facts
FINANCIAL ADMINISTRATION
COMMUNITY TRAINING & SOLUTIONS

eShop How-To Sheets

Receipting Your Purchase Order

This how-to sheet outlines the steps required to:

- Receipt a purchase order.
- This step is required for goods and services valued ten thousand or more. The university needs to know if large purchases have been received before invoices are paid.

eShop's purchase requisition form should be used for:

- Non-catalogue items, services (including consulting), and standing orders.
- Requisitioning goods or services above the $10,000 threshold, or for low dollar value purchases where the vendor does not accept a procurement card.

Additional information is available:

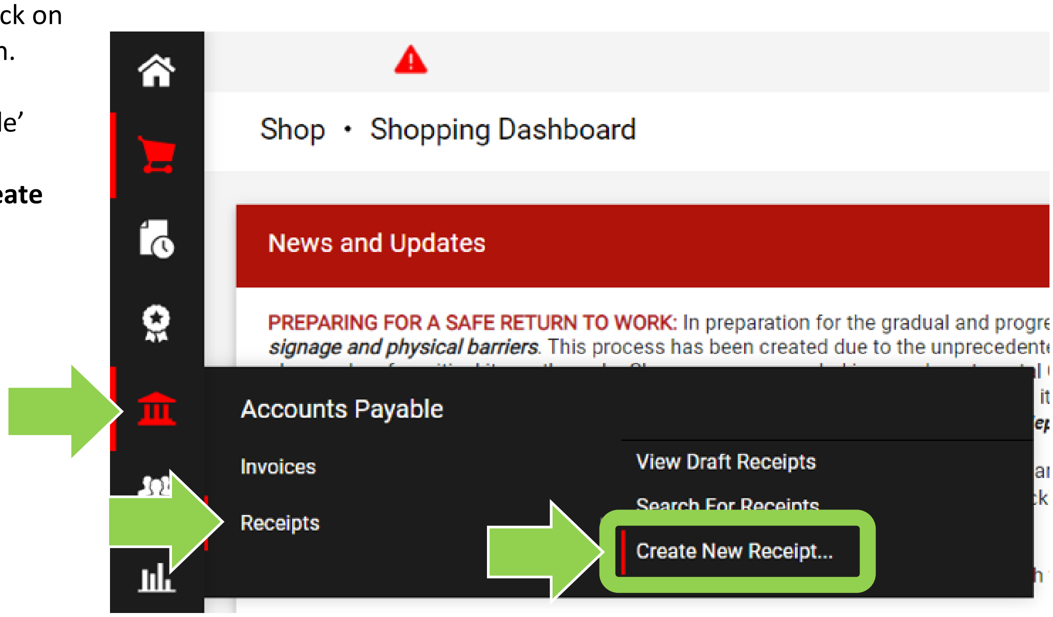
- The Procurement Policy (available on the University Secretariat's website)
- The 'How to Buy' page on Procurement Services' page

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

You have received a good or a service that has been completed and is valued at ten thousand dollars or more.

1. Once logged into eShop, click on the **'Accounts Payable'** icon.

   When the 'Accounts Payable' window opens, hover over **'Receipts'**, and click on **'Create New Receipt …'**

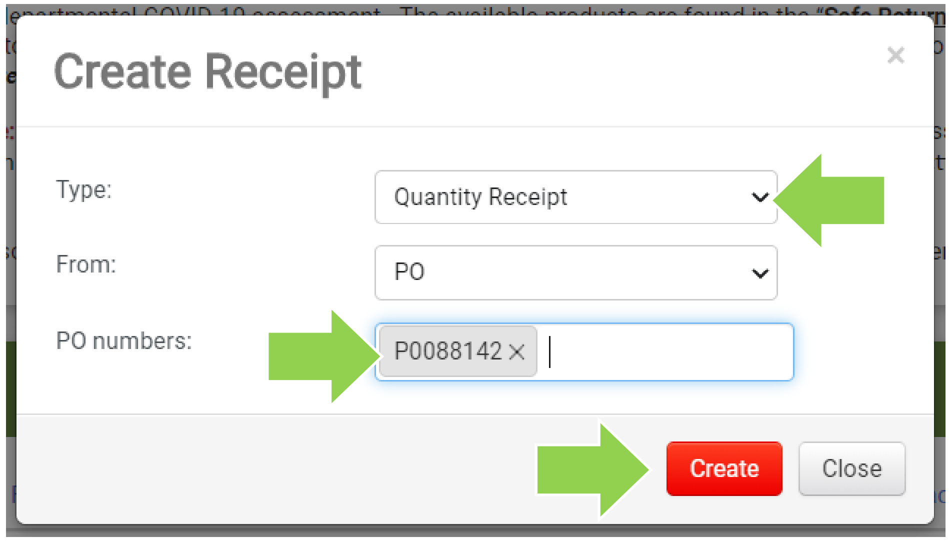


2. To choose the **'Type'** of receipt, click on the drop down menu and click on one of the options.

Tip: For goods you'll generally choose 'Quantity Receipt'. For services you'll generally choose 'Cost Receipt'.

