

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](#).

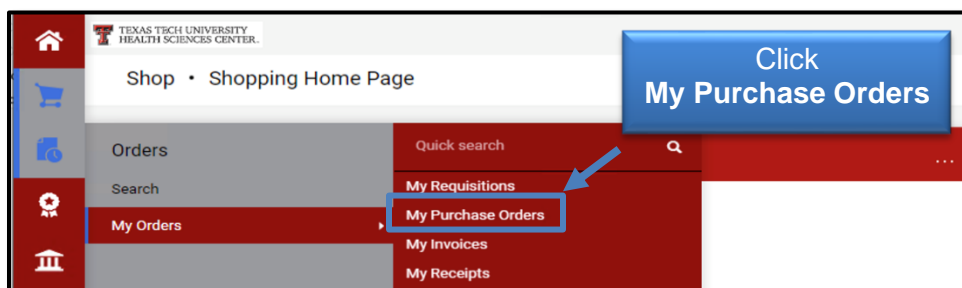
As a general rule, the correct method of Receiving in TechBuy can be determined by the lines on the Purchase Order. If a Purchase Order is set up as each (EA) or month (MON) or itemized at a fixed amount, a Quantity Receipt should be completed. If a Purchase Order is set up as a lot (LOT), job (JA), 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.

To create a receiving receipt, first, locate the purchase order.

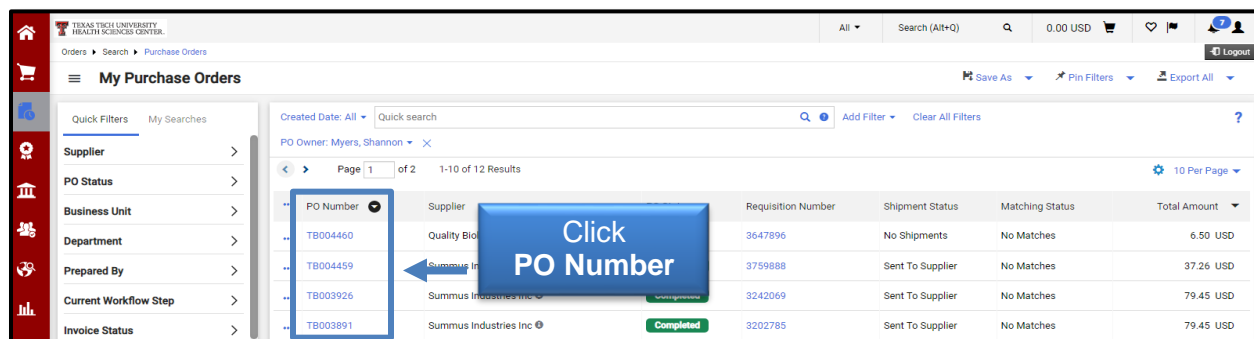
There are several ways to search for the Purchase Order (PO) using Document Search from the Orders menu navigation located on the TechBuy shopping home page:

- 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.

The screenshot shows the 'Purchase Order Summary' page for TB004459. The page is divided into several sections: General Information, Shipping Information, Billing/Payment, and a Completed summary on the right. A blue callout box with an arrow pointing to the 'Shannon Myers' contact name in the Shipping Information section contains the text 'Purchase Order Summary displays'.

| General Information | Shipping Information | Billing/Payment |
|---|--|---|
| PO/Reference No. TB004459 | 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 | Bill To TTUHSC Payables Box 5970 Lubbock, TX 79408 United States |
| Revision No. 0 | Contact Information Owner Name Shannon Myers Owner Phone +1 806-743-3594 Owner Email shannon.myers@ttuhsc.edu | Bill To Address TTUHSC Payables Code |
| Priority Normal | Cardinal Account Code Medical/Surgical no value Supplier Account Code | Billing Options Accounting Date 4/27/2023 Payment Terms 0, Net 30 |
| Supplier Name Summus Industries Inc | Ship To Address HLU002 Code | |
| 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 | | |

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 |
| Total | 37.26 |

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 Receipt** option from the **ellipsis** drop-down list at the top right in the header options.

