

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

ñ	Home	SOUTH FLORIDA		
E	Shop	Shop • Shopping		
6	Orders	Organization Message		
8	Contracts	Bull Marketplace is open with the	upgrade release.	
宜	Accounts Payable	Accounts Payable		parding these changes can be found here. sources, job alds, and FAQs.
342	Cuncline	Involces	View Draft Receipts	
	ouppliers	Receipts	Search For Receipts	
39	Sourcing	Approvals	Create New Receipt	۰ ا
հե	Reporting	Search Enter search term	is such as Legal Company Na me or Supplier to.	Advanced search

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

Туре	Quantity Receipt	~
From	PO	~
°O numbers	PT00001403 ×	م

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

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archase Order • Z	ENO OFFICE SOLUTIONS INC · PT00001403	Revision 1			0	🗤 1 of 65 Repeta 💌	Ş.
Platus Seminary (testatore 2 Continuations Dispriments Change Res	sents 2. Recepts Involves Co	meets 2 Allachments History			Add Comment	
					_	Create Change Request	
General Information		Document Status		ř	Details	Add Notes to History Create Quantity Receipt	1
PO/Reference No.	PT00001403	A/P status	Open		Dunaling Clubus	Print Fax Version	1
Revision No	1 🔥 Contains edits since last revision	Workflow	Completed		Sent To Supplier	La contra de contra	-
Supplior Name	ZEND OFFICE SOLUTIONS INC	The system distributed the r	wrbase other using the method(s) indicated halow the last time it w				
Parchase Order Data	10/18/2022	distributed view	1		Supplier	100 a.C	
Total	9.50	Finall (HTML flority)	marla rehm_AT_verox.com@sciquest.com		ZENO DIFICE SOLUTIO	mo inte	
Owner Name	Sternon Wend	Distribution Deta/Tatak	11/7/2022 1 24 PM		Total (9.50 USD)		
Janer Prone	+1812-974-3544	Supplier	Sent To Supplier		Shipping Hending and	Tax charged are beloableed and ()	sig
Destar Freat	Remunited and Remain and Academ	Receiving	none		hulget checking, and a	zorkflow approvala.	
	and all frances	Incident	100000		Subhoted		
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3. 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.

antity Receipt + 5	549178				🚊 🤭 Save Updates	Complete
Comments	Attachmenta History					
					Draft	
Receipt Name	2023-02-071442734848-02	Flexible Ted Field		Details		
teceipt No	To Be Assigned	Attachmenta	Add	Creation D	ate	2/7/2023 11.36.58 A
ecelpt Date	2/7/2023			Source		Manu
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acking Slip No			1000 characters remaining	J. Received (ų	Summer Ve
upplier Name	ZEND OFFICE SOLUTIONS INC			Total (9.5) USD)	1
eceived by	Report Field			Subtotal		9,5
						9.3
	UNIVERSITY OF SOUTH FLORIDA			Delated D		
	CENTRAL RECEIVING TAMPA CAMPUS			Related D	souments	
	4202 E POWLER AVE			Furchase	NOR. 1100001423	
	CKS100 TAMPA, FL 33620-5050					

4. 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.

	Attaciments (Hotory					-	
Recept Nome	2023 02 07 1342734840 02	Flexible Text Field				Draft	8
Receipt No	To De Assigned	Atlachments	Attachments	Date	Add	Creation Date	2/7/2023 11.36:58 A
Receipt Date	1/31/2023		⊥ Rick TS 02 02 2023 pdf	2/7/2028		Source	Manua ZENO OFFICE SOLUTIONS IN
Packing Stip No.	123466	Notes	Items is working and in good conc	lition		Received by	Sharnen Wa
Supplier Name	ZEND OFFICE SOLUTIONS INC		962 characters remaining			Total (2.00 USD)	
Received by	Distances - Ward					Subtotal	2.0
Receipt Address	•						2.0
	UNIVERSITY OF SOUTH FLORIDA					Related Documents	~
	CENTRAL RECEIVING TAMPA CAMPUS ATTC: Streamen Mand 4302 E FOWLER AVE CRS100 TAMPA, FL 35620-5050 Linited States					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 lcon.

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

				3 —
PO · PT00001403				θ-
Line Item	Catalog No.	Quantity	Status	
1 22.3 SR-1 Test Item 1	0	0	Received 🗸	4 🛛 🗸
V ITEM DETAILS				
2 22.3 SR-1 Test Item 2	1	1	Received 🗸	a 🛛 🗸
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3 22.3 SR-1 Test Item 3	3	3	Received 🗸	0 🕯 🗌
✓ ITEM DETAILS				
4 22.3 SR-1 Test Item 1	1	1	Received ~	1 × 🗸
✓ ITEM DETAILS				

