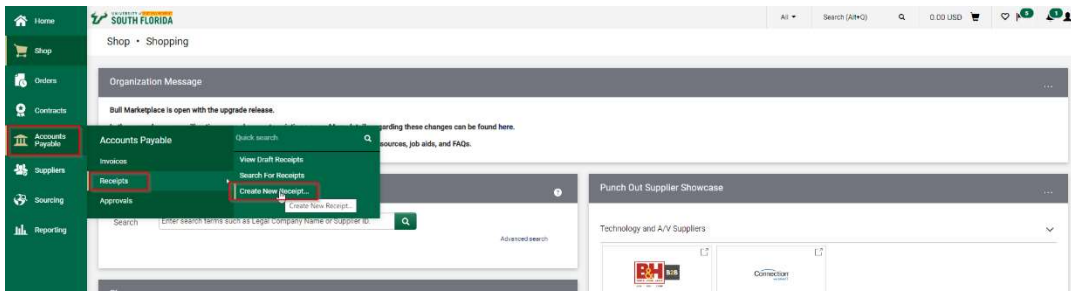
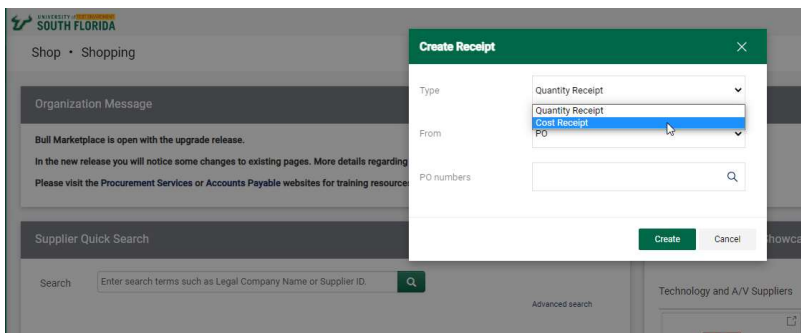


**Description:** Create a cost-based receipt for a dollar value of an amount only PO.

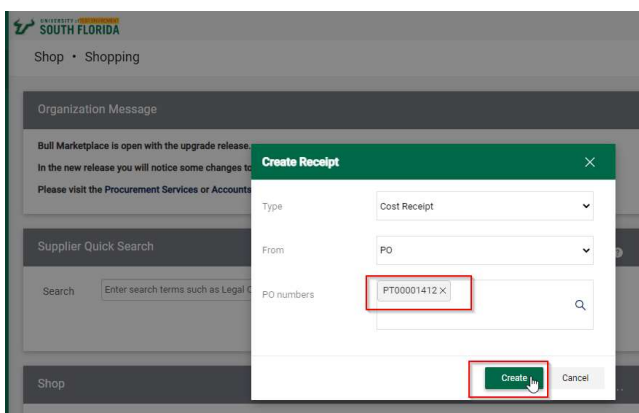
1. In the Bull Marketplace Menu **Navigate** to:  
Accounts Payable > Receipts > **Create New Receipt**



2. In the **Create Receipt** box, **Select Type Cost Receipt**



3. **Enter the Purchase Order** number you intend to receive against and **Click Create**



## Receiving Cost

Alternatively, you may create the receipt directly from the Purchase Order using the **Document Actions (...)** drop-down box at the top right of the PO header. **Select Create Cost Receipt.**

Purchase Order • IRON MOUNTAIN INC • PT00001412 Revision 0

General Information

PO Reference No. PT00001412

Revision No. 0

Supplier Name IRON MOUNTAIN INC

Purchase Order Date 1/18/2023

Total 25.00

Owner Name Shanna Hillard

Owner Phone +1 813 674 3544

Owner Email shannah@gmail.com

Requisition Number 368993 view/print

Document Status

PO Status Open

Workflow ✓ Completed (1/18/2023 11:08 AM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view

Email (HTML Body) [View](#)

Distribution Date/Time 1/18/2023 11:08 AM

Supplier Sent To Supplier

Receiving Partially Received view

Invoicing Partially Invoiced view

Matching Partially Matched

Details

Supplier Status

Sent To Supplier

Supplier IRON MOUNTAIN INC

Total (25.00 USD)

Shipping, handling, and tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget tracking, and workflow approvals.

Subtotal 25.00

Subtotal 25.00

Related Documents

- The receipt will automatically populate with the PO information, including the remaining amount that can be received. You have the option to **Enter a Packing Slip No., Add Attachments** and **Notes** related to delivery of goods or services.

**Note:** Invoices may be added as an attachment for reference purposes only. Accounts Payable does not process invoices attached to receipts. Attachments and notes are for your records and are not reviewed by Accounts Payable.