The screenshot shows the 'Purchase Order Summary' page for P1114320. A blue callout box with an arrow pointing to the ellipsis icon in the top right header area contains the text 'Click ellipse to reveal drop-down list'. Another blue callout box with an arrow pointing to the 'Create Receipt' option in the dropdown menu contains the text 'Select Create Receipt'.

| General Information | Shipping Information | Billing/Payment |
|---|--|--|
| PO/Reference No. P1114320 | 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 | Bill To TTUHSC Payables Box 5970 Lubbock, TX 79408 United States |
| Revision No. 0 | Contact Information Owner Name Shannon Myers Owner Phone +1 806-743-3594 Owner Email shannon.myers@ttuhsc.edu | Bill To Address TTUHSC Payables Code |
| Priority Normal | Cardinal Account Code Medical/Surgical no value Supplier Account Code | Billing Options Accounting Date 4/15/2024 Payment Terms 0, Net 12 Shipment Via Destination |
| Supplier Name Summus Staples | Ship To Address HLU002 Code | |
| Address 500 Staples Dr Apt M3309R Frammingham, Massachusetts 01702-4478 United States | | |
| Phone +1 800-527-3068 | | |
| Supplier Fax No. +1 281-340-2053 | | |
| Purchase Order Date 4/15/2024 | | |
| Total 10.16 | | |
| Requisition 4004101 view print | | |

Summary

Total (\$10.16 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 | 10.16 |
| Shipping | 0.00 |
| Handling | 0.00 |
| Total | 10.16 |

Related Documents

[Add Comment](#)
[Add Note to History](#)
[Create Receipt](#)
[Create Credit Memo](#)
[Create Invoice](#)
[Print Fax Version](#)

TechBuy – Receiving

Select **Create Quantity Receipt**.

| | Net Qty Received | Net Cost Received | Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price | |
|---|------------------|-------------------|--|-------------|----------------|------------|----------|------------|---|
| 1 | -- | -- | Staples Notepads, 5" x 8", Narrow Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57338) | 163873 | PK | | 4 | | ✓ |
| 2 | -- | -- | Sharpie Permanent Marker, Fine Tip, Black, Dozen (30001) | 125328 | DZ | 8.32 | 1 DZ | 8.32 | ✓ |

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.

Header Information section

Receipt Lines section

| Line | Item | Catalog No. | Qty/UOM | Quantity | Status |
|------|------|-------------|---------|----------|--------|
| | | | | | |

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.

TechBuy – Receiving

- 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.
- 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.

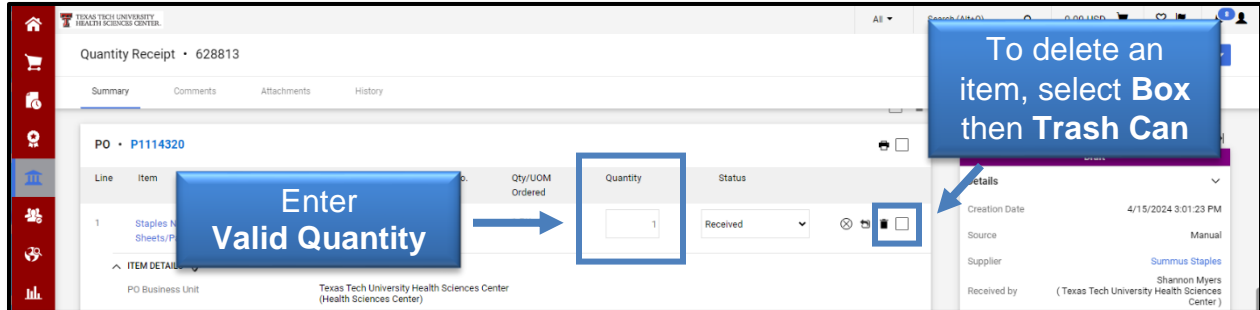
The screenshot displays the 'Header Fields' section of the TechBuy Receiving form. A blue box labeled 'Header Fields' has two arrows pointing to the 'Receipt Date' and 'Flexible Text Field 2' fields. The form includes the following fields and values:

| Field | Value |
|-----------------------|----------------------------|
| Receipt Name | 2024-04-15 UXC674 02 |
| Receipt No. | To Be Assigned |
| Receipt Date | 4/15/2024 |
| Packing Slip No. | |
| Supplier Name | Summus Staples |
| Received by | Shannon Myers (Texas Tech) |
| Receipt Address | |
| Carrier | Other |
| Tracking No. | |
| Flexible Text Field | |
| Flexible Text Field 2 | |
| Flexible Drop Down | |
| Attachments | Add |

