Entering a Receipt in BuyWays:

To verify the receipt of goods or services, you will need to login to <u>BuyWays</u> and enter a reciept.

• Enter the purchase order (PO) number you wish to access and click the magnifying glass to search and then select the correct PO from the results list.

(Purchase Orders 🔻		Sea	Search (Alt+Q)	
• N	lext, g	o to the	"Receipts'	" tab			\frown				
:	Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts	Invoices	Comments	Attachments 1	History

• Click the "+" and choose "Create Quanity Receipt" or "Create Cost Receipt"

Records found: 0	+
There are no receipts for this PO.	Create Quantity Receipt Create Cost Receipt

- The reciept will automatically populate with the PO information, you can edit this informaiton based on the quanity or amount
- You will need to enter the packing slip number
 - Note If you do not have a packing slip, you may use the invoice number or any reference number you choose
- Review all lines for quanity or cost accuracy
- Select "Complete" at the top or bottom of the page