



The receiving receipt feature allows you to enter receiving in TechBuy. All receiving information for TechBuy purchase orders must be submitted through the TechBuy receiving process. All orders must be received, no matter the vendor or type of order, except Direct Pay Orders. For additional information on required receiving, please review [HSC OP 72.09](#).

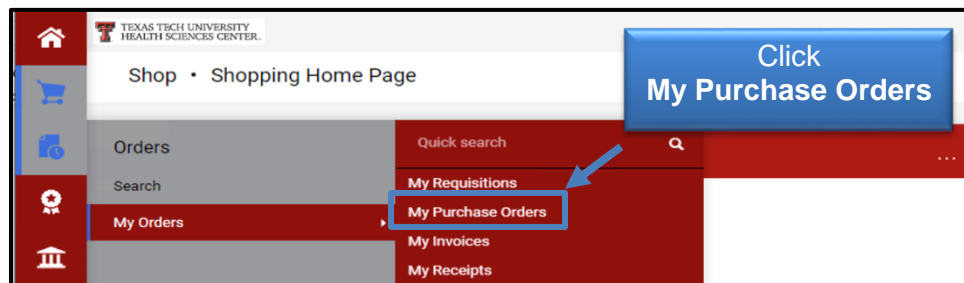
As a general rule, the correct method of Receiving in TechBuy can be determined by the lines on the Purchase Order. If a Purchase Order is set up as each (EA) or month (MON) or itemized at a fixed amount, a Quantity Receipt should be completed. If a Purchase Order is set up as a lot (LOT), job (JA) or Standing Order and the number of items or cost is not defined or if the Purchase order is a Standing Order that will be invoiced as items or services are provided, a Cost Receipt should be completed.

In order to create a receiving receipt, first, locate the purchase order.

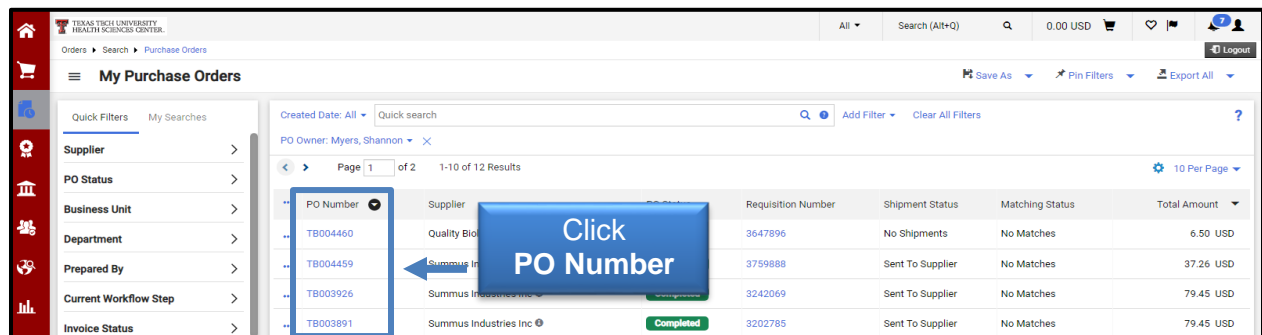
There are several ways to search for the Purchase Order (PO) using Document Search from the Orders menu navigation located on the TechBuy shopping home page:

- View your purchase orders from **My Orders** listed under **My Purchase Orders**.
- Search by requisition number from **My Orders** then **My Requisitions**.
- Search for purchase order or requisition number from the Search icon.

For this example, click **My Orders** and **My Purchase Orders**.



The My Purchase Orders page displays. Once you have located the appropriate Purchase Order, click the **PO Number** link in the PO Number column to display the PO.



TechBuy – Receiving

The PO Summary page will display.

Purchase Order • Summus Industries Inc • TB004459 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

General Information

PO/Reference No. TB004459

Revision No. 0

Priority Normal

Supplier Name Summus Industries Inc

Address 77 Sugar Creek Center Blvd Ste 420
Sugar Land, Texas 77478-3688 United States

Phone +1 281-640-1765

Supplier Fax No. +1 281-640-1766

Purchase Order Date 4/24/2023

Total 37.26

Requisition Number 3759888 view | print

Principal Investigator no value

Shipping Information

Ship To

Contact Name Shannon Myers
Phone +1 (806) 743-3594
Email shannon.myers@ttuhsc.edu
Tx Tech Univ HSC
3601 4TH ST
6209
LUBBOCK, TX 79430
United States

Contact Information

Owner Name Shannon Myers
Owner Phone +1 806-743-3594
Owner Email shannon.myers@ttuhsc.edu

ShipTo Address HLU002
Code

Cardinal Account Code

Medical/Surgical no value
Supplier Account Code

Billing/Payment

Bill To

TTUHSC Payables
Box 5970
Lubbock, TX 79408
United States

Billing Options

Accounting Date 4/27/2023

Payment Terms 0, Net 30

Shipment Via Destination

Completed

Details

Supplier Status

Sent To Supplier

Supplier Summus Industries Inc

Total (\$7.26 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 37.26

Shipping 0.00

Handling 0.00

Related Documents

Requisition: 3759888

Creating a Quantity Receipt

To document the receipt of specific items or goods from the PO Summary page, select the **Create Quantity Receipt** option from the **ellipsis** drop-down list at the top right in the header options.