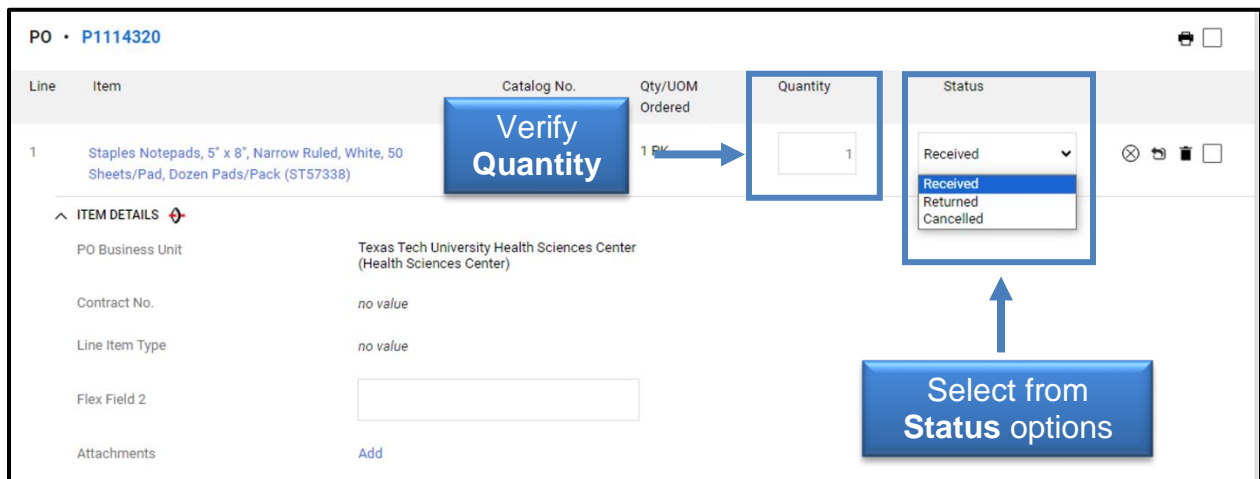
The Receipt Lines section is where you enter the receipt details. The Quantity field is required. Enter a valid **quantity amount** received for goods or services.

TechBuy – Receiving

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 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 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.



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**.

TechBuy – Receiving

Quantity Receipt • 562014

Summary Comments Attachments History

Receipt Name 2023-04-24 UXC674 01

Receipt No To Be Assigned

Carrier Other

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

Details Draft

Creation Date 4/24/2023 4:13:31 PM

Source Manual

Supplier Summus Industries Inc

Received by Shannon Myers
(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 Draft

Workflow

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.

• Your Receipt has been Completed

Summary

| | |
|----------------|----------------------|
| Receipt number | 628820 |
| Receipt Name | 2024-04-15 UXC674 01 |
| Receipt status | Completed |
| Receipt Type | Quantity |
| Supplier | Summus Staples |

Next Steps

You can view or print this [Receipt 628820](#) via the Search Receipts page.

Chart T/S Users: Share your feedback on the vendor's performance here: [Vendor Performance Survey](#). Your input guides us in enhancing our relationship and service expectations.

[Return to your home page](#)

[Create draft receipt](#)

Click Receipt Number

TechBuy – Receiving

The receipt displays.

