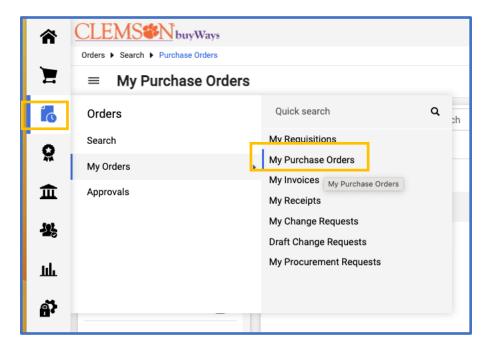


Simple Office Supply Receipt

1. Open buyWays

Â					All 👻	Search (Alt+Q) C	0.00 USD 👿				
E	Simple Advanced		BUY SOMETHING All Favo	rites Clemson Form	ns Shop Quick Ord	er Additional Search	hes: All Suppliers Cate	gor			
16 0	Search for products, suppliers, forms, part numbe	er, etc.	_								
			Scientific/Lab Supplies								
血機	Welcome to buyWays News and Announcements UPS Small Package Delivery FAQ Reminders		Chemicals & Lab Supplies	Chemicals & Lab Supplies	Airgas Lab/ Industrial Gases & Equip	Fine Lab Chemicals	BIO RAD				
ш	Fiscal Year Reminders Adjust Taxes on Invoice Default Delivery County		RICOH Service Center: Badges, Business Cards, MFD & Printer Orders								
r B	Dollar Limitations AIRGAS Changes -12/16/2020 Using buyWays Video		Print Services 🐲	۲ RICOH	RICOH	PRESIDIO					
₽	Search Guide Approving Guide Mobile Approvals Code State State State		RICOH Online & @Dillard Bldg	Printer Purchasing	MFD Copier Lease	Existing MFD Lease Payment					
	Set Up Email Approval Code Supplier Registration Process Small Catering Engagements RICOH Name Badge		Office Suppliers, Furniture, Cubicles, Seating & Design								
	NCOT Healte Bagge buyWays FORMS FOR REQUESTS AND DELEGA New User Request Department Approval Delegation User Role Request PI Grant/Project Approval Delegation	ATIONS	Cinc Staples & Copy Paper	Independent Rep. over 40 Lines	C [™] YoungOffice Furniture Cubes and Design						
ų,	Stop Pay/Void/Reissue - (all other CUB)	S forms)	Computing - II Due to	o alobal parts short	tane_lead times are	longer than expecte	d II				

2. Click on Orders, then my orders, then my purchase orders (or enter the po number in the search bar).



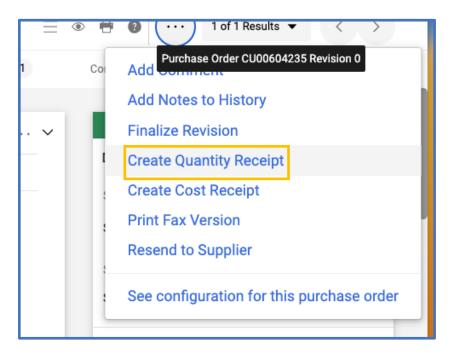
3. Click on the PO that you need to create a receipt

QUICK FIITERS My Sear	cnes	Crea	aleu Dale. Last 90 u	ays Quick sear	GIT						
Supplier	~	PO	PO Owner: Tonkin, Jennifer 👻 🔀								
Staples Inc	1-1 of 1 Results										
Department	~		PO Number 🔻	Supplier	Created Date/Time						
5365 (Procurement and Business Svs)	0		<u>CU00604235</u>	Staples Inc 🖲	4/19/2023 1:18:						
Prepared By	~										

4. Click on the 3 dots (jelly beans) at the header of the PO.

Change	Requests	Receipts	Invoices	1		Col	I of 1 Results ▼ < > Purchase Order CU00604235 Revision 0
	Billing/Payment	t			~		Add Notes to History Finalize Revision
	Bill To CLEMSON UNIV ACCOUNTS PAYABLE ATTN: Jennifer Tonkin DILLARD BLDG 400 KLUGH AVE					1	Create Quantity Receipt Create Cost Receipt
							Print Fax Version Resend to Supplier
	CLEMSON, SC 296 United States	534-5365				1	See configuration for this purchase order
	BillTo Address 5	5365-AP				Tot	tal (4.19 USD) V

5. Click Create Quantity Receipt (or Cost Receipt if it is a cost PO)



6. Add required information, click Complete. (If you need to remove a line because you haven't received it yet, click the box to the right of the item, then remove)

CLE	MS buy Ways		All	Search (Alt+Q)	٩	6.85 USD 📜	♡ 🔎 🔺 1		
Qu	antity Receipt • 38190138				= 0	Save Update	Complete 💌		
s	ummary Comments Attact	iments History							
F	Receipt Name	2023-05-03 jtonkin 01		Notes					
F	Receipt No	To Be Assigned			1000 characters	remaining			<i>li</i>
F	Receipt Date	4/25/2023							
		mm/dd/yyyy							
F	Packing Slip No.	0208313071							
s	Supplier Name	Staples Inc							
F	Received by	Jennifer Tonkin							
									··· 🗌 🖀
F	PO • CU00604235								•
L	ine Item		Catalog No.		Quantity	Sta	atus		
1	TRU RED 8" Non-Stick Titanium Co 2/Pack (TR55014)	ated Scissors, Straight Handle,	24380507	1 PK	1	Rec	eived	~	0 * 🗆
	∧ ITEM DETAILS								
	Contract No.	99325710							
	Line Item Type	no value							

7. Receipt Created!