Purchase Order • Summus Industries Inc • TB004459 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

General Information

PO/Reference No. TB004459

Revision No. 0

Priority Normal

Supplier Name Summus Industries Inc

Address 77 Sugar Creek Center Blvd Ste 420
Sugar Land, Texas 77478-3688 United States

Phone +1 281-640-1765

Supplier Fax No. +1 281-640-1766

Purchase Order Date 4/24/2023

Total 37.26

Requisition Number 3759888 view | print

Principal Investigator no value

Shipping Information

Ship To

Contact Name Shannon Myers
Phone +1 (806) 743-3594
Email shannon.myers@ttuhsc.edu
Tx Tech Univ HSC
3601 4TH ST
6209
LUBBOCK, TX 79430
United States

Contact Information

Owner Name Shannon Myers
Owner Phone +1 806-743-3594
Owner Email shannon.myers@ttuhsc.edu

ShipTo Address HLU002
Code

Cardinal Account Code

Medical/Surgical no value
Supplier Account Code

Billing/Payment

Bill To

TTUHSC Payables
Box 5970
Lubbock, TX 79408
United States

Billing Options

Accounting Date 4/27/2023

Payment Terms 0, Net 30

Shipment Via Destination

Completed

Details

Supplier Status

Sent To Supplier

Supplier Summus Industries Inc

Total (\$7.26 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 37.26

Shipping 0.00

Handling 0.00

Related Documents

Requisition: 3759888

A draft receipt is created utilizing the information from the purchase order. It includes a Header Information section that contains basic receiving information and a Receipt Lines section to enter the actual quantities received.

TechBuy – Receiving

The screenshot displays the TechBuy Receiving interface. The main form is titled "Quantity Receipt • 562014" and has tabs for Summary, Comments, Attachments, and History. The "Header Information section" is highlighted with a blue box and an arrow pointing to the top of the form. This section includes fields for Receipt Name (2023-04-24 UX0674 01), Receipt No. (To Be Assigned), Receipt Date (4/24/2023), Packing Slip No., Supplier Name (Summus Industries Inc), Received by (Shannon Myers (Texas Tech University Health Sciences Center)), Receipt Address, Carrier, Tracking No., Flexible Text Field, Flexible Text Field 2, Flexible Drop Down, Attachments, and Notes. The "Receipt Lines section" is highlighted with a blue box and an arrow pointing to the bottom of the form. This section shows a table with columns for Line, Item, Catalog No., Quantity, and Status. The first line item is "Staples Sticky Notes 3 x 3 Assorted Bold 100" with a quantity of 1. On the right side, there is a "Draft" sidebar with details such as Creation Date (4/24/2023 4:13:31 PM), Source (Manual), Supplier (Summus Industries Inc), Received by (Shannon Myers), Total (\$7.26 USD), Subtotal (37.26), and Related Documents (Purchase Order: TB004459). The sidebar also shows "What's next?" with Workflow Status (Draft) and Workflow (Draft).

The following fields are available in the Header Information section:

- Receipt Name - The receipt name is automatically generated.
- Receipt No. – Once the receipt is completed, the system will assign a numerical document ID. This receipt number can be located from the purchase order to track total receiving by PO.
- Receipt Date – As a general rule, the Receipt Date **must be entered as the actual date you physically received the items or goods or the last date of the service provided.**
- Packing Slip No. – Enter the packing slip number if it is available.
- Supplier Name – The vendor will automatically default from the purchase order.
- Received By – This field will automatically default based on your eRaider credentials.
- Receipt Address – The Ship To Address entered on the purchase order will automatically default. You can only change the receipt address if you have additional Ship To Addresses entered into your user profile.
- Carrier – Select the appropriate carrier from the drop-down list.
- Tracking No. – Enter a tracking number if it is available.

TechBuy – Receiving

- Flexible Field 2 – This field can be used for additional information. We recommend entering the vendor's invoice number if it is available.
- Attachments – This field allows you to add documentation to your receiving receipt such as a scanned copy of the packing slip and / or the vendor's invoice. **Note:** you must still attach and submit all invoices in the [Invoice Management System](#) (IMS).
- Notes – This is an additional field to enter information that will help Accounts Payable or your department. We suggest entering information such as the invoice number.

