

## Bull Marketplace - Receiving Cost

**Tutorial: Creating Cost Receipts** 

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

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📜 Shop	Shop • Shopping										
Corders	Organization Message										
Q Contracts	Bull Marketplace is open with the u	upgrade release.									
血 Accounts Payable	Accounts Payable		cources, job aids, and FAQs.	aund here.							
Suppliers	Invoicos	View Draft Receipts									
	Receipts	Search For Receipts			Punch Out Supplier Showcase						
Sourcing	Approvals	Create New Receipt									
III. Reporting	Search Enter search terms	s such as Legal Company Name of Supplier	2 Q	Advanced search	Technology and A/V Suppliers						~
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2. In the Create Receipt box, Select Type Cost Receipt

Shop • S	hopping	Create Receipt		X	
Organizati	on Message	Туре	Quantity Receipt	~	
Bull Marketp	lace is open with the upgrade release.	From	Cost Receipt P0	<b>⊳</b> •	
In the new re Please visit f	lease you will notice some changes to existing pages. More details regarding the Procurement Services or Accounts Payable websites for training resource	PO numbers		Q	
Supplier Q	uick Search			Create Cancel	ihowca
Search	Enter search terms such as Legal Company Name or Supplier ID.	2		Technology and A/V	Suppliers
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3. Enter the Purchase Order number you intend to receive against and Click Create

Bull Market In the new r	place is open with the upgrade releas elease you will notice some changes	e. to Create Receipt		×
Please visit	the Procurement Services or Account	Туре	Cost Receipt	•
Supplier (	Quick Search	From	PO	~
Search	Enter search terms such as Lega	PO numbers	PT00001412×	Q

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.** 

rchase Order • IR	ON MOUNTAIN INC + PT00001412 Rev	rision 0			= 0 0
tatus Summary I	ecisions T Conformations Streptients Ch	ange Requests Recepts 1 Invoices 1	Commenta Attacrmenta History		Add Comment Create Change Reg
General Information		Document Status		↓ Compl	Add Notes to Histo
O. Beference No.	PT00001412	A/P status	(Down	Details	Create Quantity Rei
				Supplier Status	Create Cost Receip
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upplier Nome	IRON MOUNTAIN INC				L
furchase Order Date	1/18/2023	distributed, vew	surchase order using the method(s) indicated below the last time it was	Supplier	
otal	25.00	Ensel (HTML Body)	test@fest.edu	IRON MOUNTAIN INC	
wher Name	Simma illud	Distribution Date/Time	1/16/2023 11:08 AM	Total (25.00 USD)	
syner Phone	+1 813-974-3644	Supplier	Sent To Supplier	Shipping, Handling, and Tax charge each supplier. The values above to	rs are calculated and charged are are for extirmation purpose
wher Email	temusf+se@gmail.com	Heceiving	Partially Received	budget obeciting, and workflow app	provala.
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4. 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.

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ost Receipt • 547963							= <del>0</del> 584	Updates Complete
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Supplier Name	IBON MOUNTAIN INC		·	122.04414	ownerse .		Total (24.90 USD)	
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	4202 E FOWLER AVE CR0100 TAMPA, FL 30520-5050 United States							
PO · PT00001412						• 🗆		
Line item		Catalog No.		Cost	Statue			
1 Tourist			25.00	24.00		0.00		

5. 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.

st Receipt · 5479	63					= •	Save Updates	Complete
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leceipt Name	2023-01-30 U42734840 01	Flexible Text Fie	łd			Details		
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leceipt Address	v							24.
	UNIVERSITY OF SOUTH FLORIDA					Related Documents		
	CENTRAL RECEIVING TAMPA CAMPUS Attn: Shannon Ward					Purchase Order: PT0000	1412	e
	4202 E FOWLER AVE CRS100					-		
	TAMPA, FL 33620-5050 United States							
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ne Item		Catalog No.	Cost	Status				

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.

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Receipt Name	2023-02-02 1042734840 01		Fiesdble Test Field				Detaile	
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	mmids/yyy		Notes	test comment.			Supplier	IRON MOUNTAI
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lecalized by	(here here)						Subtool	
Receipt Address	×							
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	4202 E FOWLER AVE						Purchase crost Protocol 412	
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	00000 0000							
PO · PT00001412						•		
Line Item		Catalog No.	C	at	Status			
1 Testing			25.00	2.00		0.00		

7. Click on the link to Review the Receipt

Receipt Cree	ated	
Summary		
Receipt No	RT00001119	
Created for the PO No(s)	PT00001412	

## **Cancelling 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

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Cost Receipt • 556744				≡ ⊖ =	Save Updates Complete	🔹 6 of 25 Results 👻	< >
Summary Comments	Attachments History					Complete	
						Add PO	
Receipt Name	2023-03-23 U46747932 02	Flexible Text Field			Details	Delete	~
Receipt No	RT00001140	Attachments	Add		Creation Date	3/23/202	23 1:46:11 PM
Receipt Date	3/23/2023				Source		Manual
	mm/dd/yyyy	Notes			Supplier	ZENO OFFICE SC	UUTIONS INC

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.

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# XXXXXXXXX.

Jost Receipt • RT00001119	9						E 🖶 ··· Reopen Receipt
Summary Comments Attach	menta History						
Receipt cannot be recovered becaute	196					Com	pieted
- Receipt has an invoice that has co	ompleted workflow					Details	~
Receipt Name	2023-02-02 U42734840 01		Flexible Text Field	no value		Creation Date	2/2/2023 5:01:25 PM
Complete Date	2/3/2023 11:23:28 AM		Attachments	Add		Completion Date	2/3/2023 11:23:28 AM
Receipt No	RT00001119					Source	Manual
Receipt Date	2/2/2023		Notes	test comment		Supplier	IRON MOUNTAIN INC
Packing Slip No.	123456					Received by	Retro Sall
Supplier Name	IRON MOUNTAIN INC					Total (2.00 USD)	
Received by	Particul Rent					Subsoral	2.00
Receipt Address	no value						2.00
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	Attr: Shannon Ward 4202 E FOWLER AVE					Related Documents	ě
	CRS100 TAMPA, FL 33620-5050 United States						
PO · PT00001412						•	
Line Item		Catalog No.		Cost	Status		
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A ITEM DETAILS							
Contract No.	no value		Previous Receipts		RT00001118 🖶		
Line Item Type	no value						
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Flex Field 1	no vece						
Flex Field 1 Attachmenta	Add						