This how-to sheet outlines the steps required to:

- Receipt a purchase order.
- This step is required for purchase orders of goods and services valued at $25,000 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 $25,000 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

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**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 $25,000 or more.

**IMPORTANT!** If you’ve received an invoice directly from the vendor, make sure that you email it to accounts.payable@carleton.ca.

1. Once logged into eShop, click on the ‘Accounts Payable’ icon.

   When the ‘Accounts Payable’ window opens, hover over the white ‘Receipts’ text, and click on the ‘Create New Receipt …’ option.
2. In the ‘Type’ field, click on the drop-down arrow and choose the option that makes the most sense for your order.

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 OR review one of the ‘Searching Documents’ how-to sheets.

3. eShop has pulled all of the information from the purchase order into the new window.

4. Scroll down to the ‘PO’ window.

If required, update the ‘Pre-Tax Amount’ field to match the invoice.

5. 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.