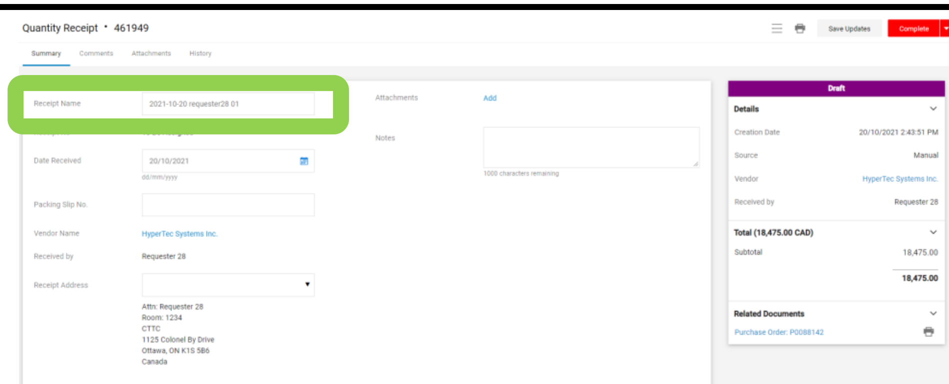
Type the purchase order number in the **'PO numbers'** field and click the red **'Create'** button.

Tip: If you need help finding the purchase order number, reference the email reminder to create a receipt OR review the 'Searching Documents & Workflow status' how-to sheet.



3a. eShop has pulled all of the information from the PO into the new window.

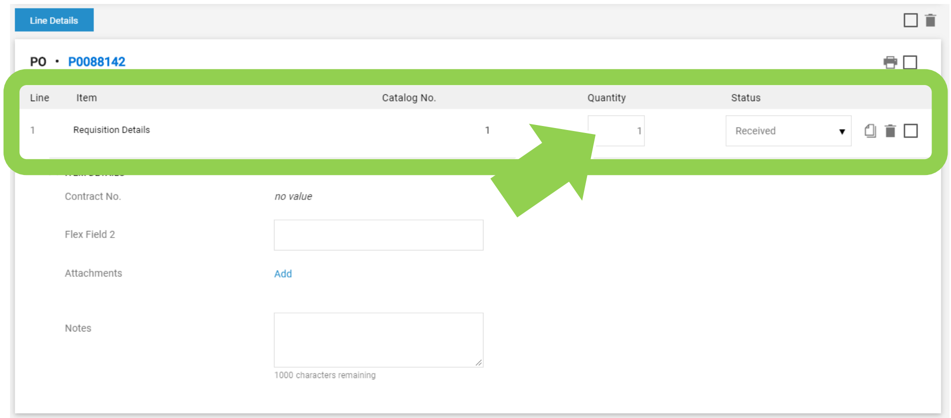
Tip: It is a good idea to create meaningful names for your documents in the 'Receipt Name' field.



3b. The most important part of receipting is to ensure that the quantity is correct. The default will always be the full amount that you ordered. If you received the full order, just leave it as it is.

If your order was incomplete, type the amount that you received in the 'Quantity' field.

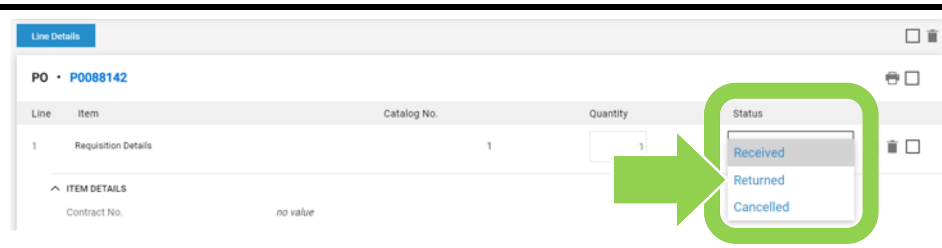
Note: If you receive the remaining items, complete another receipt by following these same steps. When you enter the PO number, eShop will know that you are creating a follow-up receipt.



3c. **Other options:**

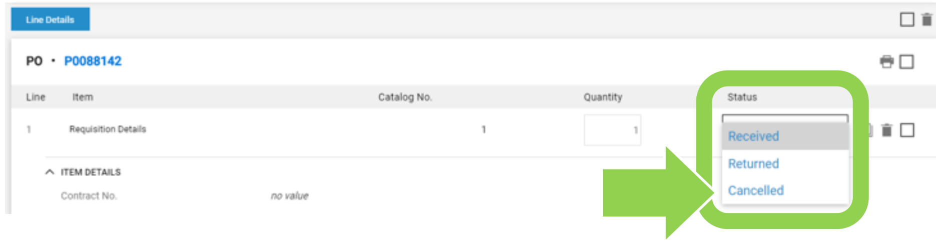
You can also choose 'Returned' from the 'Status' drop down menu. Use this option if the item was returned to the vendor. You will be asked to provide a reason why the item was returned. For example, the item may have been damaged.

Tip: Return policies vary by vendor.

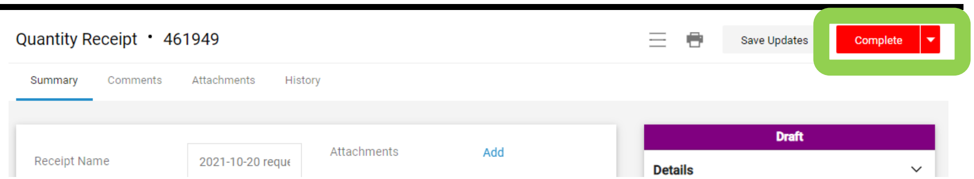


3d. **Other options:**

You can also choose 'Cancelled' if the order was cancelled.



3e. To complete the receipt, click on the red 'Complete' button.



What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.