Cost Receipt • 547963

Receipt Name 2023-01-30 042734840 01

Receipt No. To Be Assigned

Receipt Date 1/18/2023

Packing Slip No.

Supplier Name IRON MOUNTAIN INC

Received by Shanna Hillard

Receipt Address

UNIVERSITY OF SOUTH FLORIDA  
CENTRAL RECEIVING TAMPA CAMPUS  
4202 E FOWLER AVE  
CRS 100  
TAMPA, FL 33620-5050  
United States

Flexible Text Field

Attachments Add

Notes

Total (24.00 USD)

Subtotal 24.00

Subtotal 24.00

Related Documents

Purchase Order: PT00001412

PO • PT00001412

Line	Item	Catalog No.	Cost	Status
1	TestKM		25.00	24.00 Cost Received

- Update the Receipt Date** to reflect the date that the items were physically received or date of service that were provided. The receipt date is prepopulated with the current date.

Cost Receipt • 547963

Receipt Name 2023-01-30 042734840 01

Receipt No. To Be Assigned

Receipt Date 1/30/2023

Packing Slip No.

Supplier Name IRON MOUNTAIN INC

Received by Shanna Hillard

Receipt Address

UNIVERSITY OF SOUTH FLORIDA  
CENTRAL RECEIVING TAMPA CAMPUS  
4202 E FOWLER AVE  
CRS 100  
TAMPA, FL 33620-5050  
United States

Flexible Text Field

Attachments Add

Notes

Total (24.00 USD)

Subtotal 24.00

Subtotal 24.00

Related Documents

Purchase Order: PT00001412

PO • PT00001412

Line	Item	Catalog No.	Cost	Status
1	TestKM		25.00	24.00 Cost Received

## Receiving Cost

6. **Update the Cost.** Once receipt is thoroughly reviewed, click **Complete**.

**Important:** Review receipt for accuracy before completing. The matching process runs instantly and will not allow a receipt to be adjusted once it is matched with an invoice. If a receipt is unmatched, you can reopen the receipt to adjust. If a receipt is matched, you will be required to create an additional credit receipt to correct.

Line	Item	Catalog No	Cost	Status
1	TextSM		24.00	Cost Received

7. **Click on the link to Review the Receipt**

**Receipt Created**

**Summary**

Receipt No: RT00001119

Created for the PO No(s): PT00001412

### Canceling and Correcting Receipts

If you receive against an incorrect PO or item, attempt to delete the receipt first. To delete a receipt transaction in Bull Marketplace utilize the following steps.

1. **Navigate to the Receipt** in Bull Marketplace
2. **Select "Re-Open Receipt"**
3. **Select Delete**

**Cost Receipt • 556744**

Receipt Name: 2023-03-23 U46747932 02

Receipt No: RT00001140

Receipt Date: 3/23/2023

Complete dropdown menu options: Complete, Add PO, Delete

If the PO has been partially invoiced, you will be unable to edit/delete the receipt. Instead, create a credit receipt for the amount received in error. Create a receipt for a negative amount on the corresponding PO line and save it.

## Receiving Cost

Once this is done, you will see your balance back to where it should be. You can then add a comment stating the credit receipt has been submitted to cancel Receipt# XXXXXXXXXX.

**SOUTH FLORIDA** | All | Search (Alt+S) | 0.00 USD |

**Cost Receipt - RT00001119** | [Summary](#) | [Comments](#) | [Attachments](#) | [History](#) | [Receipt Receipt](#)

**Receipt cannot be received because Receipt has an invoice that has completed workflow.**

Receipt Name	2023-02-02 U42734840 01	Flexible Text Field	no value
Complete Date	2/9/2023 11:23:28 AM	Attachments	add
Receipt No	RT00001119	Notes	test comment
Receipt Date	2/2/2023		
Packing Slip No.	123456		
Supplier Name	IRON MOUNTAIN INC		
Received by			
Receipt Address	no value		
	UNIVERSITY OF SOUTH FLORIDA CENTRAL RECEIVING TAMPA CAMPUS attn: Shannon Ward 4202 E FOWLER AVE 08010 TAMPA, FL 33620-5050 United States		

**Completed**

**Details**

Creation Date: 2/2/2023 5:01:25 PM  
 Completion Date: 2/9/2023 11:23:28 AM  
 Source: Manual  
 Supplier: IRON MOUNTAIN INC  
 Received by:

**Total (2.00 USD)**

Subtotal: 2.00  
 Total: 2.00

**Related Documents**

Purchase Order: PT00001412

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**PO - PT00001412**

Line	Item	Catalog No.	Cost	Status
1	Teep-KM		25.00	2.00 Cost Received

**ITEM DETAILS**

Contract No.: no value  
 Line Item Type: no value  
 Flex Field 1: no value  
 Attachments: add  
 Notes: no value

Previous Receipts: RT00001119