The screenshot displays the 'Quantity Receipt' interface for PO 562014. The interface is divided into several sections:

- Summary:** Contains fields for Receipt Name (2023-04-24 UXC674 01), Complete Date (4/24/2023 4:25:39 PM), Receipt No (562014), Receipt Date (4/24/2023), Packing Slip No (no value), Supplier Name (Summus Industries Inc), Received by (Shannon Myers), and 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).
- Details:** A table with columns: Line, Item, Catalog No., Quantity, Status. It shows one line item: 1 Staples Sticky Notes 3 x 3 Assorted Bold 100 Sheets/Pad 12 Pads/Pack (S-33B012/52566) with a quantity of 1 and status 'Received'.
- Completed:** A section on the right showing 'Total (\$7.26 USD)' and 'Subtotal' (37.26).
- Related Documents:** A link to 'Purchase Order: TB004459'.
- What's next?:** A section showing 'Workflow Status' as 'Completed' and 'Workflow' as 'Submitted'.

Creating a Cost Receipt

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

The screenshot displays the 'Purchase Order Summary' page for PO P1114321 Revision 0. The page is divided into several sections:

- General Information:** Contains fields for PO/Reference No (P1114321), Revision No (0), Priority (Normal), Supplier Name (Summus Staples), Address (500 Staples Dr Apt M3309R, Framingham, Massachusetts 01702-4478, United States), Phone (+1 800-527-3068), and Supplier Fax No (+1 281-340-2053).
- Shipping Information:** Contains fields for 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) and Contact Information (Owner Name Shannon Myers, Owner Phone +1 806-743-3594).
- Billing/Payment:** Contains fields for Bill To (TTUHSC Payables, Box 5970, Lubbock, TX 79408, United States), BillTo Address (TTUHSC Payables), Billing Options (Accounting Date 4/15/2024, Payment Terms 0, Net 12), and Billing/Payment (TTUHSC Payables, Box 5970, Lubbock, TX 79408, United States).
- Summary:** A section on the right showing 'Total (\$7.26 USD)' and 'Subtotal' (37.26).

Annotations on the screenshot include:

- A blue box with the text 'Click ellipse to reveal drop-down list' pointing to the ellipsis icon in the top right header.
- A blue box with the text 'Select Create Receipt' pointing to the 'Create Receipt' option in the drop-down list.

TechBuy – Receiving

Select **Create Cost Receipt**.

| | Net Qty Received | Net Cost Received | Item | Catalog No. | Size/Packaging | Unit | Cost | Status |
|---|------------------|-------------------|--|-------------|----------------|------|------|--------|
| 1 | -- | -- | Clorox Disinfecting Wipes Value Pack, 75 Wipes/Container, 3/Pack (30208) | 1949018 | PK | | | |
| 2 | -- | -- | Expo Whiteboard Care Dry Erase Cleaner, Blue (81803) | 120741 | EA | 3.31 | 1 EA | 3.31 ✓ |

Buttons: Create Quantity Receipt, **Create Cost Receipt**, Cancel

Total (22.58 USD)

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.

Header Information section

Receipt Name: 2024-04-15 UXC674 03

Receipt No.: To Be Assigned

Receipt Date: 4/15/2024

Packing Slip No.:

Supplier Name: Summus Staples

Received by: Shannon Myers (Texas Tech University Health Sciences Center)

Receipt Address:

Receipt Lines section

| Line | Item | Catalog No. | Cost Ordered | Cost | Status |
|------|------|-------------|--------------|------|--------|
| | | | | | |

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 the total received by PO.

TechBuy – Receiving

- 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.

The screenshot displays the TechBuy Receiving form interface. It features a grid of input fields for receipt details. A blue callout box labeled 'Header Fields' has two arrows pointing to the 'Supplier Name' and 'Received by' fields. The form includes fields for Receipt Name, Receipt No., Receipt Date, Packing Slip No., Supplier Name, Received by, Receipt Address, Carrier, Tracking No., Flexible Text Field, Flexible Text Field 2, Flexible Drop Down, Attachments, and Notes. The 'Supplier Name' field is populated with 'Summus Industries Inc' and the 'Received by' field with 'Shannon Myers (Texas Tech University Health Sciences Center)'. The 'Receipt Date' field shows '4/25/2023' with a calendar icon. The 'Carrier' field is a dropdown menu set to 'Other'. The 'Attachments' field has a blue 'Add' link. The 'Notes' field is a large text area at the bottom.

| | | | |
|------------------|--|-----------------------|-------|
| 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 | |

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

TechBuy – Receiving

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.