The screenshot displays the 'Header Fields' section of the TechBuy Receiving form. A blue box labeled 'Header Fields' has arrows pointing to the 'Supplier Name' and 'Received by' fields. The form includes the following fields:

- Receipt Name: 2023-04-24 UXC674 01
- Carrier: Other (dropdown)
- Receipt No: To Be Assigned
- Tracking No. (empty)
- Receipt Date: 4/24/2023 (calendar icon)
- Flexible Text Field (empty)
- Packing Slip No. (empty)
- Flexible Text Field 2 (empty)
- Supplier Name: Summus Industries Inc
- Flexible Drop Down (empty)
- Received by: Shannon Myers (Texas Tech University Health Sciences Center)
- Attachments: Add (link)
- Receipt Address: (empty)
- Notes (empty)
- Contact Name: Shannon Myers

The Receipt Lines section is where you enter the receipt details. The Quantity field requires will automatically populate with zero for each line item. Enter a valid **quantity amount** received for goods or services.

If you have goods or services on the order that have not been physically received, you must remove the items from the receipt. Select the items that should not be included in the receipt by checking in the **box** to the right of the item(s). Once all items that need to be removed have been chosen, select the **Trash Can** icon.

The screenshot displays the 'Receipt Lines' section of the TechBuy interface. A table lists items with columns for Line, Item, Catalog No., Quantity, and Status. A blue box labeled 'Enter Valid Quantity' points to the 'Quantity' field for Line 1. Another blue box labeled 'To delete an item, select Box then Trash Can' points to the 'Box' and 'Trash Can' icons for Line 1. The table shows two items:

Line	Item	Catalog No.	Quantity	Status
1	Staples S Sheets/P		0	Received
2	Professional Lysol Brand III Disinfectant Country Scent Aerosol 19 Oz.	596173	0	Received

TechBuy – Receiving

The marked items will no longer appear on the receiving receipt. This should leave only items you wish to mark as **Received**, **Returned**, or **Cancelled** in the status column. To receive the remaining items on the receipt, verify the **quantity** is correct for each line item.

PO • TB004459

Line	Item	Catalog No.	Quantity	Status
1	Staples Sticky Notes 3 x 3 Assorted Bold 100 Sheets/Pad 12 Pads/Pack (S-33B012/52566)	576153	1 DZ	Received
2	Professional Lysol Brand III Disinfectant Country Scent Aerosol 19 Oz.	596173	1 EA	Received
3	Lysol Disinfecting Wipes Lemon & Lime Blossom 80 Wipes (1920077182)	599668	1 PK	Received

PO Business Unit Texas Tech University Health Sciences Center Previous Receipts 562014

The **Comments** tab will allow you to add **comments** to the receipt. From the receipt you can see all the comments related to the receipt and its associated requisition, purchase order, and invoice.

Before completing the receipt, verify you have entered all information correctly. Once the receipt is accurate, return to the **summary** tab of the receipt and click **Complete**.

Quantity Receipt • 562014

Summary Comments Attachments History

Receipt Name 2023-04-24 UX0674 01

Receipt No To Be Assigned

Receipt Date 4/24/2023

Carrier Other

Tracking No.

Flexible Text Field

Flexible Text Field 2

Flexible Drop Down

Attachments Add

Notes

Receipt Address

Contact Name Shannon Myers
Phone +1 (806) 743-3594
Email shannon.myers@ttuhsc.edu
Tx Tech Univ HSC
3601 4TH ST
6209
LUBBOCK, TX 79430
United States

