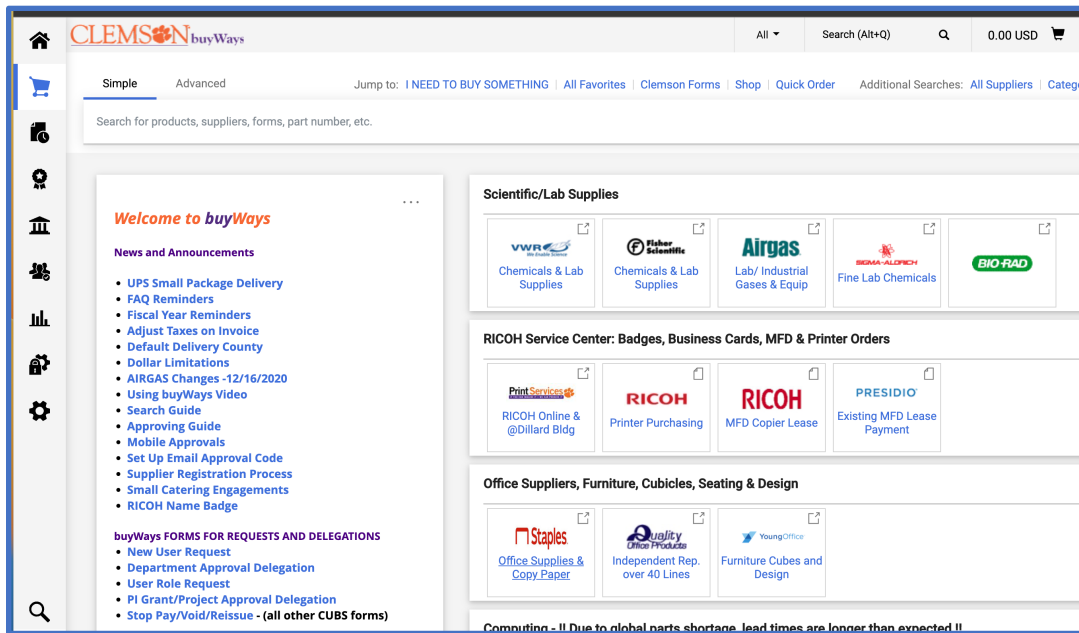
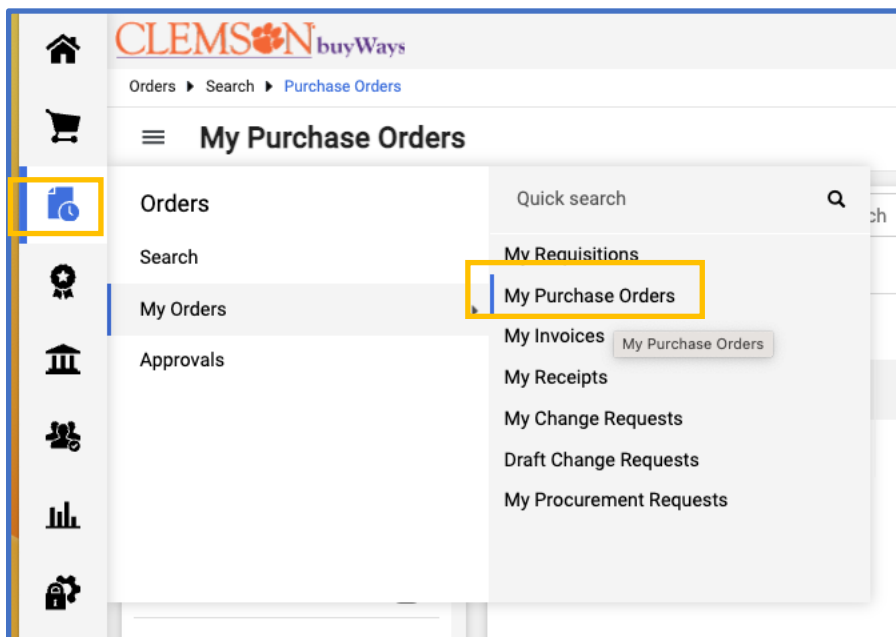


Simple Office Supply Receipt

1. Open buyWays



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 Filters My Searches

Supplier

Staples Inc 1

Department

5365 (Procurement and Business Svcs) 1

Prepared By

Created Date: Last 90 days Quick search

PO Owner: Tonkin, Jennifer X

1-1 of 1 Results

PO Number	Supplier	Created Date/Time
CU00604235	Staples Inc	4/19/2023 1:18:1

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

Change Requests Receipts Invoices 1

Billing/Payment

Bill To

CLEMSON UNIV ACCOUNTS PAYABLE
ATTN: Jennifer Tonkin
DILLARD BLDG
400 KLUGH AVE
CLEMSON, SC 29634-5365
United States