Cost Receipt • 628831

Summary Comments Attachments History

PO • P1114321

| Line | Item | Cost Ordered | Cost | Status |
|------|---|--------------|-------|---------------|
| 1 | Clorox Disinfecting Wipes Value Pack, 75 3/Pack (30208) | 19.27 | 19.27 | Cost Received |

ITEM DETAILS

PO Business Unit Texas Tech University Health Sciences Center (Health Sciences Center)

Contract No. no value

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 canceled** in the status column. To receive the remaining items on the Receipt, verify the **cost** is correct for each line item.

PO • P1114321

| Line | Item | Cost Ordered | Cost | Status |
|------|--|--------------|-------|---------------|
| 1 | Clorox Disinfecting Wipes Value Pack, 75 Wipes/Container, 3/Pack (30208) | 19.27 | 19.27 | Cost Received |

ITEM DETAILS

PO Business Unit Texas Tech University Health Sciences Center (Health Sciences Center)

Contract No. no value

Line Item Type no value

Flex Field 2

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.

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**.

TechBuy – Receiving

Cost Receipt • 628831

Summary Comments Attachments History

PO • P1114321

| Line | Item | Catalog No. | Cost Ordered | Cost | Status |
|------|--|-------------|--------------|-------|---------------|
| 1 | Clorox Disinfecting Wipes Value Pack, 75 Wipes/Container, 3/Pack (30208) | 1949018 | 19.27 | 19.27 | Cost Received |

University Health Sciences Center

Flex Field 2

Click Save Updates to complete later

Click Complete to submit now

Select Comments Tab, if needed

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 | 628831 |
| Receipt Name | 2024-04-15 UXC674 03 |
| Receipt status | Completed |
| Receipt Type | Cost |
| Supplier | Summus Staples |

Next Steps

You can view or print this at [Receipt 628831](#), or via the [Search Receipts](#) page.

Chart T/S Users: Share your feedback on the vendor's performance here: [Vendor Performance Survey](#). Your input guides us in enhancing our relationship and service expectations.

[Return to your home](#)

[Create draft receipt](#)

Click Receipt Number

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

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 |
| Received by | Shannon Myers (Texas Tech University Health Sciences Center) |

Total (37.26 USD)