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

SOUTH FLORIDA							All •	learch (Alt+Q)	0.00 USD 👻	♥ h O	ø
Quantity Receipt + 54	49178							≡ e	Save Updates	Complete	
Summary Comments	Attachments 1 History										
Receipt Address	UNIVERSITY OF SOUTH FLORIDA								Draft		
	CENTRAL RECEIVING TAMPA CAMPUS Attn: UNANNOVINUI 4202 E FOWLER AVE CR3100 TAMPA, FL 33420-5050 United States							Details Creation Date Source Supplier	ZENO O	2/7/2023 11:36	× 558 AM Manual DNS INC
								Received by		Observe	in Ward
PO · PT00001403							• 🗆	Total (6.00 USD)			6.00
Line Item		Catalog No.		Quantity	Status						
3 22.3 SR-1 Test Item	n 3		3	٢	Received	~	0 ∎ 🗆				6.00
Contract No.	no value							Related Documents Purchase Order: PT00001	403		÷

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.

SOUTH FLORIDA							All 👻	Search (Alt+Q)	0.00 USD 👻	
uantity Receipt • 549	9178							= 0	Save Updates	Complete
Summary Comments	Attachments (1) History									
Receipt Name Receipt No	2023-02-07 U42734840 02 To Be Assigned		Flexible Text Field	Attachments		Date	Add	Details Creation Date	Draft	2/7/2023 11:36:58
Receipt Date	1/31/2023 mm/dd/yyyy	6		Rick TS 0	2.02.2023.pdf	2/7/2023		Source Supplier	ZEN0 (Mar DFFICE SOLUTIONS
Packing Slip No. Supplier Name	123456 ZENO OFFICE SOLUTIONS INC		Notes	Items is wor 562 characters in	king and in good condition	n		Received by		Brannan W
Receipt Address	UNIVERSITY OF SOUTH FLORIDA CENTRAL RECEIVING TAMPA CAMPUS Attr. Stream word							Related Documents	1403	2
	4202 E FOWLER AVE CR5100 TAMPA, FL 33620-5050 United States								in dei	
							··· 🗆 🕷			
PO · PT00001403							•			
Line Item		Catalog No.		Quantity	Status					
3 22.3 SR-1 Test Item 3	3		3	1	Received	•				

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

Summary	Next Steps
Receipt No RT00001120	Create Qty Receipt
Created for the PO No(s) PT00001403	

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.

e Item	Catalog N	lo. Quantity	Status
22.3 SR-1 Test Item 3		3	Returned 🗸 🗋 🖀
∧ ITEM DETAILS			
Contract No.	no value	Previous Receipts	RT00001120 🖶
Line Item Type	no value	Returned For	v
Flex Field 1			Damaged
Attachments	Add	RMA No.	Not Ordered 100 Over Shipment
Notes			

Example of Receipt for Returned Items:

Quantity Receipt • RT00001121 😑 😁 \cdots Reopen Receipt Summary Comments Attachments History Supplier Name ZENO OFFICE SOLUTIONS INC Received by Details Personal Section Creation Date 2/7/2023 2:56:25 PM Receipt Address no value no valie UNIVERSITY OF SOUTH FLORIDA CENTRAL RECEIVING TAMPA CAMPUS Attr. 4202 E FOWLER AVE CRS100 TAMPA, FL 33620-5050 United States Completion Date 2/7/2023 3:22:27 PM Source Manual Supplier ZENO OFFICE SOLUTIONS INC Received by Number Next Total (-2.00 USD) -2.00 PO · PT00001403 0 -2.00 Line Item Status Catalog No. Quantity Related Documents V 3 22.3 SR-1 Test Item 3 3 1 Returned Purchase Order: PT00001403 e ∧ ITEM DETAILS Previous Receipts RT00001120 📻 Contract No. no value RT00001122 Line Item Type no value Returned For Damaged Flex Field 1 no value RMA No. 456789123 Attachments Add Notes no value

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

SOUTH FLORIDA				Al 👻	Search (Alt+Q)	0.00 USD 👻 🗢	10 toT
Cost Receipt • 556744				≡ ⊖	Save Updates Complete	6 of 25 Results 💌	< >
Summary Comments	Attachments History					Complete	
					2	Add PO	_
Receipt Name	2023-03-23 U46747932 02	Flexible Text Field			Details	Delete	~
Receipt No	RT00001140	Attachments	Add		Creation Date	3/23/2	023 1:46:11 PM
Receipt Date	3/23/2023				Source		Manual
	mm/dd/yyyy	Notes			Supplier	ZENO OFFICE S	OLUTIONS INC

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#XXXXXXXXXXX.

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 received without a change order or new Purchase Order.

• PT00001403				e [
Item	Catalog	No. Quantity	Status	
22.3 SR-1 Test Item 3		3	1 Cancelled V	a 🛚 [
TTEM DETAILS				
Contract No.	no value	Previous Receipts	RT00001120	
Line Item Type	no value		RT00001121	
Flex Field 1				
Attachments	Add			
Notes				
		1		
	1000 characters remaining			