PO • TB004459

Line Item Catalog No. Quantity Status

1 Staples Sticky Notes 3 x 3 Assorted Bold 100 576153 1 DZ

Click Complete

Select Comments Tab, if needed

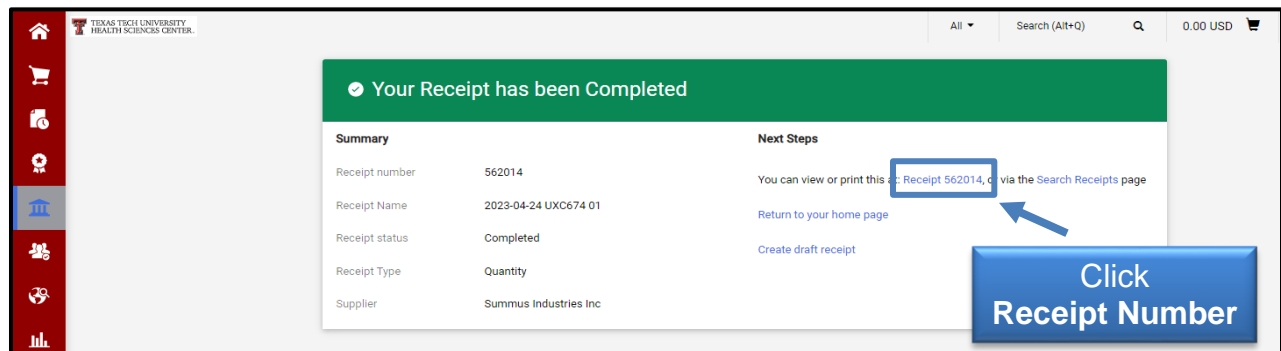
Verify Quantity

Complete

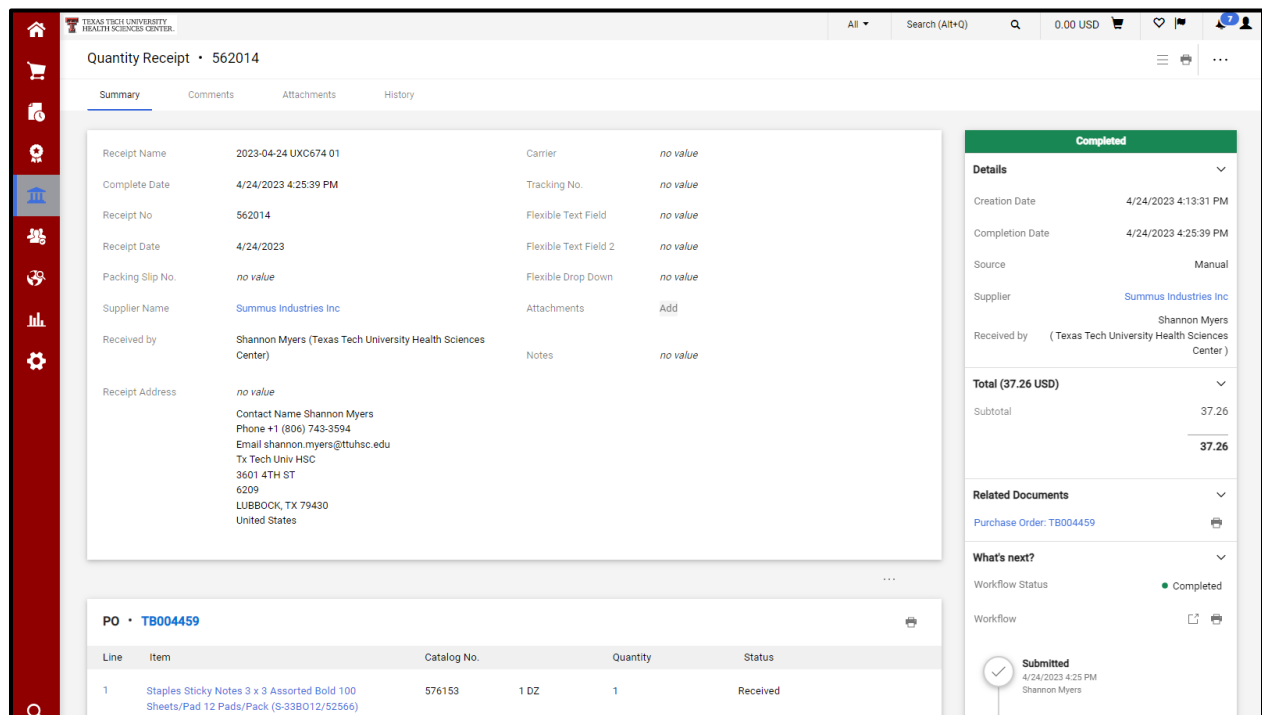
TechBuy – Receiving

Note: Do not complete a receipt with a “0” (zero) quantity for any line. The quantity must be changed or the line removed to complete the receipt. If receiving is entered with a zero line, the system determines that the item has been received and will process the invoice for payment.

The system will assign a receipt number to the completed receipt document. Click the **Receipt Number** link to view or print the receipt.