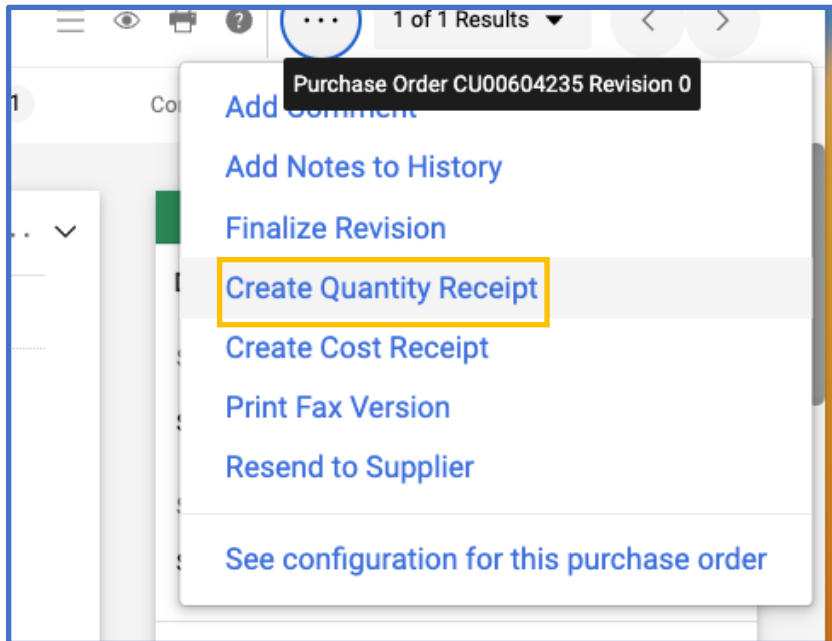
BillTo Address 5365-AP

Total (4.19 USD)

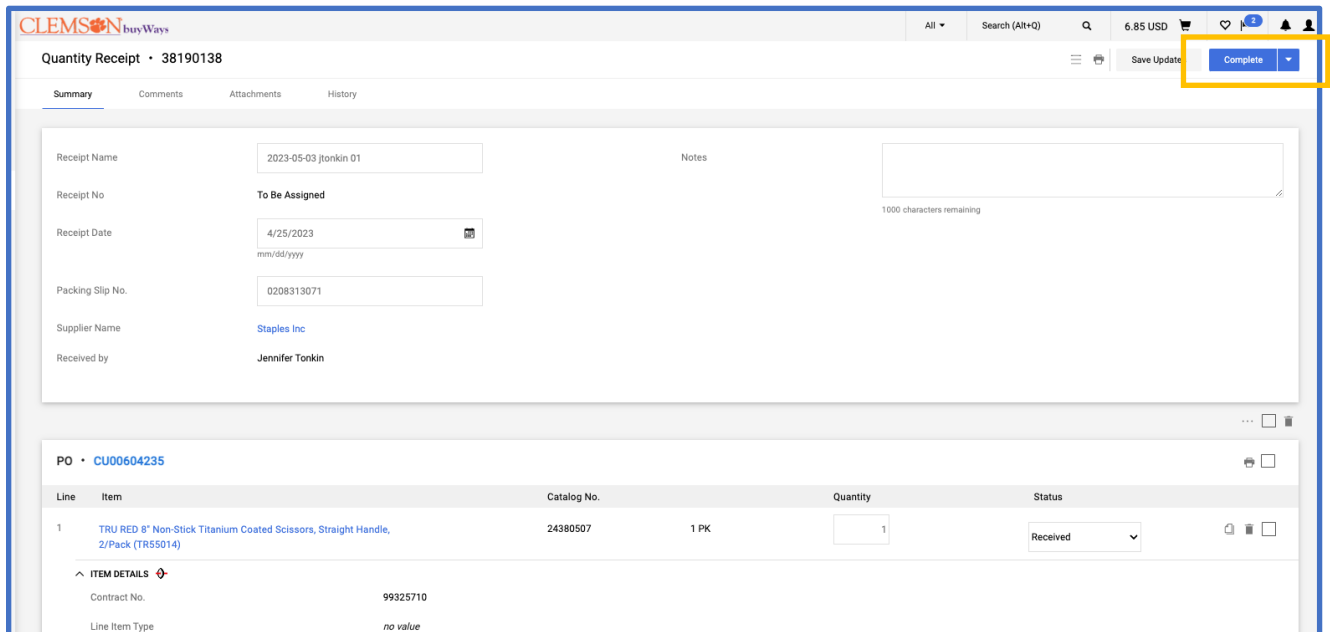
Purchase Order CU00604235 Revision 0

- Add Comment
- Add Notes to History
- Finalize Revision
- Create Quantity Receipt
- Create Cost Receipt
- Print Fax Version
- Resend to Supplier
- See configuration for this purchase order

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)



7. Receipt Created!