| | |
|----------|-------|
| Subtotal | 37.26 |
| | 37.26 |

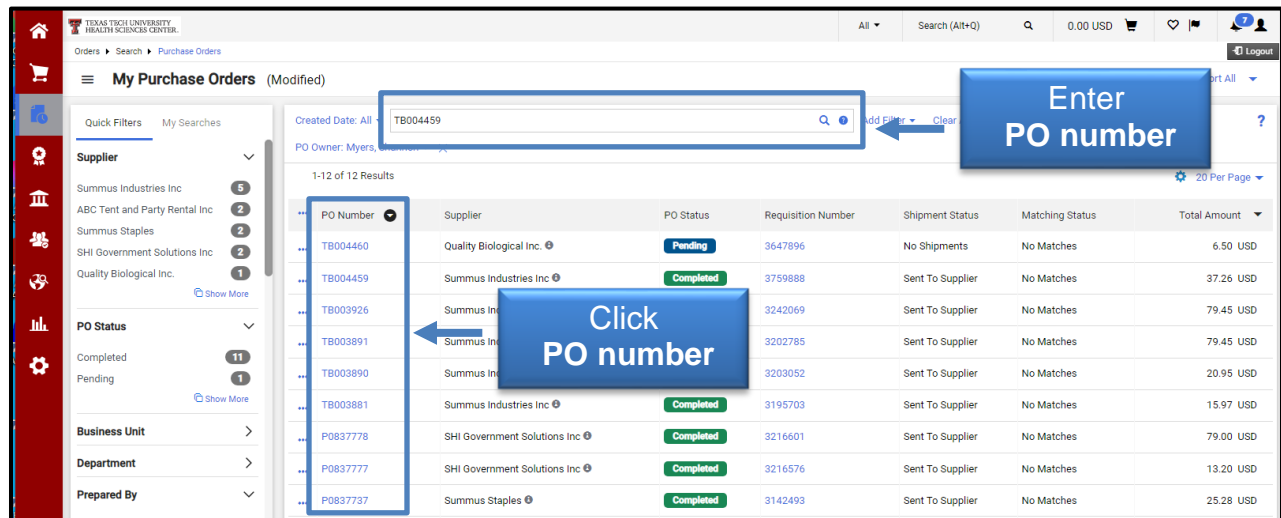
Related Documents

[Purchase Order: TB004459](#)

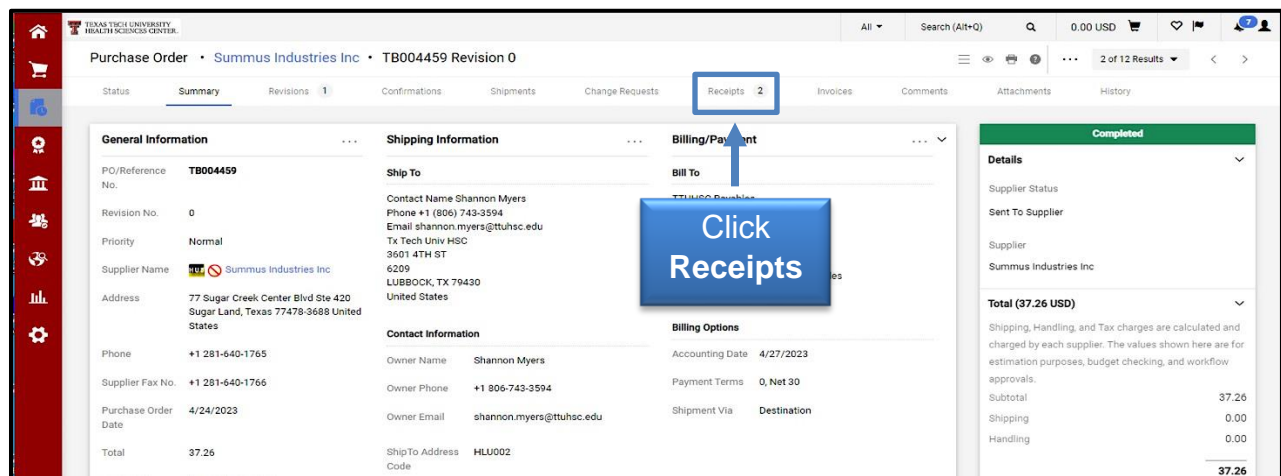
TechBuy – Receiving

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**, and **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.



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 details. 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.

TechBuy – Receiving

The screenshot displays the TechBuy Receiving interface for Purchase Order TB004459 Revision 0. The interface includes a top navigation bar with tabs for Status, Summary, Revisions (1), Confirmations, Shipments, Change Requests, Receipts (2), Invoices, Comments, Attachments, and History. A sidebar on the left contains various icons. The main content area shows a table of receipts with columns: No., Receipt Date, Receipt Type, Cost Amount, Receipt Status, and Received by. Two receipts are listed: 562025 (Cost, 37.26 USD, Completed) and 562014 (Quantity, Completed). A blue callout box with an arrow points to the receipt number 562025, containing the text "Click Receipts No.". Below the receipts table is a "Line Details" section with columns: No., Product Name, Catalog No., Unit Price, Qty/UOM, and Extended Price. It shows details for two lines: Line 1 (Staples Sticky Note, 576153, 10.18 USD, 1 DZ) and Line 2 (Professional Lysol Brand III Disinfectant Country Scent Aerosol 19 Oz., 596173, 14.36 USD, 1 EA). A right-hand panel shows a "Completed" status with details for the supplier (Summus Industries Inc) and a total of 37.26 USD. A "Related Documents" section at the bottom right shows a requisition number 3759888.

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. You will have to provide justification or the reason you are requesting the receipt to be reopened.

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.

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.