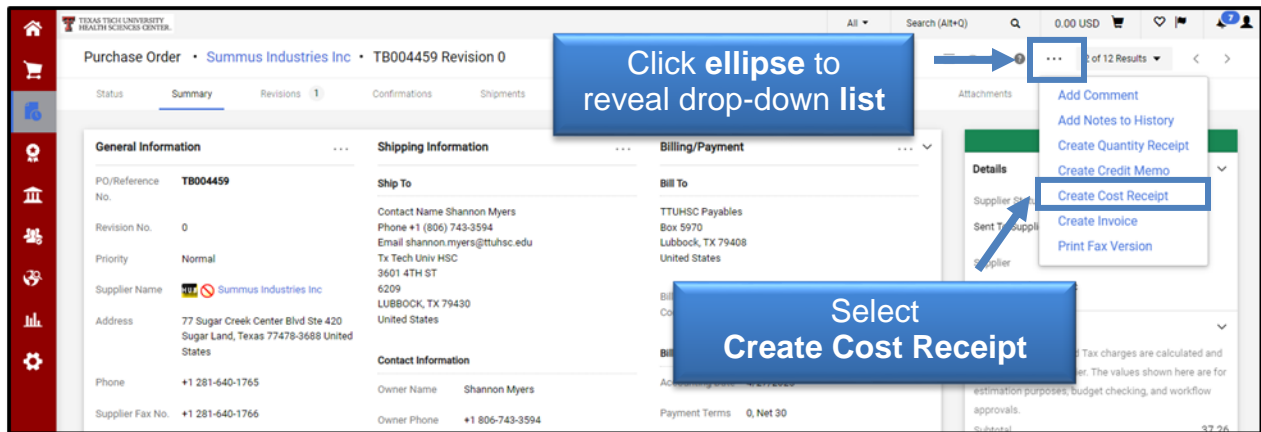


The receipt displays.

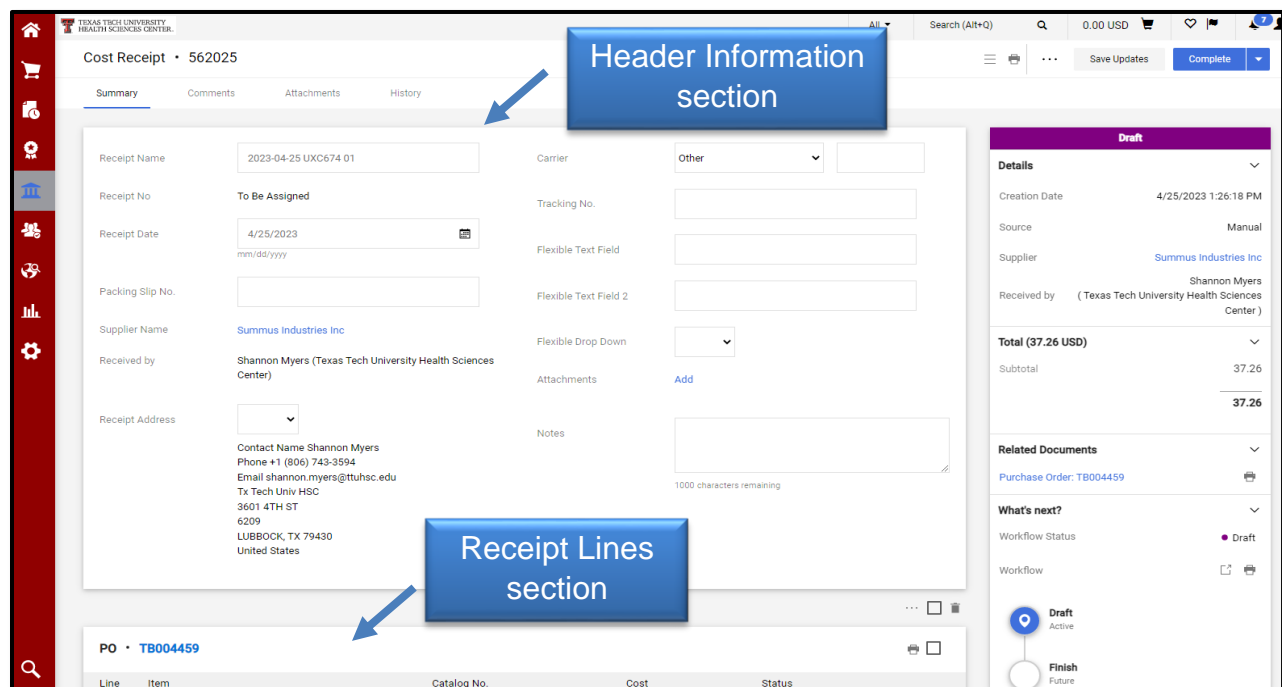


Creating a Cost Receipt

To document the receipt of services from the PO Summary page, select the **Create Cost Receipt** option from the **ellipsis** drop-down list at the top right in the header options.



A draft receipt is created utilizing the information from the purchase order. It includes a Header Information section that contains basic receiving information and a Receipt Lines section to enter the amount of services received.



The following fields are available in the Header Information section:

- Receipt Name – The receipt name is automatically generated.

