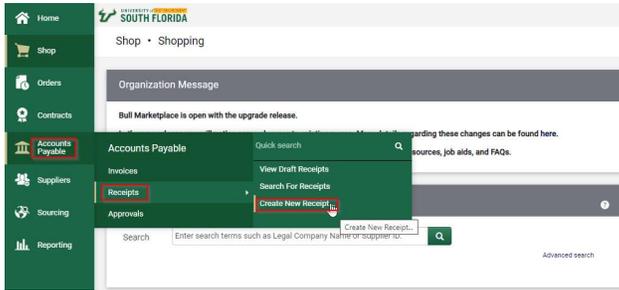


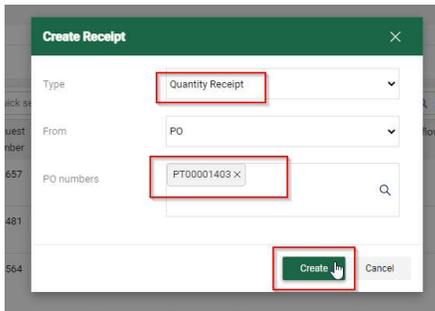
Description: How to create a Quantity-based receipt for a Quantity Purchase Order in Bull Marketplace and Return or Cancel Items on a Quantity Receipt.

1. In the Bull Marketplace Menu **Navigate** to:

Accounts Payable > Receipts > **Create New Receipt**

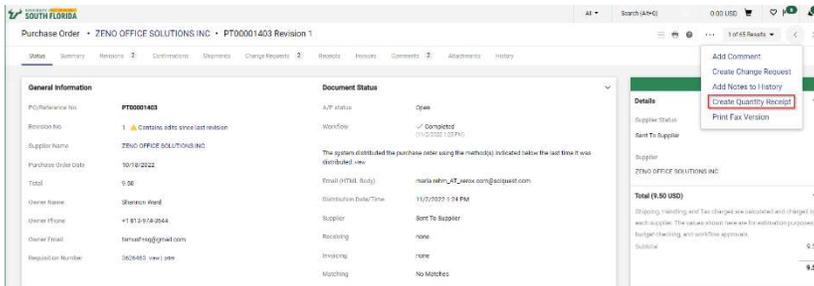


2. In the **Create Receipt** box, **Select** the Type: **Quantity Receipt**, **Enter** the **PO** number, then **Click** the **Create** button.



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 Quantity Receipt



Receiving Quantity

- You have the option to **Enter a Packing Slip No.**, **Add Attachments**, and **Add Notes** related to delivery of goods or services for your records.

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.

Quantity Receipt • 549178

Summary Comments Attachments History

Receipt Name: 2023-02-07 142734840-02

Receipt No.: To Be Assigned

Receipt Date: 2/7/2023

Packing Slip No.: [Empty]

Supplier Name: ZENZO OFFICE SOLUTIONS INC

Received by: Shannon Ward

Receipt Address: UNIVERSITY OF SOUTH FLORIDA
CENTRAL RECEIVING TAMPA CAMPUS
ATT: Shannon Ward
4202 E FOWLER AVE
CRS 100
TAMPA, FL 33629-5000
United States

Attachments: Add

Notes: 1000 characters remaining

Draft

Details

Creation Date: 2/7/2023 11:36:58 AM

Source: Manual

Supplier: ZENZO OFFICE SOLUTIONS INC

Received by: Shannon Ward

Total (9.50 USD)

Subtotal: 9.50

9.50

Related Documents

Purchase Order: PT00001403

- Update the Receipt Date** to reflect the date that the items were physically received or the date when services were provided. **Note:** The receipt date is prepopulated with the current date.

Quantity Receipt • 549178

Summary Comments Attachments History

Receipt Name: 2023-02-07 142734840-02

Receipt No.: To Be Assigned

Receipt Date: 1/31/2023

Packing Slip No.: 123456

Supplier Name: ZENZO OFFICE SOLUTIONS INC

Received by: Shannon Ward

Receipt Address: UNIVERSITY OF SOUTH FLORIDA
CENTRAL RECEIVING TAMPA CAMPUS
ATT: Shannon Ward
4202 E FOWLER AVE
CRS 100
TAMPA, FL 33629-5000
United States

Attachments: Rick TS 02 02 2023.pdf 2/7/2023

Notes: Items is working and in good condition
1000 characters remaining

Draft

Details

Creation Date: 2/7/2023 11:36:58 AM

Source: Manual

Supplier: ZENZO OFFICE SOLUTIONS INC

Received by: Shannon Ward

Total (2.00 USD)

Subtotal: 2.00

2.00

Related Documents

Purchase Order: PT00001403

- The receipt will prepopulate with the remaining number of lines and items remaining to be received. **Remove Lines** that are not applicable to the current receipt by **checking the Lines** and **selecting the Trash Icon**.

