Summary

Draft

Details

Creation Date

9/28/2023 9:46:09 AM

Source

Manual

Supplier

HY POINT FARMS

Received by

Rachel Requester

Total (20,000.00 USD)

Related Documents

Purchase Order: UDBT000144

PO • UDBT000144

Line	Item	Catalog No.	Cost	Status
1	Ice cream supplies from Hypoint for UDaairy Cafe for FY22	20,000.00	20,000.00	Cost Received

ITEM DETAILS



Cost Receipt • 589589

Summary   Comments   Attachments   History

Scroll down to the Line Items section and enter the dollar amount of the Receipt in the **Cost** field.

You can click the **Trash Can icon** to remove any lines that should not be included on this Receipt.

PO • UDBT000144

Line	Item	Catalog No.	Cost	Status
1	Ice cream supplies from Hypoint for UDairy Cafe for FY22	20,000.00	47.68	Cost Received ▾

ITEM DETAILS

Contract No.

no value

Line Item Type

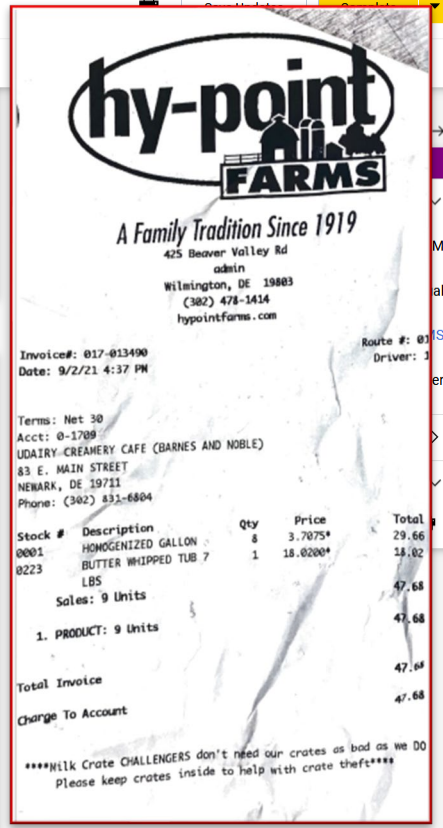
no value

Attachments

Add

Notes

1000 characters remaining





## Cost Receipt • 589589



Save Updates

Complete

[Summary](#) [Comments](#) [Attachments](#) [History](#)

Receipt Name 9/2/21 delivery

Carrier

Internal Supplier

Receipt No To Be Assigned

Tracking Number

Receipt Date 9/2/2021

mm/dd/yyyy

Attachments

Attachments

Date

Add

[Hypoint+017-013490+9-2-2021+\\$47.68.pdf](#)

9/28/2023

Packing Slip No. 017-013490

Supplier Name HY POINT FARMS

Received by Rachel Requester

Notes

9 units total, milk and butter

970 characters remaining

Receipt Address No addresses defined in profile.

University of Delaware  
Attn: Receiving  
Room: Creamery Cafe  
83 East Main Street  
83 EAST MAIN ST-NEW BOOKSTORE  
Newark, DE 19716  
United States

When you have entered all information, click **Complete**.

PO • UDBT000144

Line	Item	Catalog No.	Cost	Status
1	<a href="#">Ice cream supplies from Hypoint for U Dairy Cafe for FY22</a>	20,000.00	47.68	Cost Received

[ITEM DETAILS](#)

## Summary

Draft

## Details

Creation Date 9/28/2023 9:46:09 AM

Source Manual

Supplier HY POINT FARMS

Received by Rachel Requester


Total (20,000.00 USD)


## Related Documents

[Purchase Order: UDBT000144](#)

## ✓ Receipt Created

### Summary

Receipt No 589589 

Created for the PO No(s) UDBT000144 

### Next Steps

[Create Qty Receipt](#)

The confirmation page includes links to your Receipt and your purchase order and has an option to create a new receipt.





## Purchase Order • HY POINT FARMS • UDBT000144 Revision 0



Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts 1 Vouchers Comments Attachments History

Records found: 1



No.	Receipt Date	Receipt Type	Cost Amount	Received by
589589	9/2/2021	Cost	47.68 USD	Requester, Rachel

## Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	Ice cream supplies from Hypoint for UDairy Cafe for FY22		20,000.00 USD	1 EA	20,000.00 USD

Qty / Cost (In)	Qty / Cost (Out)	Status
19,952.32 USD		Open Cost
47.68 USD		Net Received

## Summary



Completed

## Details



Supplier Status

Sent To Supplier

Supplier

HY POINT FARMS

Total (20,000.00 USD)



## Related Documents



Requisition: 3870074



## What's next?



Workflow Status

Completed

Workflow



Submitted

9/28/2023 8:45 AM

Rachel Requester

Once the Receiving step is completed, the Receipts tab on the purchase order lists the Receipts as well as the total amount received against the purchase order.

# Troubleshooting

- Every UDX User can create Receipts, but ***only*** for purchase orders within ***their*** UDX access.
- Receipts can be created against **soft-closed** purchase orders (within 15 days of the final invoice being paid) but ***not*** **closed** purchase orders.
- Be sure to create Receipts as soon as possible, as purchase orders move to a **closed** status 15 days after the last invoice is paid.
- Attachments, such as packing slips, are ***required*** for every Receipt. If a packing slip is not available, please consult with your unit regarding an appropriate substitute attachment.
- For the most thorough documentation, Receipts should also be created if items were returned or cancelled. Packing slips will not be available to attach in those instances.



**Questions:**

- [procurement@udel.edu](mailto:procurement@udel.edu)

**Resources:**

- [Procurement Services Website](#)
- [Understanding Access in UD Exchange](#)
- [The PO Type Override \(POTO\) Box](#)