TechBuy – Receiving

- Receipt No. – Once the receipt is completed, the system will assign a numerical document ID. This receipt number can be located from the purchase order to track total receiving by PO.
- Receipt Date – The Receipt Date **must be entered as the actual date the services were completed.** If services are for a week or month, enter the last day of the week or month. If services are for a year, enter the first day of the service year.
- Packing Slip No. – Enter the packing slip number if it is available.
- Supplier Name – The vendor will automatically default from the purchase order.
- Received By – This field will automatically default based on your eRaider credentials.
- Receipt Address – The Ship To Address entered on the purchase order will automatically default. You can only change the receipt address if you have additional Ship To Addresses entered into your user profile.
- Carrier – Select the appropriate carrier from the drop-down list.
- Tracking No. – Enter a tracking number if it is available.
- Flexible Field 2 – This field can be used for additional information. We recommend entering the vendor's invoice number if it is available.
- Attachments – This field allows you to add documentation to your receiving receipt such as a scanned copy of the packing slip and/or the vendor's invoice. **Note:** you must still attach and submit all invoices in the [Invoice Management System](#) (IMS).
- Notes – This is an additional field to enter information that will help Accounts Payable or your department. We suggest entering information such as the invoice number.

Receipt Name	2023-04-25 UXC674 01	Carrier	Other
Receipt No	To Be Assigned	Tracking No.	
Receipt Date	4/25/2023	Flexible Text Field	
Packing Slip No.		Flexible Text Field 2	
Supplier Name	Summus Industries Inc	Flexible Drop Down	
Received by	Shannon Myers (Texas Tech University Health Sciences Center)	Attachments	Add
Receipt Address		Notes	

TechBuy – Receiving

The Receipt Lines section is where you enter the receipt details. The Cost field requires a **valid cost** be entered or verified for each line item.

If you have services on the order that have not been completed, you will need to remove the items from the receipt. Select the items that should not be included in the receipt by checking the **box** to the right of the item(s) and then select the **Trash Can** icon.

PO • TB004459

Line	Item	Catalog No.	Cost	Status
1	Staples Sticky Notes 3 x 3 Assorted Bold 100 Sheets/Pad 12 Pads/Pack (S-33B012/52566)	576153	10.18	Cost Received
▼ ITEM DETAILS				
2	Professional Lysol Brand III Disinfectant Country Scent Aerosol 19 Oz.	596173	14.36	Cost Received
▼ ITEM DETAILS				
3	Lysol Disinfecting Wipes Lemon & Lime Blossom 80 Wipes (1920077182)	599668	12.72	Cost Received

The marked items will no longer appear on the receiving receipt. This should leave only the items you wish to mark as **cost received** or **cost cancelled** in the status column. To receive the remaining items on the Receipt, verify the **cost** is correct for each line item.

PO • TB004459

Line	Item	Catalog No.	Cost	Status
1	Staples Sticky Notes 3 x 3 Assorted Bold 100 Sheets/Pad 12 Pads/Pack (S-33B012/52566)	576153	10.18	Cost Received
▼ ITEM DETAILS				
2	Professional Lysol Brand III Disinfectant Country Scent Aerosol 19 Oz.	596173	14.36	Cost Received
▼ ITEM DETAILS				
3	Lysol Disinfecting Wipes Lemon & Lime Blossom 80 Wipes (1920077182)	599668	12.72	Cost Received

The Comments tab will allow you to add any comments to the receipt. From the receipt you can see all the comments related to the receipt and its associated requisition, purchase order, and invoice.

TechBuy – Receiving

Before completing the receipt, verify you have entered all information correctly. You may **Save Updates** and complete the receiving later or verify the receipt is accurate and click **Complete**.

Cost Receipt • 562025

Summary Comments Attachments History

Receipt No To Be Assigned

Receipt Date 4/25/2023

Tracking No.

Flexible Text Field

Flexible Text Field 2

Flexible Drop Down

Attachments Add

Notes

1000 characters remaining

Receipt Address

Contact Name Shannon Myers
Phone +1 (806) 743-3594
Email shannon.myers@ttuhsc.edu
Tx Tech Univ HSC
3601 4TH ST
6209
LUBBOCK, TX 79430
United States

PO • TB004459

Line	Item	Catalog No.	Cost	Status
1	Staples Sticky Notes 3 x 3 Assorted Bold 100 Sheets/Pad 12 Pads/Pack (S-33B012/52566)	576153	10.18	Cost Received

Total (37.26 USD)

Subtotal 37.26

37.26

Related Documents

Purchase Order: TB004459

What's next?

Workflow Status

Workflow

Draft Active

Finish Future

The system will assign a receipt number to the completed receipt document. Click the **Receipt Number** to view or print the receipt.