Note: You must remove cancelled PO lines prior to saving.

PO • PT00001403

Line	Item	Catalog No.	Quantity	Status
1	22.3 SR-1 Test Item 1	0	0	Received
ITEM DETAILS				
2	22.3 SR-1 Test Item 2	1	1	Received
ITEM DETAILS				
3	22.3 SR-1 Test Item 3	3	3	Received
ITEM DETAILS				
4	22.3 SR-1 Test Item 1	1	1	Received
ITEM DETAILS				

6. Update the Quantity required for the receipt for each line and Click Save Updates

Quantity Receipt • 549178

Save Updates

Receipt Address: UNIVERSITY OF SOUTH FLORIDA, CENTRAL RECEIVING TAMPA CAMPUS, Attn: Shannan Ward, 4202 E FOWLER AVE, ORS100, TAMPA, FL 33620-5050, United States

PO • PT00001403

Line	Item	Catalog No.	Quantity	Status
3	22.3 SR-1 Text Item 3	3	1	Received

ITEM DETAILS: Contract No. no value

Total (6.00 USD): Subtotal 6.00, Total 6.00

Related Documents: Purchase Order: PT00001403

7. Review Receipt thoroughly for accuracy, then 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, remove items, or cancel the receipt.

Quantity Receipt • 549178

Complete

Receipt Name: 2023-02-07 042734840 02

Receipt No: To Be Assigned

Receipt Date: 1/31/2023

Packing Slip No: 123456

Supplier Name: ZENO OFFICE SOLUTIONS INC

Received by: Shannan Ward

Receipt address: UNIVERSITY OF SOUTH FLORIDA, CENTRAL RECEIVING TAMPA CAMPUS, Attn: Shannan Ward, 4202 E FOWLER AVE, ORS100, TAMPA, FL 33620-5050, United States

Attachments: Rick TS 02 02 2023.pdf (2/7/2023)

Notes: Items to working and in good condition

PO • PT00001403

Line	Item	Catalog No.	Quantity	Status
3	22.3 SR-1 Text Item 3	3	1	Received

Total (2.00 USD): Subtotal 2.00, Total 2.00

Related Documents: Purchase Order: PT00001403

8. The Receipt Created box will provide the receipt number. You may review the receipt by clicking on the receipt link.

Receipt Created

Summary: Receipt No. RT00001120, Created for the PO No(s) PT00001403

Next Steps: Create Qty Receipt

Receiving Quantity

Recording Return Items

1. **Select** only the **Lines** that have items to be returned
2. **Enter Quantity** returned on each line
3. **Select Returned** in Status field for each line
4. **Select Returned For** reason
5. **Add RMA No.** to field if Return Merchandise Authorization was provided by the supplier.
6. **Attach** any pertinent backup for your records.

Note: You are only able to **Return** items previously received. Attempting to Return more than previously received will give a warning of an over received condition. Once items are reshipped, you can receive the items later.

Line	Item	Catalog No.	Quantity	Status
3	22.3 SR-1 Test Item 3	3	1	Returned

ITEM DETAILS

Contract No.	no value	Previous Receipts	RT00001120
Line Item Type	no value	Returned For	
Flex Field 1		RMA No.	
Attachments	Add		
Notes	1000 characters remaining		

Example of Receipt for Returned Items:

Quantity Receipt • RT00001121

Supplier Name: ZENO OFFICE SOLUTIONS INC
Received by: [User]
Receipt Address: UNIVERSITY OF SOUTH FLORIDA, CENTRAL RECEIVING TAMPA CAMPUS, Attn: [User], 4202 E FOWLER AVE, CRS100, TAMPA, FL 33620-5050, United States

Line	Item	Catalog No.	Quantity	Status
3	22.3 SR-1 Test Item 3	3	1	Returned

Completed

Details

Creation Date	2/7/2023 2:56:25 PM
Completion Date	2/7/2023 3:22:27 PM
Source	Manual
Supplier	ZENO OFFICE SOLUTIONS INC
Received by	[User]

Total (-2.00 USD)