✓ Your Receipt has been Completed

Summary

Receipt number 562025

Receipt Name 2023-04-25 UXC674 01

Receipt status Completed

Receipt Type Cost

Supplier Summus Industries Inc

Next Steps

You can view or print this at: [Receipt 562025](#), or via the [Search Receipts](#) page

[Return to your home page](#)

[Create draft receipt](#)

Click Receipt Number

TechBuy – Receiving

The receipt displays

Cost Receipt • 562025

Summary | Comments | Attachments | History

Receipt Name	2023-04-25 UXC674 01	Carrier	no value
Complete Date	4/25/2023 2:59:24 PM	Tracking No.	no value
Receipt No	562025	Flexible Text Field	no value
Receipt Date	4/25/2023	Flexible Text Field 2	no value
Packing Slip No.	no value	Flexible Drop Down	no value
Supplier Name	Summus Industries Inc	Attachments	Add
Received by	Shannon Myers (Texas Tech University Health Sciences Center)	Notes	no value
Receipt Address	no value		

Contact Name Shannon Myers
Phone +1 (806) 743-3594
Email shannon.myers@ttuhsc.edu
Tx Tech Univ HSC
3601 4TH ST
6209
LUBBOCK, TX 79430
United States

PO • TB004459

Line	Item	Catalog No.	Cost	Status
1	Staples Sticky Notes 3 x 3 Assorted Bold 100 (Sheets/Pack 12 Pads/Pack (6-33B)(12/Pack))	576153	10.18	Cost Received

Completed

Details

Creation Date 4/25/2023 1:26:18 PM
Completion Date 4/25/2023 2:59:24 PM
Source Manual
Supplier Summus Industries Inc
Shannon Myers
Received by (Texas Tech University Health Sciences Center)

Total (37.26 USD)

Subtotal 37.26
37.26

Related Documents

Purchase Order: TB004459

What's next?

Workflow Status Completed
Workflow

Submitted
4/25/2023 2:59 PM
Shannon Myers

Now that a Receiving Receipt has been created for the PO, review the submitted Receipt by using the document search feature under My Orders.

Select **Orders, My Orders, My Purchase Orders** from the Navigation menu. Select the **PO number** link from the Document Number column, if visible, or enter the **PO number** in the search textbox.

My Purchase Orders (Modified)

Quick Filters | My Searches

Created Date: All TB004459

PO Owner: Myers, Shannon

1-12 of 12 Results

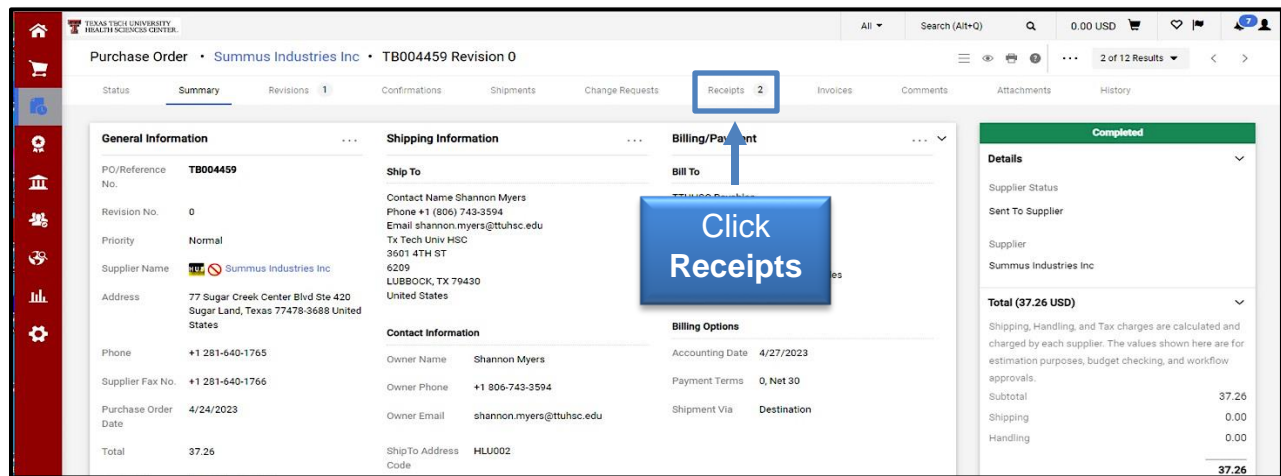
PO Number	Supplier	PO Status	Requisition Number	Shipment Status	Matching Status	Total Amount
TB004460	Quality Biological Inc.	Pending	3647896	No Shipments	No Matches	6.50 USD
TB004459	Summus Industries Inc.	Completed	3759888	Sent To Supplier	No Matches	37.26 USD
TB003926	Summus Industries Inc.	Completed	3242069	Sent To Supplier	No Matches	79.45 USD
TB003891	Summus Industries Inc.	Completed	3202785	Sent To Supplier	No Matches	79.45 USD
TB003890	Summus Industries Inc.	Completed	3203052	Sent To Supplier	No Matches	20.95 USD
TB003881	Summus Industries Inc.	Completed	3195703	Sent To Supplier	No Matches	15.97 USD
P0837778	SHI Government Solutions Inc.	Completed	3216601	Sent To Supplier	No Matches	79.00 USD
P0837777	SHI Government Solutions Inc.	Completed	3216576	Sent To Supplier	No Matches	13.20 USD
P0837737	Summus Staples	Completed	3142493	Sent To Supplier	No Matches	25.28 USD

Enter PO number

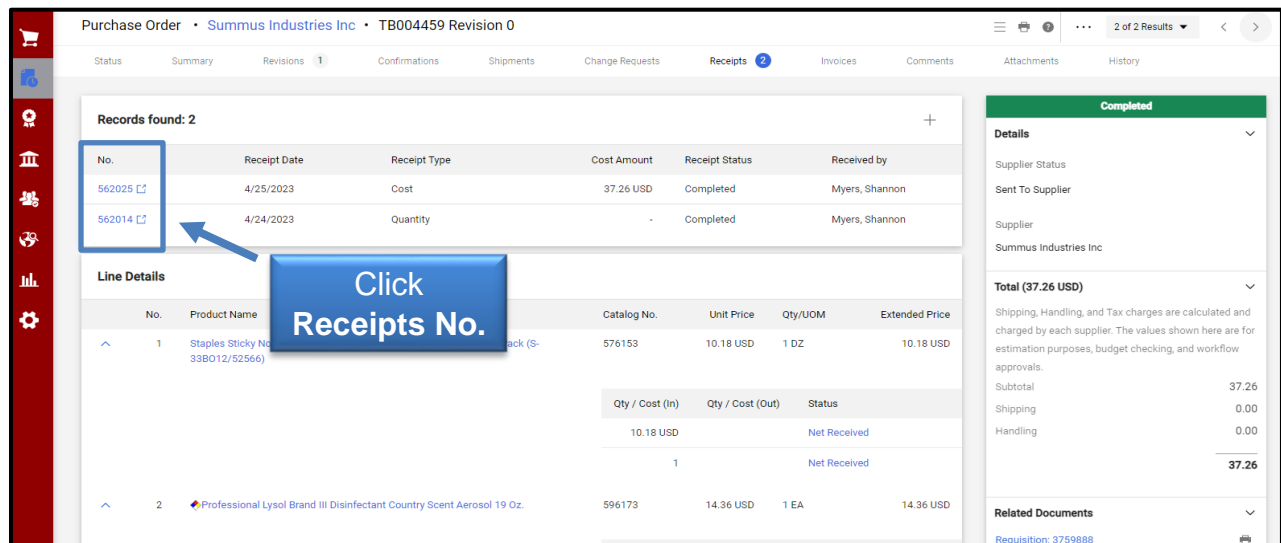
Click PO number

TechBuy – Receiving

The Purchase Order Summary page will display. Click the **Receipts** tab to view details about the receipts created for this PO.



The Receipts page displays. The Receipts page contains two sections. The top section will list all receiving receipts submitted against this PO. You can click a **Receipt No.** to view the receipt detail. The bottom section of the page will provide a summary of receiving for each item. It will show the quantities or cost received and will also provide the amounts that are **Open**, which have not yet been received.



Reopen a Receipt to Modify or Delete

Sometimes mistakes are made when creating a receipt. You might key in the wrong quantity or the wrong dollar amount or you might create a receipt against the wrong PO. If you need to reopen a receipt to modify or delete, please contact Accounts Payable at Accounts.Payable@ttuhsc.edu or by calling (806) 743-7826. You will have to provide justification or the reason you are requesting the receipt to be reopened.

TechBuy – Receiving

You will receive an automated email from TechBuy when the receipt has been reopened or deleted by Accounts Payable. When reopened, the receipt will be in draft mode again so you can modify or delete the receipt completely. When you have completed the modification(s), resubmit the receipt.

If an invoice has already paid on the PO, you must enter a negative receipt to correct the quantity or amount. You can place a negative sign in front of the amount or quantify that you need to adjust.

When attaching invoices or other documents, use the invoice number as the file name. Remember to select Accounts.Payable@ttuhsc.edu as an email recipient of any comment.

For additional information about TechBuy Receiving, contact Accounts Payable at Accounts.Payable@ttuhsc.edu.