Subtotal	-2.00
	-2.00

Related Documents

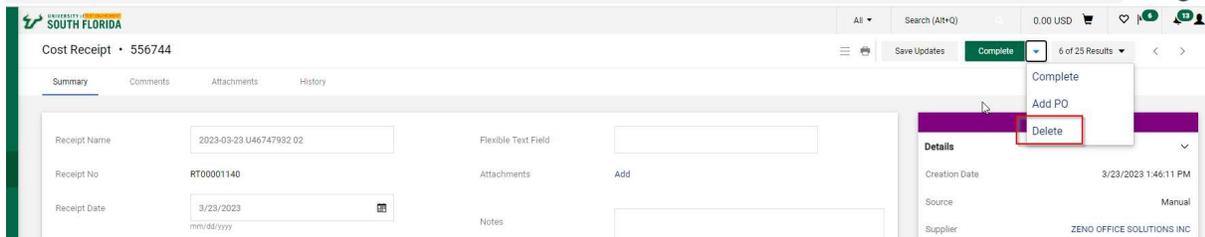
Purchase Order: PT00001403

Receiving Quantity

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.

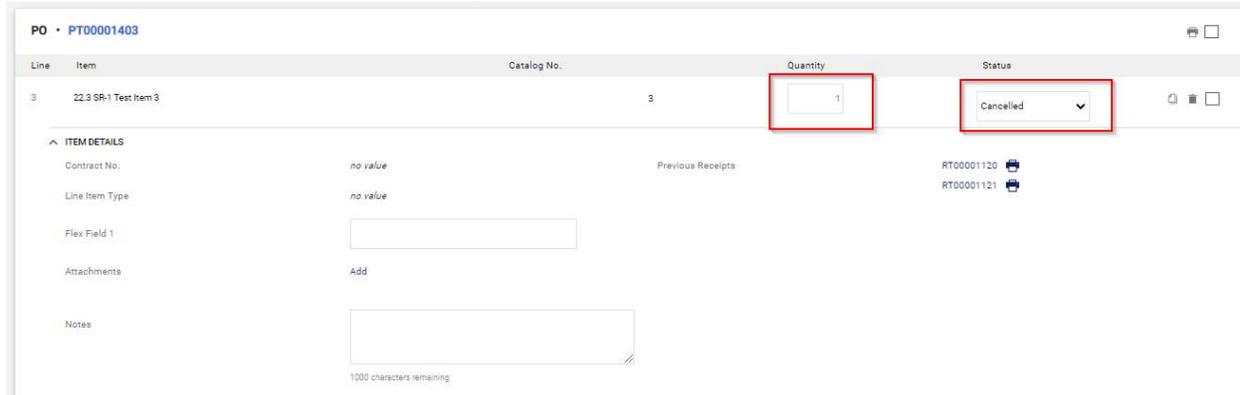
1. **Navigate to the Receipt** in Bull Marketplace
2. **Select "Re-Open Receipt"**
3. **Select Delete**



The screenshot shows the Bull Marketplace interface for a Cost Receipt with ID 556744. The receipt details include: Receipt Name (2023-03-23 U46747932 02), Receipt No (RT00001140), and Receipt Date (3/23/2023). A 'Details' sidebar on the right shows the creation date (3/23/2023 1:46:11 PM), source (Manual), and supplier (ZENO OFFICE SOLUTIONS INC). A dropdown menu is open over the 'Complete' button, with the 'Delete' option highlighted in a red box.

If the PO has been partially invoiced, you will be unable to edit/delete the receipt. Instead create a return receipt utilizing the instructions above. When you create the new receipt, you will need to change the line status from "received" to "return" and enter the number of items needing to be returned on the corresponding PO line. You can then add a comment stating the reason for return and reference the previous receipt# XXXXXXXXXX.

Important Note: Do not use the Status Cancelled to correct a receiving error. Only use this functionality if items will never be received in the future. This will remove the item from the ability to be received in the future and may not be able to be reentered without a change order or new Purchase Order.



The screenshot shows the Bull Marketplace interface for a Purchase Order (PT00001403). The table below shows the item details:

Line	Item	Catalog No.	Quantity	Status
3	22.8 SR-1 Test Item 3		3	Cancelled

The 'Quantity' field (3) and the 'Status' dropdown (Cancelled) are highlighted with red boxes. Below the table, the 'ITEM DETAILS' section shows fields for Contract No., Line Item Type, Flex Field 1, Attachments, and Notes. The 'Previous Receipts' section lists RT00001120 and RT00001121.